

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
OCTOBER 9, 2024
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on October 9, 2024 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 6:27 PM.

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

ABSENT: Commissioners Albert Bagusky, Joseph Howanitz.

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.

Dee Perks, 18 East Newport Street addressed the Board regarding property at 16 East Newport Street.

Caytlin Truschel Eigenbrod, 251 South Main Street addressed the Board regarding property at 245 South Main Street (vehicle).

Jerry McHale, ASCO Financial addressed the Board regarding Employees' Pension.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Lewis, secc. Bowers that the Secretary's Report for the month of September 2024 be accepted and filed. The report indicated that Executive Session of the Board was conducted on September 11, 2024 to discuss personnel and possible litigation. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko.
MOTION CARRIED.

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MANAGER’S REPORT

Motion by Lewis, secc. Bowers that the Manager’s Report for the month of September 2024 be accepted and filed. On the motion the following voted yes: Bowers, 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 2024 be accepted and filed. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

TREASURER’S REPORT

Motion by Lewis, secc. Bowers that the Treasurer’s report for the month of August 2024 be accepted and filed. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MINUTES OF MEETING OF SEPTEMBER 11, 2024

Motion by Lewis, secc. Bowers that the minutes of the meeting of September 11, 2024, be accepted and filed. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MINUTES OF SPECIAL HEARING OF SEPTEMBER 11, 2024

Motion by Lewis, secc. Bowers that the minutes of the Special Hearing of September 11, 2024, be accepted and filed. On the motion the following voted yes: Bowers, 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, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMMUNICATIONS

Motion by Lewis, secc. Bowers that the communications for the month of September 2024 be accepted and filed. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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HIRING – TEMPORARY LABORERS

Motion by Lewis, secc. Bowers that Edwin Murphy, Nicholas Havey, Sean Burrige, Daniel Fuller, Dylan Mislevits & Kyle Shamanski be hired as temporary laborers in the Public Works Department effective October 18, 2024, to November 16, 2024 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, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Bowers that John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Paul Rakowski, Joseph Hudak & Cayden Schiel be hired as temporary as needed drivers in the Hanover Township Fire Department effective October 18, 2024, to November 16, 2024 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, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUDITOR GENERAL – 2024 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 2024 Allocation Supporting the Volunteer Fire Relief Fund in the amount of \$58,615.98 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, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMMONWEALTH OF PENNSYLVANIA – 2024 ALLOCATION OF GENERAL MUNICIPAL PENSION SYSTEM AID

Motion by Lewis, secc. Bowers that as per the recommendation of the Township Manager that the Township's 2024 Allocation of General Municipal Pension System State Aid in the amount of \$402,659.53 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: \$88,803.00

Police Pension Plan Distribution: \$180,373.00

Pension Loan Payment: \$16,601.31

These distributions are made in accordance with the 2024 Minimum Municipal Obligation (MMO). On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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LETTER OF ENGAGEMENT FOR 2024/2025 – 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 for the calendar year ending December 31, 2024, and the Township Manager is to present this proposal to the Board of Commissioners at the November 2024 Work Session. On the motion the following voted yes: Bowers, 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 \$31,941.70 These will be paid through various funds and grants including from the General Fund, Sewer Fund and the Capital Projects Fund. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Bowers to approve Invoice No. H23009 in the amount of \$1,185.55 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICE – FIRST CHOICE FIRE APPARATUS

Motion by Lewis, secc. Bowers to approve a payment in the amount of \$500,000.00 to First Choice Fire Apparatus toward the Hanover Township Fire Department ladder truck from the Capital Account Local Share Account Grant funding. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – PAY APPLICATION NO. 2 – BLUESTONE ENVIRONMENTAL

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Pay Application No. 2 from Bluestone Environmental in the amount of \$191,119.50 for the Municipal Fueling Station Project Diesel Tank from the Capital Account. This is reimbursable from the Local Share Account Grant. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – PAY APPLICATION NO. 6 – BLUESTONE ENVIRONMENTAL

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Pay Application No. 6 from Bluestone Environmental in the amount of \$42,883.96 for the Municipal Fueling Station Project from the Capital Account. This is reimbursable from the Local Share Account Grant. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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APPROVAL – PAY APPLICATION NO. 1 – PANZITTA ENTERPRISES

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Pay Application No. 1 from Panzitta Enterprises in the amount of \$43,100.00 for the Municipal Garage Lift Project from the Capital Account. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – INVOICE -BUTTON ENERGY

Motion by Lewis, secc. Bowers to approve Invoice #1139066 from Button Energy in the amount of \$19,330.50 for the Municipal Fueling Station Diesel fuel from the Capital Fund. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – INVOICE – ED KRASAVAGE CONSTRUCTION

Motion by Lewis, secc. Bowers to approve the invoice from Ed Krasavage Construction in the amount of \$7,500.00 for the installation of a manhole Garber Street from the Sewer Account. And that the Township Secretary is authorized to seek reimbursement from the Wyoming Valley Sanitary Authority. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – RESOLUTION NO. 018-2024

Motion by Lewis, secc. Bowers to approve Resolution Number 018-2024 Approving the Grant signatures with Luzerne County Office of Community Development. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

PLACEMENT OF “TOYS FOR TOTS” DONATION BARREL

Motion by Lewis, secc. Bowers that the request from John L. VanWhy on behalf of the Hanover Township Lions Club and the United States Marine Corps Reserve to place a “Toys for Tots” donation barrel in the interior front entrance of the Municipal Building for acceptance of donations and to place an awareness sign on the front lawn of the municipal building be approved. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – TOWNSHIP SERVICES

Motion by Lewis, secc. Bowers to ratify/approval Township Services for the following requests:

1. Hanover Boy Scouts for litter pick up on October 5th
2. Exaltation of the Holy Cross for their 2nd Annual Cancer Walk October 19th

These services include Road, Fire and Police Departments. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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APPROVAL – PERMIT FEE WAIVER

Motion by Lewis, secc. Bowers to approve waiving the permit fees for the Exhaust System Installation Project at Fire Department Headquarters. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – PROPOSAL FOR MECHANICAL GATE

Motion by Lewis, secc. Bowers to approve the proposal from Bluestone Environmental Inc. for the installation of the mechanical gate at the Municipal Fueling Station in the amount of \$44,479.00. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – STORMWATER AGREEMENT

Motion by Lewis, secc. Bowers to approve the agreement with PA American Water for stormwater management at 260 South Main Street. On the motion the following voted yes: Bowers, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ADJOURN

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

Jennifer Dukes, Township Secretary