

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
DECEMBER 13, 2017
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on December 13, 2017 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 Andrejko, George Bowers, Russell Davis, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Albert Bagusky.

INTRODUCTION OF NEW K-9 OFFICER TOM FARVER AND K-9 ROK

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Andrejko, secc. Davis that the Secretary's Report for the month of November 2017 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on November 6, 2017 and November 13, 2017 to discuss personnel and possible litigation. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MANAGER'S REPORT

Motion by Andrejko, secc. Davis that the Manager's Report for the month of November 2017 be accepted and filed. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Andrejko, secc. Davis that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of November 2017 be accepted and filed. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

TREASURER'S REPORT

Motion by Andrejko, secc. Davis that the Treasurer's report for the month of November 2017 be accepted and filed. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MINUTES OF MEETING OF NOVEMBER 13, 2017

Motion by Andrejko, secc. Davis that the minutes of the meeting of November 13, 2017 be accepted and filed. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

LIST OF BILLS

Motion by Andrejko, secc. Davis that the list of bills for the month of November 2017 be accepted and filed. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

PRIOR APPROVAL OF BILLS

Motion by Andrejko, secc. Davis 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, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

COMMUNICATIONS

Motion by Andrejko, secc. Davis that the communications for the month of November 2017 be accepted and filed. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Andrejko, secc. Davis 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 December 15, 2017 to January 14, 2018 at a rate of \$12.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. 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 and Dan Harkenreader be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective December 15, 2017 to January 14, 2018 at a rate of \$12.00 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, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

HIRING – HANOVER TOWNSHIP FIRE DEPARTMENT CHIEF

Motion by Lewis, secc. Krushnowski to appoint Joseph Temarantz and he is hereby appointed Fire Chief of the Hanover Township Fire Department to serve a term of 5 years, effective January 1, 2018 according to Ordinance No. 007-2014 and job description dated November 2, 2017. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 13, 2017
Minutes – Page #3

VOLUNTARY SEPERATION – ROAD DEPARTMENT EMPLOYEE

Motion by Lewis, secc. Krushnowski to accept the voluntary separation of employment request from James Wickkiser terminating employment effective December 14, 2017. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AWARDING OF THE \$300,000.00 CERTIFICATE OF DEPOSIT FOR 2018 PENSION OBLIGATION

Motion by Lewis, secc. Krushnowski that as per the review by the Solicitor, that Landmark Bank be awarded the quote for the Certificate of Deposit as per the proposal submitted for the principal amount of \$300,000.00 at an interest rate of .81%. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

2018 TAX AND REVENUE ANTICIPATION NOTE

Motion by Lewis, secc. Krushnowski that as per the review by the Solicitor, that First Keystone Bank be awarded the quote for the 2018 Tax and Revenue Anticipation Note as per the proposal submitted for the principal amount of \$900,000.00 cash flow purposes at an interest rate of 1.10%. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

REOLUTION NO. 027-2017 TAX AND REVENUE ANTICIPATION NOTE 2017

Motion by Lewis, secc. Krushnowski to approve Resolution No. 027-2017 as presented for the Tax and Revenue Anticipation Note for 2017. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RENEWAL QUOTE – PUBLIC OFFICIALS LIABILITY/EMPLOYMENT PRACTICES LIABILITY/LAW ENFORCEMENT LIABILITY

Motion by Lewis, secc. Krushnowski that the quote from Joyce Insurance Group dated November 14, 2017 for the renewal of the Public Officials Liability, Employment Practices Liability and Police Enforcement Liability insurance policies with an annual premium of \$30,412.00 effective December 31, 2017 be approved and the Chairman be and is authorized to sign the quote. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 008-2017 - APPROPRIATION ORDINANCE FOR 2017

Motion by Lewis, secc. Krushnowski to approve Hanover Township Appropriation Ordinance No. 008-2017 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2018 appropriating specific sums from the fund equities, revenues and other financing services be adopted as advertised. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 009-2017 - FIXING THE TAX RATE FOR 2018

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 009-2017 fixing the tax rate for the 2018 general fund at five point five (5.5) mills on all real property be adopted as advertised. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 010-2017 - TRANSFER OF REAL ESTATE FOR 2018

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 010-2017 imposing a real estate tax of one (1%) per centum for the year 2018 be adopted as advertised. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 011-2017 - EARNED INCOME TAX 2018

Motion by Davis, secc. Andrejko to approve Ordinance No. 011-2017 imposing an earned income tax of one (1%) per centum for the year 2018 be adopted as advertised. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 012-2017 - MERCANTILE & BUSINESS PRIVILEGE TAX 2017

