

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
OCTOBER 12, 2022
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on October 12, 2022 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 George Bowers, Joseph Howanitz, William Howatt, Ronald Krushnowski, Jeffrey Lewis, George Andrejko.

ABSENT: Commissioner Albert Bagusky.

STATEMENT BY THE CHAIRMAN

We take time tonight to recognize the month of October as First Responders Month and we want to express our gratitude to our emergency services personnel for their devotion to providing the best services to the community. To the Police Department for their dedication and excellent service in utilization of their skills and training to serve and protect the community in general and the residents of Hanover Township in particular. To the devoted Fire Department including the volunteer firefighters, officers, fire truck drivers and auxiliary personnel in appreciation for their dedicated and progressive efforts in protecting the lives and possessions of the residents of the community. To the officers and members of the Hanover Township Community Ambulance Association Inc. in recognition of their dedication by continually providing a high standard of care and compassion in providing life sustaining and lifesaving services to the community. We, the Board of Commissioners hereby acknowledge and proclaim the gratitude of ourselves and the people of Hanover Township to all these fine individuals for a job well done each and every day of the year.

SWEARING IN OF NEW POLICE OFFICER - Honorable District Judge Joseph A. Halesey to swear in recently hired police officer Benjamin Kreuzer.

Lynette Falls, 26 Kniffen Street and Agnes Alden, 3 Kniffen Street addressed the Board regarding a noise complaint and no truck parking signs on Fellows Ave.

Sharon Ormando, 4 East Germania Street addressed the Board regarding easement steps by her residence.

Diane Devans, Vanessa Drive addressed the Board regarding vacant home on Vanessa Drive.

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Lewis, secc. Bowers that the Secretary’s Report for the month of September 2022 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on September 14, 2022 to discuss personnel and possible litigation. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MANAGER’S REPORT

Motion by Lewis, secc. Bowers that the Manager’s Report for the month of September 2022 be accepted and filed. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Lewis, secc. Bowers that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of September 2022 be accepted and filed. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

TREASURER’S REPORT

Motion by Lewis, secc. Bowers that the Treasurer’s report for the month of August 2022 be accepted and filed. On the motion the following votes yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MINUTES OF MEETING OF SEPTEMBER 14, 2022

Motion by Lewis, secc. Bowers that the minutes of the meeting of September 14, 2022 be accepted and filed. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

LIST OF BILLS

Motion by Lewis, secc. Bowers that the list of bills be approved for payment. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMMUNICATIONS

Motion by Lewis, secc. Bowers that the communications for the month of September 2022 be accepted and filed. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Lewis, secc. Bowers that Kyle Kowalski, Edwin Murphy, Joseph Scudder & Nicholas Havey be hired as a temporary laborer in the Public Works Department effective October 16, 2022 to November 14, 2022 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: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Bowers that Raymond Masher, John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Paul Rakowski, Keith Eichler Jr. & Joseph Hudak be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective October 16, 2022 to November 14, 2022 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: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUDITOR GENERAL – 2022 ALLOCATION – VOLUNTEER FIRE RELIEF ASSOCIATION

Motion by Lewis, secc. Bowers that in accordance with the statutes of Act 205 of 1984 and in compliance with regulations of the Department of the Auditor General, the 2022 Allocation Supporting the Volunteer Fire Relief Fund in the amount of \$57,495.76 be forwarded to the Volunteer Fire Relief Fund c/o Frank Rinkevich, Treasurer, 547 Wilkes-Barre Street, Hanover Township, PA 18706. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMMONWEALTH OF PENNSYLVANIA – 2022 ALLOCATION OF GENERAL MUNICIPAL PENSION SYSTEM AID

Motion by Lewis, secc. Bowers as per the recommendation of the Township Manager, that the Township's 2022 Allocation of General Municipal Pension System State Aid in the amount of \$305,646.65 is to be distributed in the following manner:

The entire proceeds of the State Aid towards repayment of the scheduled pension loan payment of \$419,260.84 and the additional payments as follows are paid out of the Township General Fund:

Non-Uniformed Pension Plan Distribution: \$82,522.00

Police Pension Plan Distribution: \$178,255.00

Pension Loan Payment: \$113,614.19

These distributions are made in accordance with the 2022 Minimum Municipal Obligation (MMO). On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

LETTER OF ENGAGEMENT FOR 2022/2023 – AUDIT SERVICE

Motion by Lewis, secc. Bowers that the Township Manager be and is authorized to request a proposal and letter of engagement from Baker Tilly Virchow Krause, LLP Accountants to provide audit services and assist with the preparation of the Department of Community and Economic Development Report for the calendar year ending December 31, 2022 and the Township Manager is to present this proposal to the Board of Commissioners at the November 2022 Work Session. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Bowers to authorize the payment of Township Engineer Borton Lawson Invoices for various projects in the amount of \$17,753.83 These will be paid through various funds and grants including from the General Fund and the Capital Projects Fund. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Bowers to approve Invoice No. H22009 in the amount of \$202.50 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – RESOLUTION NO. 017-2022

Motion by Lewis, secc. Bowers to approve Resolution No. 017-2022 for the Township Manager to submit a Local Share Account Grant Application in the amount of \$450,000.00 for the Fueling Station Diesel Tank as presented. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – RESOLUTION NO. 018-2022

