

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**DECEMBER 18, 2024**  
**\*\*MEETING MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on December 18, 2024 at the Hanover Township Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 6:15 PM.

**PRESENT:** Commissioners George Bowers, Joe Howanitz (via phone), William Howatt, Ronald Krushnowski, Jeffrey Lewis, George Andrejko.

**ABSENT:** Commissioner Albert Bagusky

**ANNOUNCEMENT** – An Executive Session of the Board was held prior to this meeting to discuss personnel items.

Boy Scouts Troop 66 were in attendance to witness the meeting which will assist in preparation for their communication badge.

**SECRETARY’S REPORT**

Motion by Lewis secc. by Bowers that the Secretary’s Report for the month of November 2024 be accepted and filed. The report indicated that Executive Session of the Board was conducted on November 13, 2024 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. by Bowers that the Manager’s Report for the month of November 2024 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. by Bowers that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of November 2024 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. by Bowers that the Treasurer’s report for the months of October and November 2024 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. by 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

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**MINUTES OF MEETING OF NOVEMBER 13, 2024**

Motion by Lewis secc. by Bowers that the minutes of the meeting of November 13, 2024 be accepted and filed. . On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**COMMUNICATIONS**

Motion by Lewis secc. by Bowers that the communications for the month of November 2024 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. by Bowers that Edwin Murphy, Nicholas Havey, Sean Burr ridge, Daniel Fuller, Dylan Mislivets & Kyle Shamaski be hired as temporary laborers in the Public Works Department effective December 17, 2024 to January 8, 2025 at a rate of \$16.50 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. by Bowers that Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Paul Rakowski, Joseph Hudak, Cayden Schiel, Raymond Masher, and Jeffrey Sabecky be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective December 17, 2024 to January 8, 2025 at a rate of \$16.50 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

**2025 BOARD OF COMMISSIONERS MEETING SCHEDULE**

Motion by Lewis secc. by Bowers to authorize the Township Secretary to advertise the 2025 meeting schedule. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**INVOICES – BORTON LAWSON ENGINEERING**

Motion by Lewis secc. by Bowers to authorize the payment of Township Engineer Borton Lawson Invoices for various projects in the amount of \$101.12. These will be paid through various funds and grants including from the Liquid Fuels Account, Sewer Fee Account and Capitol Fund. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

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**INVOICE – BHW INSPECTIONS, LLC**

Motion by Lewis secc. by Bowers to approve Invoice No. H24011 in the amount of \$1,692.08 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

**INVOICE – MALICKI CONSTRUCTION SERVICES, LLC**

Motion by Lewis secc. by Bowers to approve Invoice No. 2024-9 in the amount of \$28,825.00 AND Change Order No. 1 in the amount of \$5,600.00 to Malicki Constructions Services, LLC for the municipal building renovation project from the Capitol Account. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**INVOICES – MUNICIPAL FUELING STATION ROAD CONSTRUCTION**

Motion by Lewis secc. by Bowers to approve the following invoices from the Capitol Account for the fueling station road construction:

1. Wilkes-Barre Materials Inc. \$31,639.05 for asphalt
  2. American Asphalt Paving Co. \$430.32 for asphalt
  3. John Halliday Trucking Inc \$11,040.00 for hauling asphalt
- Total of \$46,789.37.

The COG will reimburse Hanover Township \$37,420.37. The remainder is Hanover Township's portion to contribute. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**INVOICE – STELL ENTERPRISES**

Motion by Lewis secc. by Bowers to approve Invoice No. 24-110031 in the amount of \$15,226.00 to Stell Enterprises for the Wilkes-Barre Street Drainage Project. The Township Secretary is authorized to seek reimbursement from the Stormwater Municipal Account. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**2025 TAX AND REVENUE ANTICIPATION TRANSFER**

Motion by Lewis secc. by Bowers that the Township Manager is authorized to make an account transfer in the amount of up to \$900,000.00 for cash flow purposes on or about January 2, 2025, from the Capital Fund to the General Fund. The Township Manager is authorized to reimburse the Capital Fund on or before August 31, 2025. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**RESOLUTION NO. 022-2024 – 2025 SALARY AND COMPENSATION**

Motion by Lewis secc. by Bowers to approve Resolution No. 022-2024 the 2025 Salary and Compensation Resolution as presented. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

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**RESOLUTION NO. 023-2024 – CONSULTING ENGINEER FOR PENNDOT FUNDED PROJECT**