Motion by Davis, secc. Andrejko to approve Ordinance No. 012-2017 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 2018 be adopted as advertised. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 13, 2017
Minutes – Page #5

ORDINANCE NO. 013-2017 LOCAL SERVICE TAX ORDINANCE 2018

Motion by Davis, secc. Andrejko to approve Ordinance No. 013-2017 imposing a local services tax for the year 2018 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. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 025-2017 – 2018 SALARY AND COMPENSATION RESOLUTION

Motion by Davis, secc. Andrejko to approve Resolution No. 020-2017 the 2018 Salary and Compensation Resolution as presented. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MEETING SCHEDULE FOR JANUARY 2018

Motion by Davis, secc. Andrejko that the Board of Commissioners meetings for the month of January 2018 will be as follows and that the Township Secretary is directed to advertise the same:

January 2, 2018 Reorganization Meeting 7:00PM

January 3, 2018 Work Session 6:00PM

January 8, 2018 Work Session 6:30 PM - Business Meeting 7:00PM

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

RESOLUTION NO. 022-2017 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE TOWNSHIP MANAGER TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Davis, secc. Andrejko to approve Resolution No. 022-2017 as presented for the SOLOMON CREEK INTERCEPTOR REHABILITATION grant application in the amount of \$500,000 and that it is hereby approved as submitted. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 13, 2017
Minutes – Page #6

RESOLUTION NO. 026-2017 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE TOWNSHIP MANAGER TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Davis, secc. Andrejko to approve Resolution No. 026-2017 as presented for the FIRE RESCUE TRUCK grant application in the amount of \$500,000 and that it is hereby approved as submitted. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 024-2017 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING AND SUPPORTING ASHLEY BOROUGH TO BE THE LEAD APPLICANT TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ON BEHALF OF THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS.

Motion by Davis, secc. Andrejko to approve Resolution No. 024-2017 as presented for ASHLEY BOROUGH TO BE THE LEAD APPLICANT FOR THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS gaming application in the amount of \$750,000. This application is for road resurfacing equipment that will be shared by members of the Council of Governments. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 021-2017- A RESOLUTION OF THE BOARD OF COMMISSIONERS RATIFYING THE CHAIRMAN'S ACTION TO AUTHORIZE THE TOWNSHIP MANAGER TO PURCHASE A PHONE SYSTEM DUE TO EMERGENCY CIRCUMSTANCES

Motion by Bowers, secc. Krushnowski to approve Resolution No. 021-2017 as presented ratifying the Chairman's action to purchase a phone system due to an emergency from Ironton Telephone Company in the amount of \$19,227.63. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 014 – 2017 – LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) FOR HANOVER 9 – EARTH CONSERVANCY/NORTHPOINT DEVELOPMENT

Motion by Bowers, secc. Krushnowski to approve Ordinance No. 014-2017 establishing a Local Economic Revitalization Tax Assistance (LERTA) Program within the Township of Hanover located on approximately 271.97 acres of land known as the EARTH CONSERVANCY HANOVER 9 SITE in Hanover Township, Luzerne County, Pennsylvania. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 015-2017 – SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (SALDO)

Motion by Bowers, secc. Krushnowski to approve the adoption of the new Subdivision and Land Development Ordinance (SALDO) No. 015-2017 as advertised and presented. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 007-2017 – ESTABLISHING ONE WAY TRAFFIC ON SPRING STREET (NEWTOWN)

Motion by Bowers, secc. Krushnowski to approve Ordinance No. 007 – 2017 to establish one way traffic on portions of Spring Street as advertised and presented. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

APPROVAL - MUNICIPAL TAX REFUND

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Tax Collector, to approve a municipal tax refund of \$212.16 to NP Wilkes Barre LLC and \$149.57 to John & Rachel Holko. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – FIRE HEADQUARTERS LOAN CLOSING SIGNATURES

Motion by Bowers, secc. Krushnowski to authorize the following signatures for completion of any and all documents related to the Fire Headquarters loan closing:

Albert J. Bagusky, Chairman

Jeffery P. Lewis, Vice Chairman

Samuel T. Guesto, Jr., Township Manager

Donna M. Makarczyk, Township Secretary

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

Hanover Township
Board of Commissioners
December 13, 2017
Minutes – Page #8

REJECTING OF ALL DEMOLITION BIDS – LEE PARK FIREHOUSE

Motion by Bowers, secc. Krushnowski to reject all the demolition bids for the Lee Park Firehouse, based upon the recommendation of the Township Solicitor, and to authorize the Township Engineer to provide specs for bids for the demolition including advertisements of these by the Township Secretary. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Bowers, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2017 – 43, 44, 45 and 46 for various projects including street paving, LSA Grants, Knox Street stormwater pipe replacement and other projects in the amount of \$9,759.87. These will be paid through various funds and grants including from the Sewer Fee Account and Liquid Fuels. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Bowers, secc. Krushnowski to approve Invoice No. H17008 in the amount of \$1,817.50 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – DONATION OF BICYCLES

