

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**AUGUST 8, 2016**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on August 8, 2016 at the Hanover Township 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 Andrejko, George Bowers, Russell Davis, William Howatt, Jeffrey Lewis, Michael Mazur, Albert Bagusky.

**ANNOUNCEMENT**

Executive Sessions of the Board were held on August 1 and 8, 2016 to discuss personnel and possible litigation.

**RECOGNITION – Hanover Area Little League All Stars Team**

PA District 16 - 9 & 10 year old All-Star Champions

Diane Devans, 315 Vanessa Drive addressed the board regarding a neighbor's home.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Lewis, secc. Mazur that the Secretary's Report for the month of July 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on July 6, 2016 & July 11, 2016 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**MANAGER'S REPORT**

Motion by Lewis, secc. Mazur that the Manager's Report for the month of July 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**DEPARTMENT REPORTS**

Motion by Lewis, secc. Mazur that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of July 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TREASURER'S REPORT**

Motion by Lewis, sec. Mazur that the Treasurer's report for the month of July 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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### **MINUTES OF MEETING OF JULY 11, 2016**

Motion by Lewis, secc. Mazur that the minutes of the meeting of July 11, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **LIST OF BILLS**

Motion by Lewis, secc. Mazur that the list of bills for the month of July 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **PRIOR APPROVAL OF BILLS**

Motion by Lewis, secc. Mazur that the proper officers are authorized to pay payroll and those bills at a discount or that accrue a penalty between meetings. Bills paid by this procedure will be presented at the next meeting. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **COMMUNICATIONS**

Motion by Lewis, secc. Mazur that the communications for the month of July 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **HIRING – TEMPORARY LABORERS**

Motion by Lewis, secc. Mazur that Mike Graboske, Ben Hultz, Dillon Ropetski, Marc McEvoy, Richard Colarusso, Patrick Wallace & Thomas Tryba be hired as a temporary laborer in the Public Works Department effective August 18, 2016 to September 16, 2016 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Lewis, secc. Mazur that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temerantz, Chris Weaver, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels and Dan Harkenreader be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective August 18, 2016 to September 16, 2016 at a rate of \$10.00 per hour for a maximum of twenty (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: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**HIRING – SUMMER LABORERS**

Motion by Lewis, secc. Mazur that Eric Prozeralik, Anthony Marcincavage, Jacob Barber, Jack Windt, John Yurkoski, Matthew Kuhl and Jesse Sheridan be hired as a temporary summer laborers in the Public Works Department effective August 8, 2016 to August 19, 2016 at a rate of \$8.50 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HIRING – SCHOOL CROSSING GUARDS AND SUBSTITUTE CROSSING GUARDS FOR THE 2016-2017 SCHOOL YEAR**

Motion by Lewis, secc. Mazur that the following persons be hired as full time crossing guards for the 2016-2017 school year as per the 2016 Salary and Compensation Resolution effective August 15, 2016: Full Time: James Chernavage, Loretta Gill, Bill Pugh, James Houston, Audrey Davis, James Clarke, Brenda June, Thomas Romashko, Tammy Marcincavage, Dorothy Zakrzewski, Mary Houston. Sstitutes: Patricia Gurnari, Daniel Kwiatkowski, Annetta Halaburda, Thomas Sypulefski., Patricia Ropietski and Elizabeth Savage. On the motion the following voted yes: Andrejko, Bowers, Howatt, Lewis, Mazur, Bagusky. Abstain: Davis. MOTION CARRIED.

**RESOLUTION NO. 005-2016 - AMENDED 2016 SALARY AND COMPENSATION RESOLUTION**

Motion by Davis, secc. Bowers that Resolution No. 005-2016 – Amended 2016 Salary and Compensation Resolution be approved and accepted as presented. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Bagusky. Voting No: Lewis. Abstain: Mazur. MOTION CARRIED.

**HIRING – SANITARY SEWER COMPLIANCE OFFICER**

Motion by Davis, secc. Bowers that Michael Mazur be hired as Sanitary Sewer Compliance Officer for Hanover Township effective September 16, 2016 at a salary as per the Amended 2016 Salary and Compensation Resolution and conditioned upon receipt and acceptance of a letter of resignation from the Board of Commissioners no later than September 15, 2016. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Bagusky. Voting No: Lewis. Abstain: Mazur. MOTION CARRIED.

