

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
NOVEMBER 10, 2021
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on November 10, 2021 at the municipal building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00 PM.

PRESENT: Commissioners Albert Bagusky, William Howatt, Ronald Krushnowski, Jeffrey Lewis, George Andrejko.

ABSENT: Commissioners George Bowers, Joseph Howanitz.

MOMENT OF SILENCE – OBSERVANCE OF VETERAN’S DAY

We will take a moment of silence for all our veteran soldiers; thank you to those who have fought in the past...and to those who are today risking their lives for the sake of freedom. Let us pray for our men and women in uniform. Let us ask for the safe return for those abroad. For those who will never return and those not yet accounted for...grant them peace. And, for those who fall and have fallen, let their efforts not be in vein. Let us pray for the families whose sons and daughters are overseas as well as those who may be called upon to defend our freedoms. God Bless America.

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Lewis, secc. Krushnowski that the Secretary’s Report for the month of October 2021 be accepted and filed. The report indicated that Executive Session of the Board was conducted on October 13, 2021 to discuss personnel and possible litigation. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MANAGER’S REPORT

Motion by Lewis, secc. Krushnowski that the Manager’s Report for the month of October 2021 be accepted and filed. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Lewis, secc. Krushnowski that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of October 2021 be accepted and filed. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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MINUTES OF MEETING OF OCTOBER 13, 2021

Motion by Lewis, secc. Krushnowski that the minutes of the meeting of October 13, 2021 be accepted and filed. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMMUNICATIONS

Motion by Leis, secc. Krushnowski that the communications for the month of October 2021 be accepted and filed. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Lewis, secc. Krushnowski that Jerry Dunn, Kyle Kowalski, Nicholas Havey and Joseph Scudder be hired as a temporary laborer in the Public Works Department effective November 14, 2021 to December 15, 2021 at a rate of \$14.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Krushnowski that Raymond Masher, John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Paul Rakowski & Keith Eichler Jr. be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective November 14, 2021 to December 15, 2021 at a rate of \$14.00 per hour for a maximum of twenty eight (28) hours per week, per individual. Total of all combined temporary as needed drivers shall not exceed ninety (90) hours per week. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

TOWNSHIP MANAGER AGREEMENT

Motion by Lewis, secc. Krushnowski to approve the agreement with the Township Manager effective 1-1-2022. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HANOVER TOWNSHIP CIVIL SERVICE COMMISSION

Motion by Lewis, secc Krushnowski to appoint George L. Andrejko to the Hanover Township Civil Service Commission effective November 10, 2021 to fill the 6-year term of Russell P. Davis. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis. Abstain: Andrejko. MOTION CARRIED.

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**AUTHORIZATION – FIRE AND POLICE CIVIL SERVICE COMMISSION
ELIGIBILITY TESTING**

Motion by Lewis, secc. Krushnowski to authorize the Fire and Police Civil Service Commissions to initiate the steps necessary for eligibility testing. This testing is being conducted to provide a list of candidates should a vacancy become available within either department. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUTHORIZATION – ADDITIONAL DAY TO COVID-19 SICK BANK

Motion by Lewis, secc. Krushnowski to authorize the addition of 50 days to the COVID - 19 Sick Bank. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUDIT SERVICES FOR 2021 FINANCIALS

Motion by Lewis, secc. Krushnowski to accept the proposal from Baker Tilly Virchow Krause, LLP to provide professional audit services for the calendar year, including the DCED Report, ending December 31, 2021 at a fee of \$19,500.00 and \$6,240.00 to support closing the books for the township on a monthly basis be approved and the Chairman be and is authorized to sign the letter of engagement on behalf of the Board. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices for various projects in the amount of \$15,886.52. These will be paid through various funds and grants including from the Liquid Fuels Account and Capital Fund. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Krushnowski to approve Invoice No. H21010 in the amount of \$4,962.50 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

2022 TAX AND REVENUE ANTICIPATION NOTE

Motion by Lewis, secc. Krushnowski that the Township Secretary is authorized to seek quotes for the 2022 Tax and Revenue Anticipation Note for the principal amount of \$900,000.00 for cash flow purposes. The Township Manager will present a recommendation at the December 2021 meeting. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 007-2021 - APPROPRIATION ORDINANCE FOR 2022

Motion by Lewis, secc. Krushnowski to approve Hanover Township Appropriation Ordinance No. 007-2021 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2022 appropriating specific sums from the fund equities, revenues and other financing services be adopted as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 008-2021 – WOODBURY STREET PARKING