Motion by Lewis, secc. Bowers to approve Resolution No. 018-2022 for the Township Manager to submit a Department of Environmental Protection for a 902 Recycling Grant Application in the amount of \$178,125.00 for a Municipal Recycling Vehicle and recycling containers as presented. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – RESOLUTION NO. 019-2022

Motion by Lewis, secc. Bowers to approve Resolution No.019 – for the Township Manager to submit a Department of Conservation and Natural Resources for refurbishing of eight playgrounds in the amount of \$150,000.00. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – MUNICIPAL GARBAGE AGREEMENT

Motion by Lewis, secc. Bowers to approve the proposal from Waste Reduction & Recycling for the disposal of municipal garbage at the rates proposed per ton: 2023 - \$85.00; 2024 - \$87.00; 2025 - \$88.50; 2026 - \$90.50; 2027 - \$91.50 and the Chairman is authorized to sign same. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUTHORIZATION – MUNICIPAL VEHICLES

Motion by Lewis, secc. Bowers to authorize the Township Manager to order the following municipal vehicles during the open ordering announcement from certified COSTARS vendors:

1. One Ford F600 Dump Truck with plow and salt spreader
2. One Ford Police SUV with upfit and computers
3. One upfit with computers from a COSTARS vendor

AND to ratify the Township Managers action to purchase a 2022 Ford Explorer from Chapman Ford COSTARS Contract #13-194 in the amount of \$34,436.00 with trade-in from the Capital Fund. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – FIRE ESCROW RELEASE

Motion by Lewis, secc. Bowers that upon the recommendation of the Code Enforcement Officer, to approve the release of the Fire Escrow Account for 3029 South Main Street in the amount of \$18,000.00. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – HANOVER TOWNSHIP LIONS CLUB REQUEST

Motion by Lewis, secc. Bowers to approve the following requests from the Hanover Township Lions Club:

1. Placement of an awareness sign and donation box for the 2022 Toys for Tots collection campaign.
2. Municipal assistance from the Road, Fire and Police Departments for the annual Tree Lighting and Toys for Tots collection event on December 4, 2022 from 2:00 pm to 5:00 pm.

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

APPROVAL – AGREEMENT WITH THE SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (SPCA) OF LUZERNE COUNTY

Motion by Lewis, secc. Bowers to approve the agreement with the SPCA for assistance with the stray and loose animal population. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AWARD OF FELLOWS TRAIL CONSTRUCTION

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to award the Fellow Ave Trail Project construction to New Enterprise Stone and Lime in the amount of \$248,197.00. This project is funded by the Greenways Trails Grant and Stormwater Municipal Account. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL PAY APPLICATION NO.1

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to approve Pay Application No.1 to Belles Property Management LLC, in the amount of \$72,468.90 for the municipal fueling station from the Capital Fund and that the Township Manager is authorized to seek grant reimbursement. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – PURCHASE AND DEMOLITION OF 74 GRAHAM AVENUE

Motion by Lewis, secc. Bowers to approve the purchase of 74 Graham Avenue in the amount of \$12,000.00 and for the demolition of same by Stell Enterprises in the amount of \$18,800.00 from the Capital Fund based upon final review and approval from the Solicitor. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MOTION TO ADD THE FOLLOWING TO THE AGENDA:

Motion by Lewis, secc. Bowers to add the award of the Warrior Creek Stream Cleaning project, and to authorize the Township Manager to purchase a 20 yard garbage packer and to the promotion of Police Sergeant. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AWARD OF WARRIOR CREEK STREAM CLEANING PROJECT:

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to award the Warrior Creek Stream Cleaning Project to AR Popple in the amount of \$18,800.00. This project is funded by the Stormwater Municipal Account. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

PURCHASE OF GARBAGE PACKER

Motion by Lewis, secc. Bowers to authorize the Township Manager to order a 20 yard garbage packer from Hunter Trucking and Mid-Atlantic Waste Systems in the amount of \$245,993.45. Once confirmation of order is received, financing will be sought through a lending institution through a request for proposals. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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Board of Commissioners
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MOTION TO ADD THE FOLLOWING TO THE AGENDA

Motion by Lewis, secc. Bowers to add the award of the Warrior Creek stream cleaning project, to authorize the Township Manager to purchase a 20 yard garbage packer and the promotion of police sergeant. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ADD ON MOTION – AWARD OF WARRIOR CREEK STREAM CLEANING PROJECT

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to award the Warrior Creek stream cleaning project to AR Popple in the amount of \$18,800.00. This project is funded by the Stormwater Municipal Account. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ADD ON MOTION – PURCHASE OF GARBAGE PACKER

Motion by Lewis, secc. Bowers to authorize the Township Manager to order a 20 yard garbage packer from Hunter Trucking and Mid-Atlantic Waste Systems in the amount of \$245,993.45. Once confirmation of the order is received, financing will be sought through a lending institution through a request for proposals. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ADD ON MOTION - APPOINTMENT OF SERGEANT

Motion by Lewis. secc. Bowers to promote Connor Duffy to the rank of Sergeant in the Hanover Township Police Department effective January 1, 2023. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ADJOURNMENT

Motion by Lewis. secc. Bowers to adjourn the meeting. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

Jennifer Dukes, Township Secretary