Motion by Bowers, secc. Krushnowski to authorize the Police Department to donate 13 bicycles to Community Family Services, Plymouth, PA pursuant to the “Disposition of Abandoned and Unclaimed Property Act”. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – ORDER AND PURCHASE OF VEHICLES

Motion by Howatt, secc. Andrejko to authorize the Township Manager to order and purchase (1) 2017 Chevrolet Silverado 2500HD (with plow) at a cost of \$39,510.00, with a Western Tornado Poly in bed hopper spreader at a cost of \$5,525.00, from Hondru Chevy, Elizabethtown, PA through COSTARS Contract #25-012 with Liquid Fuels Funds; And (1) 2018 Ford Super Duty F-250 at a cost of \$28,542.00 from New Holland Auto Group, New Holland PA through COSTARS Contract #25-117 with a Western stainless steel hopper spreader and 8’plow from Bradco Supply Company, Towanda PA, at a cost of \$12,750.00 through COSTARS contract #025-074; And (1) 2018 Ford Super Duty F-550 at a cost of \$48,680.00 (cab and drive train only) from Hondru Ford, Manheim, PA through COSTARS Contract # 25-006 with up fit from Bradco Supply

Hanover Township
Board of Commissioners
December 13, 2017
Minutes – Page #9

Company (dump box, hydraulics, etc.), Towanda PA, at a cost of \$39,500.00 through COSTARS contract #025-074 from Sewer Fee Funds. These vehicles will be utilized for purposes related to road and sewer projects. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

PAYMENT APPLICATION FOR MEDICO INDUSTRIES – ARC ELECTRIC CONSTRUCTION COMPANY

Motion by Howatt, secc. Andrejko that based upon the recommendation of the Township Engineer, that Medico Industries is authorized to pay Arc Electric Construction and seek reimbursement from DCED, through the Township Manager, of Pay Application No.4 (final) for Arc Electric Construction Company in the amount of \$33,261.10. This is for work related to the LSA Grant for Press Line #4. On the motion the following voted yes. Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ADD ON MOTION - AUTORIZATION – SALE OF TOWNSHIP VEHICLES

Motion by Lewis, secc. Andrejko to authorize the sale of the following vehicles for the high bid of:

One (1) 2005 Ford Crown Victoria \$349.00 to Dr. Joseph Janowski.

One (1) 2008 Ford Crown Victoria \$469.00 to Dr. Joseph Janowski.

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

ADD ON MOTION - AUTHORIZATION - SUBMIT PAYMENT REQUEST TO USDA & PAY APPROVED INVOICES FOR THE NEW FIREHOUSE

Motion by Lewis, secc. Krushnowski that based on the recommendation of the Project Architect/Engineer Quad III Group, to submit Payment Request No.11 for General Construction, Electrical Construction, Mechanical Construction, Plumbing Constuction and Sitework Construction along with: Furniture, Architecture Work, Civil Engineering Work, Bond Counsel, Advertising and Pest Control in the amount of **\$295,449.51** to the USDA for review and approval, that the Chairman is authorized to sign the payment request and the Township Manager be and is hereby authorized to pay the USDA approved invoices from the Firehouse Construction Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 13, 2017
Minutes – Page #10

ADD ON MOTION - AUTHORIZATION – PURCHASE OF SURVEILLANCE SYSTEM FOR POLICE DEPARTMENT

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Chief of Police, to purchase a surveillance system for the police department from Torbik Lock in the amount of \$17,528.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ADD ON MOTION – EMERGENCY DEMOLITION

Motion by Lewis, secc. Krushnowski that based upon the December 13, 2017 report from the Township Engineer that the Code Enforcement Officer be and is hereby authorized to seek 3 quotes for emergency demolition of the Lee Park Firehouse and to proceed with the demolition of said structure as soon as possible. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ADD ON MOTION – SPECIAL PROJECTS

Motion by Lewis, secc. Krushnowski to approve a special projects fund account for capital projects at Landmark Bank at a rate of .81%. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

STATEMENT BY THE CHAIRMAN

On Behalf of myself, the Board members, the administrative staff and all the Township employees, I express wishes for a Happy Holiday Season. Merry Christmas and Happy New Year.


Donna Makarczyk, Secretary