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 008-2021 prohibiting parking during certain hours and days on Woodbury Street be adopted as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 009-2021 - MERCANTILE & BUSINESS PRIVILEGE TAX 2021

Motion by Lewis, secc Krushnowski to approve Ordinance No. 012-2021 imposing a mercantile and business privilege tax setting the rate at one (1) mill for wholesale and brokers, and one and one half (1 ½) mills for retail, restaurant, hawkers, peddlers, professional and contractors for the year 2022 be adopted as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 010-2021 - EARNED INCOME TAX 2022

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 010-2021 imposing an earned income tax of one (1%) per centum for the year 2022 be adopted as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 011-2021 LOCAL SERVICE TAX ORDINANCE 2022

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 011-2021 imposing a local services tax for the year 2022 in the amount of fifty-two (\$52.00) dollars on the privilege of engaging in an occupation within the Township pursuant to Act 7 of 2007 and Ordinance No. 005-2007- The Hanover Township Local Service Tax be adopted as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 012-2021 - TRANSFER OF REAL ESTATE FOR 2022

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 012-2021 imposing a real estate tax of one (1%) per centum for the year 2022 be adopted as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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ORDINANCE NO. 013-2021 - FIXING THE TAX RATE FOR 2022

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 013-2021 fixing the tax rate for the 2022 general fund at five point five (5.5) mills on all real property be adopted as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 014-2021– REZONING APPLICATION TO AMEND THE HANOVER TOWNSHIP ZONING MAP

Motion by Lewis, secc Krushnowski to approve Ordinance No. 014-2021 for the rezoning application to amend the Hanover Township Zoning Map as submitted by Yalick, CCJ. The approval is to rezone approximately 16.774 acres of vacant land to an R-3 (Multi-Family Residential) classification with the property address listed as 437 Plymouth Ave which is located to the rear of the Half Circle BBQ restaurant and generally bounded in part by Plymouth Ave, West End Road and the Delaware & Hudson Railroad. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 028-2021 – 2022 SALARY AND COMPENSATION RESOLUTION

Motion by Lewis, secc. Krushnowski to approve Resolution No. 028-2021 the 2022 Salary and Compensation Resolution as presented. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 029-2021 – ESTABLISHING PREMIUM PAY

Motion by Lewis, secc. Krushnowski to approve Resolution No. 029-2021 establishing premium pay to essential employees using American Rescue Plan Act funds as presented. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 030-2021 – APPOINTING A POINT OF CONTACT FOR FEDERAL EMERGENCY MANAGEMENT AGENCY IDA DECLARATION

Motion by Lewis, secc. Krushnowski to approve Resolution No. 030-2021 appointing Samuel Guesto as the point of contact for Federal Emergency Management Agency Event No. 4618DR-PA relative to tropical depression Ida as presented. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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APPROVAL – RESOLUTION NO. 031-2021

Motion by Lewis, secc. Krushnowski to approve Resolution No. 031-2021 for the Local Share Account Grant as presented. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUTHORIZATION – ADVERTISING OF 2022 AURORA 850 SX-R RESPONDER

Motion by Lewis, secc. Krushnowski that based upon the request of the Fire Chief, to authorize the Township Secretary to advertise the acceptance of bids for a 2022 AURORA 850 SX-R RESPONDER 8X8 all-terrain vehicle. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUTHORIZATION – PURCHASE ORDERS

Motion by Lewis, secc. Krushnowski that based upon the request of the Police Chief and Road Department Supervisor, to authorize the Township Manager to issue purchase orders for a Ford Utility Police Interceptor with upfit from Chapman Auto Stores COSTARS contract #13-194 in an amount not to exceed \$55,000 and a Case 580 Loader Backhoe from Medico Construction Equipment Inc. State contract #4400019956 amount not to exceed \$85,000. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – TEMPORARY EASEMENT AGREEMENT

Motion by Lewis, secc. Krushnowski to approve the temporary easement agreement with Cheryl Radle and Ronald Radle for the Loomis Park Bridge Replacement Project. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – TEMPORARY EASEMENT AGREEMENT

Motion by Lewis, secc. Krushnowski to approve the temporary easement agreement with the Earth Conservancy for the Loomis Park Bridge Replacement Project. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

NEXT MEETING: The December 2020 meeting will be held on December 15, 2021 at 7:00 PM.

ADJOURN

On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

Jennifer Dukes, Secretary