

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**FEBRUARY 13, 2017**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on February 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, Russell Davis, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Albert Bagusky.

**ABSENT:** Commissioner George Bowers.

Troop 43 Merit badge for communication and citizenship on community were here to observe the Commissioners Meeting. In attendance were Nick Evans & Zack Evans.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Andrejko, secc. Davis that the Secretary's Report for the month of January 2017 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on January 4, 2017 and January 11, 2017 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**MANAGER'S REPORT**

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

**TREASURER'S REPORT**

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

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**MINUTES OF MEETING OF JANUARY 11, 2017**

Motion by Andrejko, secc. Davis that the minutes of the meeting of January 11, 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**LIST OF BILLS**

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

**COMMUNICATIONS**

Motion by Andrejko, secc. Davis that the communications for the month of January 2017 be accepted and filed. On the motion the following voted yes: Andrejko, 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 February 15, 2017 to March 16, 2017 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, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Andrejko, secc. Davis that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temarantz, 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 February 15, 2017 to March 16, 2017 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, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**AUTHORIZATION TO ATTEND TRAINING – FLOODPLAIN MANAGEMENT**

Motion by Andrejko, secc. Davis to authorize EMA Coordinator David Lewis to attend the Floodplain Management Course, at no cost, for the Community Rating System insurance program. This program provides discounted flood insurance to those properties situated within the floodplain. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Bagusky. Abstain: Lewis. MOTION CARRIED.

**AUTHORIZATION TO ATTEND TRAINING – NARCOTICS TRAINING**

Motion by Andrejko, secc. Davis that the request of Police Chief Albert Walker for authorization of Officer Mark Stefanowicz to attend the 2017 Pennsylvania Narcotic Officers Association Training Convention from March 29, 2017 to March 31, 2017 in Harrisburg, Penna. for a total cost of \$416.00, be approved. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO ATTEND TRAINING – ACCREDITATION COMMISSION**

Motion by Andrejko, secc. Davis that the request of Police Chief Albert Walker for authorization of Officer Ryan Cywinski to attend the 13<sup>th</sup> Annual Training Conference, of the Pennsylvania Chiefs of Police Association Law Enforcement Accreditation Commission from March 27, 2017 to March 29, 2017 in Harrisburg Penna. for a total cost of \$263.70, be approved. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**DESIGNATION OF AUTHORIZED SIGNER'S CERTIFICATE FOR PLAN TRUSTEES**

Motion by Davis, secc. Krushnowski that for the ASCO Financial Group Inc. / AFG Pension Administration the following individuals are authorized to execute on behalf of the Hanover Township Police Pension Plan any certificate or other written direction pertaining to the pension plan, its trust and its investment accounts in accordance with the plan document/ordinance adopted by the governing body of the Township of Hanover:

Chief Albert Walker, Trustee

Sgt. Dean Stair, Trustee

Donna M. Makarczyk, Township Secretary

Albert J. Bagusky, Chairman, Board of Commissioners

Samuel T. Guesto, Jr., Township Manager, Chief Administrative Officer

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

**DESIGNATION OF AUTHORIZED SIGNER'S CERTIFICATE FOR PLAN TRUSTEES**

Motion by Davis, secc. Krushnowski that for the ASCO Financial Group Inc. / AFG Pension Administration the following individuals are authorized to execute on behalf of the Hanover Township Non- uniformed Pension Plan any certificate or other written direction pertaining to the pension plan, its trust and its investment accounts in accordance with the plan document/ordinance adopted by the governing body of the Township of Hanover:

Edward Zwiebel, Trustee

Donna M. Makarczyk, Township Secretary

Albert J. Bagusky, Chairman, Board of Commissioners

Samuel T. Guesto, Jr., Township Manager, Chief Administrative Officer

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

**AUTHORIZATION FOR SALT CONTRACT**

Motion by Davis, secc. Krushnowski to authorize the Township Manager to submit the Department of General Services Salt Contract participation Agreement to provide Hanover Township 850 tons of road salt under state Contract for the August 2017 thru July 2018 Season. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**UPDATING OF THE SUBDIVISION & LAND DEVELOPMENT ORDINANCE**

Motion by Davis, secc. Krushnowski to approve Varaly Associates proposal to update the Hanover Township Subdivision & Land Development Ordinance and that a Committee comprised of Commissioner William L. Howatt, the Planning Commission, and the Code Enforcement Officer be appointed to oversee the project. On the motion the following voted yes: Andrejko, Davis, Krushnowski, Lewis, Bagusky. Abstain: Howatt.  
MOTION CARRIED.

**AUTHORIZATION TO PREPARE SPECIFICATIONS & ADVERTISE FOR BIDS FOR ROAD RESURFACING.**

Motion by Davis, secc. Krushnowski to authorize the Township Engineer to prepare specifications for the resurfacing of Delaney Street and Colley Street in accordance with the Multi Modal Fund Grant and for the Township Secretary to advertise the same for opening at the March 6, 2017 Work Session. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**AUDITING OF LSA GRANT #C000053872 – NEW FIREHOUSE PROJECT**

Motion by Davis, secc. Krushnowski to approve the proposal from Snyder & Clemente P.C. for the auditing of the \$1,000,000 LSA Gaming Grant for the New Fire House Project as required by the Commonwealth Financing Authority. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION - SUBMIT PAYMENT REQUEST TO USDA & PAY APPROVED INVOICES FOR THE NEW FIREHOUSE**