Motion by Lewis secc. by Bowers to approve Resolution No. 023-2024 for adopting a procedure to seek an engineering firm for the PennDOT funded Multimodal Grant Project as presented. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**RESOLUTION NO. 024-2024 – EMERGENCY DEMOLITION**

Motion by Lewis secc. by Bowers to approve Resolution No. 022-2024 authorizing the emergency demolition of 16 Garman Street by Brdaric Excavating, Inc, in the amount of \$8,400.00 as presented. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**RESOLUTION NO. 025-2024 – SPCA LSA GRANT APPLICATION**

Motion by Lewis secc. by Bowers to approve Resolution No. 025-2024 authorizing the submission of a Local Share Account Grant application for the SPCA as presented. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**ORDINANCE NO. 005-2024 - APPROPRIATION ORDINANCE FOR 2025**

Motion by Lewis secc. by Bowers to approve Hanover Township Appropriation Ordinance No. 005-2024 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2025 appropriating specific sums from the fund equities, revenues and other financing services be adopted as advertised. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**ORDINANCE NO. 006-2024 - EARNED INCOME TAX 2025**

Motion by Lewis secc. by Bowers to approve Ordinance No. 006-2024 imposing an earned income tax of one (1%) per centum for the year 2025 be adopted as advertised. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**ORDINANCE NO. 007-2024 LOCAL SERVICE TAX ORDINANCE 2025**

Motion by Lewis secc. by Bowers to approve Ordinance No. 007-2024 imposing a local services tax for the year 2025 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: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**ORDINANCE NO. 008-2024 - MERCANTILE & BUSINESS PRIVILEGE TAX 2025**

Motion by Lewis secc. by Bowers to approve Ordinance No. 008-2024 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 2025 be adopted as advertised On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**ORDINANCE NO. 009-2024 - TRANSFER OF REAL ESTATE FOR 2025**

Motion by Lewis secc. by Bowers to approve Ordinance No. 009-2024 imposing a real estate tax of one (1%) per centum for the year 2025 be adopted as advertised. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**ORDINANCE NO. 010-2024 - FIXING THE TAX RATE FOR 2025**

Motion by Lewis secc. by Bowers to approve Ordinance No. 010-2024 fixing the tax rate for the 2025 general fund at five point five (5.5) mills on all real property be adopted as advertised. There is no tax increase for 2025. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**APPROVAL – TAX REFUNDS**

Motion by Lewis secc. by Bowers to approve, upon the request of the Tax Collector, a tax refund for Tax Refunds for Sunny Hill Development in the amount of \$14.96 and Alexandra Real Estate in the amount of \$27.53. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**APPROVAL OF LEASE AGREEMENT**

Motion by Lewis secc. by Bowers to approve the Lease Agreement between Hanover Township and the Lower South Valley Council of Governments (COG) for the Municipal Fueling Station. This is for COG usage of the facility which Hanover Township is a member of. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**AUTHORIZATION TO PROVIDE A PURCHASE ORDER**

Motion by Lewis secc. by Bowers to authorize providing a purchase order for the following from a qualified COSTAR dealer:

- 2025 Chevrolet Silverado in the amount of \$39,684.00 for the Code Department  
\*\*With trade-in of the 2018 Ford Pickup Truck

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

**APPROVAL – AWARD OF SOLOMON’S CREEK INTERCEPTOR PROJECT**

Motion by Lewis secc. by Bowers that upon the recommendation of the Township Engineer, to approve the award of the Solomon’s Creek Interceptor Rehabilitation Phase 5 Project to InfraHorse in the amount of \$343,124.80 which is funded through a Small Water and Sewer Grant award. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**APPROVAL – 2025 INSURANCE POLICIES**

Motion by Lewis secc. by Bowers to authorize Joyce Insurance Agency to seek proposals for all township insurance policies for 2025. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**APPROVAL – INVESTMENT OF FUNDS**

Motion by Lewis secc. by Bowers to authorize the Township Manager to seek proposals for all township investment of funds for 2025. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

*ADD-ON BASED ON INFORMATION RECEIVED TODAY 12-18-24 AT 3:16 PM*

**ACCEPTING RESIGNATION OF STACY YETTER**

Motion by Lewis secc. by Bowers to accept the resignation of Hanover Township Clerk Stacy Yetter effective immediately. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED

**STATEMENT FROM THE CHAIRMAN**

On behalf of the Board of Commissioners I want to wish all employees, their families and the entire community a very Merry Christmas and a Happy, Healthy New Year.

**ADJOURN**

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

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Jennifer Dukes, Township Secretary