**REPAYMENT OF 2016 TAX ANTICIPATION NOTE**

Motion by Davis, secc. Mazur to authorize the Township Manager to repay the 2016 Tax Anticipation Note in the amount \$903,897.50 on August 9, 2016. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**LSA GRANT #C000063847 - \$75,000 FOR SKID STEER AND ATTACHMENTS**

Motion by Davis, secc. Mazur to authorize the Chairman to sign any and all documents related to LSA Grant #C000063847 in the amount of \$75,000 for a new Skid Steer with attachments. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**MS4 PERMIT RESPONSE TO DEP**

Motion by Davis, secc. Bowers to authorize the Township Engineer to prepare the response to DEP for the Hanover Township MS4 Permit in the not to exceed amount of \$6,000.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**INVOICES – BORTON LAWSON ENGINEERING**

Motion by Davis, secc. Bowers to authorize the payment of Township Engineer Borton Lawson Invoices referenced as #8, 9, 10, 11 & 12 for various projects including the cleaning of the Solomon's Creek Sewer Line, Municipal Garage Door Replacement, Municipal Salt Shed, 1st Street Paving and Sewage Flow Meters Installation in the total amount of \$17,268.40. Invoices #10 & #12 to be paid from the Sewer Fee Account. Invoice #9 paid from Liquid Fuels and Invoice #11 be submitted for reimbursement from the Multi Modal Grant. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

**INVOICE – BLASI PRINTING**

Motion by Davis, secc. Bowers to authorize the payment of Invoice #81034 from Blasi Printing in the amount of \$600.00 for the printing of the new Zoning Ordinance. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**INVOICE – M.K. GAVLICK INC.**

Motion by Davis, secc. Bowers that based upon the recommendation of the Township Engineer, to authorize the payment of Invoice #4818 form M.K. Gavlick Inc. in the amount of \$2,756.92 for the electrical work associated with the garage door installation project. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**PARTIAL PAYMENT APPLICATION #2 – ALL DOOR SALES INC.**

Motion by Andrejko, secc. Davis that based upon the recommendation of the Township Engineer, to authorize the payment application from All Door Sales Inc. in the amount of \$29,400.00. This represents the final payment for the replacement of the 14 garage doors. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**QUOTES - LED LIGHT CONVERSION FOR MUNICIPAL BUILDING**

Motion by Andrejko, secc. Davis to authorize the Township Secretary to advertise quotes for the conversion of lighting in the Municipal Building to LED lights and the Township Manager will present quotes to the Board at the October 3<sup>rd</sup> Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO ADVERTISE – SEWER SIPHON CLEANING**

Motion by Andrejko, decc. Davis that based upon the recommendation of the Township Engineer, to authorize the Township Secretary to advertise the specifications of work for the cleaning of the sewer line siphon near the FOP. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

**AUTHORIZATION – AMENDING OF BUDGET FOR THE 2016 MULTI MODAL GRANT AND 30% MATCH**

Motion by Andrejko, secc. Davis to authorize the Township Manager to amend the 2016 Multi Modal Grant budget to meet the awarded amount of \$550,000, that Liquid Fuels be utilized for the 30% match where applicable and that the Chairman is authorized to sign any and all documents related to the grant. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION – APPLICATION FOR PA SMALL WATER AND SEWER GRANT**

Motion by Andrejko, secc. Davis to authorize the Township Manager to apply for a 2016 PA Small Water and Sewer Grant with the Department of Community and Economic Development. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

**AUTHORIZATION – PERMANENT DRUG TAKE BACK BOX**

Motion by Andrejko, secc. Davis to authorize the placement of a Drug Take Back Box within the Township Municipal Building and that the Chief of Police will work with the Township Manager to finalize a location. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION – ATTENDANCE OF ZONING TRAINING**

Motion by Bowers, secc. Davis to authorize the Zoning Officer to attend the training held in Hazleton, PA in the amount of \$95.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**AUTHORIZATION TO PAY – WYOMING VALLEY SANITARY AUTHORITY (WVSA)**

Motion by Bowers, secc. Davis to authorize the payment of the WVSA Invoice for billing services in the amount of \$2,177.39 and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO PAY – MARSHALL DENNEHEY**

Motion by Bowers, secc. Davis to authorize a payment in the amount of \$1,026.94 to Marshall Dennehey for legal services rendered. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO PURCHASE – FLOW METERS**

Motion by Bowers, secc. Davis that upon the recommendation of the Township Engineer, to authorize the Township Manager to purchase 4 flow meters including all 'equipment necessary for installation' and training on the equipment from COSTARS contractor North East Technical Sales on behalf of HACH Company in the amount of \$43,189.25 plus the service fee for installation by North East technicians according to their 2016 Service Rate Sheet. This will be paid for from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Bowers that based on the recommendation of the Township Engineer, to award American Asphalt the resurfacing of Red Coat Lane in the amount of \$56,696.00 and that the Chairman is authorized to sign any and all documents and the project be paid from Liquid Fuels. This award is contingent upon the review and approval of all documents by the Township Solicitor. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

**ADJOURNMENT**

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

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Donna M. Makarczyk, Secretary