Motion by Davis, secc. Andrejko that based on the recommendation of the Project Architect/Engineer Quad III Group, to submit Payment Request No.5 for General Construction, Electrical Construction and Mechanical Construction in the amount of \$185,445.09 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, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**APPROVAL – CHANGE ORDERS FOR CHAMPION BUILDERS, BRDARIC EXCAVATING, GR NOTO, DON COOPER PLUMBING AND MARX SHEETMETAL FOR THE NEW FIREHOUSE PROJECT**

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Project Architect/Manager Quad III Group to approve the following Change Orders: #001 for CHAMPION BUILDERS, BRDARIC EXCAVATING, GR NOTO, DON COOPER PLUMBING and MARX SHEET METAL and #002 from MARX SHEET METAL. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**APPROVING THE SALE OF TOWNSHIP VEHICLES AND BASE PRICE OF EACH FOR PLACEMENT ON MUNICIBID SALE WEBSITE**

Motion by Lewis, secc. Krushnowski that based on the Fair Market Value Statement from William Elias of Elias Auto Sales, to authorize the sale of Two 2010 Police Vehicles on the Municibid website for municipal vehicle sales. Also, that the Township Manager is authorized to finalize the sale if any base bid is met on any of the vehicles. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**INVOICES – BORTON LAWSON ENGINEERING**

Motion by Lewis, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2017-01,02,03,04 and 05 for various projects including General Engineering, MS4 Permit Services, Solomon's Creek Interceptor Grant Project & Storm Water Questionnaire in the amount of \$8,794.29. These will be paid through various funds and grants including from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**INVOICE – BAKER TILLY AUDITING SERVICES**

Motion by Lewis, secc. Krushnowski to approve the payment of invoice #BT1055831 in the amount of \$15,000.00 from Baker Tilly Auditing Services for work in connection with the 2016 financial statement audit. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – APPRAISAL OF DELANEY STREET PROPERTY**

Motion by Lewis, secc. Krushnowski to authorize Nasser Realty, Certified Commercial Appraiser, to conduct an appraisal and fair market value report in the not to exceed amount of \$1,250.00 on the Hanover Township owned building located on Delaney Street near the levee. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**APPROVAL OF VISION BENEFITS CONTRACT RENEWAL**

Motion by Lewis, secc. Krushnowski to approve the contract renewal from Vision Benefits of America for managed vision care at that the Chairman is hereby authorized to sign the contract on behalf of Hanover Township. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**ORDINANCE NO. 001-2017 – PLACING OF A STOP SIGN ON RIDGE STREET**

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 001 – 2017 for the placing of a stop sign on the east side of Ridge Street at the intersection of Solomon Street advertised. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**ORDINANCE NO. 002-2017 – GRANTING OF A RIGHT OF WAY**

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 002 -2017 granting a 10 foot public utility right of way to UGI Penn Natural Gas, Inc. as advertised. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**RESOLUTION NO. 002 -2017 – LEASING OF A 2017 FORD UTILITY POLICE  
ALL WHEEL DRIVE VEHICLE**

Motion by Lewis, secc. Krushnowski to approve Resolution No. 002 -2017 for the leasing of a 2017 Police Vehicle from Koch Ford Municipal Finance. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky.  
MOTION CARRIED.

**SEWER CONVEYANCE CAPACITY APPROVAL**

Motion by Lewis, secc. Krushnowski that upon the recommendation of the Township Engineer, to approve the following sewer conveyance capacity requests: Nardone Brothers Bakery and Texas Roadhouse and that the Chairman is authorized to sign on behalf of Hanover Township. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**TELEVISED INSPECTION FOR THE SOLOMON CREEK INTERCEPTOR LSA  
GRANT**

Motion by Lewis, secc. Krushnowski to authorize the Township Engineer to prepare specifications for the televised inspection of the Solomon's Creek Interceptor in accordance with the LSA Grant and that, if necessary, the Township Secretary will advertise the same for bid opening at the March 6, 2017 Work Session. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky.  
MOTION CARRIED.

**MEDICO LSA GRANT EQUIPMENT PURCHASE**

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Township Solicitor, to reject the award of following to the low bidder: Kleen Vent to RG Group in the amount of \$25,115.92, Mezzanine Steel to Master Millwright in the amount of \$28,971.86, Refurbishing Nitrogen Tanks to Deltech, Inc. in the amount of \$20,385.00 and Hydraulic Parts to Advanced Fluid Systems, Inc. in the amount of \$120,945.00 and hereby authorize the Township Manager to re-advertise for the invitation to bid.. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

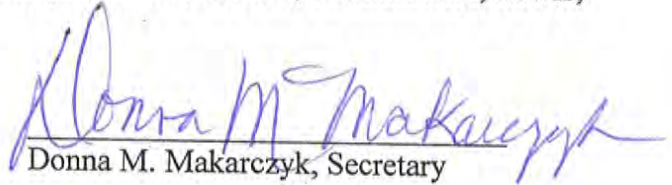
Motion by Lewis, secc Krushnowski to authorize the Township Engineer to prepare specifications for the resurfacing of Oaklawn Avenue and South Regent Street and that the Township Secretary is authorized to advertise the same for opening at the March 6, 2017 worksession. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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Motion by Lewis, secc. Krushnowski that the Township Manager be and is hereby authorized to sign on behalf of the Township the Indemnification Agreement between Marx Sheet Metal & Mechanical, Inc. and the Township related to the Engine Exhaust Removal System for the Hanover Township Fire Station Project. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**ADJOURNMENT**

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

  
Donna M. Makarczyk, Secretary

SEARCHED  
INDEXED

SERIALIZED  
FILED