

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**

**MARCH 13, 2017**

**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting 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, Jeffrey Lewis, Albert Bagusky.

**ABSENT:** Ronald Krushnowski.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

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

**MANAGER'S REPORT**

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

**MINUTES OF MEETING OF FEBRUARY 13, 2017**

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

**LIST OF BILLS**

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

Hanover Township  
Board of Commissioners  
March 13, 2017  
Minutes – Page #2

**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, Lewis, Bagusky. MOTION CARRIED.

**COMMUNICATIONS**

Motion by Andrejko, secc. Davis that the communications for the month of February 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, 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 March 17, 2017 to April 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, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Lewis, secc. Bowers that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temarantz, 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 March 17, 2017 to April 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, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**APPROVAL – PERMANENT STATUS FOR POLICE OFFICER**

Motion by Lewis, secc. Bowers that based on the recommendation of the Chief of Police, to move Officer Connor Duffy from probationary status to permanent status effective March 21, 2017. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR VEHICLE EXHAUST SYSTEM FOR THE NEW FIREHOUSE**

Motion by Lewis, secc. Bowers that per the request of the Fire Chief, to authorize the agreement with Air Cleaning Systems, Inc., Latham New York for purchase of Air Filters Air Cleaners System through COSTARS contract #008-047 in the amount of \$36,930.00 to be paid from the Firehouse Construction Account and that the Chairman is hereby authorized to sign the agreement.

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

**OPENING OF A FIRE ESCROW ACCOUNT**

Motion by Lewis, secc. Bowers to authorize the Township Manager to open a Fire Escrow Account with FNCB in accordance with the Fire Insurance Escrow Ordinance – Act 93 for property located at 84 West Liberty Street in the amount of \$33,081.73. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**INVOICES – BORTON LAWSON ENGINEERING**

Motion by Lewis, secc. Bowers to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2017-06 and 07 for various projects including Solomon's Creek Interceptor and a Grant Project in the amount of \$1,067.70. These will be paid through various funds and grants including from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – SPRING CLEAN UP & DROP OFF**

Motion by Lewis, secc. Bowers to authorize the advertising of the Hanover Township 2017 Spring Clean Up & Drop Off event set for May 6, 13 and 20, 2017. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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

Motion by Lewis, secc. Bowers that based on the recommendation of the Project Architect/Engineer Quad III Group, to submit Payment Request No.6 for General Construction, Electrical Construction, Plumbing Construction and Mechanical Construction in the amount of \$331,670.88 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, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO ATTEND TRAINING – FIELD OFFICER TRAINING**

Motion by Lewis, secc. Bowers that the request of Police Chief Albert Walker for authorization of Officer Eric Richardson to attend the Field Officer Training Program from April 24 to April 26, 2017 in Dallas, Penna. for a total cost of \$450.00, be approved. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
March 13, 2017  
Minutes – Page #4

**NATIONAL DRUG TAKE BACK DAY**

Motion by Lewis, secc. Bowers to approve the participation of the Hanover Township Police Department in the 13<sup>th</sup> Annual National Drug Take Back Initiative Saturday, April 29, 2017 from 10 am to 2 pm. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**SEWER CONVEYANCE CAPACITY APPROVAL**

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

**RESOLUTION NO. 003-2017 – SALE OF CODE DEPARTMENT VEHICLE**

Motion by Davis, secc. Andrejko to approve Resolution No. 003-2017 as presented for the sale of a 2005 Ford Crown Victoria. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 004-2017 – SALE OF CODE DEPARTMENT VEHICLE**

Motion by Davis, secc. Andrejko to approve Resolution No. 004-2017 as presented for the sale of a 2008 Ford Crown Victoria. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 005-2017 – SALE OF POLICE DEPARTMENT VEHICLE**

Motion by Davis, secc. Andrejko to approve Resolution No. 005-2017 as presented for the sale of a 2010 Dodge Charger. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 006-2017 – SALE OF POLICE DEPARTMENT VEHICLE**

Motion by Davis, secc. Andrejko to approve Resolution No. 006-2017 as presented for the sale of a 2010 Dodge Charger. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 007-2017 – SALE OF ROAD DEPARTMENT VEHICLE**

Motion by Davis, secc. Andrejko to approve Resolution No. 007-2017 as presented for the sale of a 1977 GMC Dump Truck. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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

**PROCLAMATION – MULTIPLE SCLEROSIS AWARENESS**

Motion by Davis, secc. Andrejko to authorize the Proclamation for Multiple Sclerosis Awareness and that the Chairman is hereby authorized to sign the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**HANOVER TOWNSHIP INSURANCE POLICY RENEWALS**

Motion by Davis, secc. Andrejko that the following quotes received from Joseph J. Joyce Associates, Insurance Agent, for the following 2017/2018 insurance policies be approved. Policies are effective March 24, 2017 to March 24, 2018.

1. Property, Inland Marine & Equipment Breakdown	\$ 17,824
2. General Liability	\$ 44,277
3. Automobile	\$ 37,379
4. Crime	\$ 706
5. Workers Compensation	\$168,728
<b>TOTAL</b>	<b>\$268,914</b>

The Terrorism Insurance Provision is rejected.

**A savings of \$25,709 in Insurance Policies Premium costs have been realized from the 2016/2017 fee.**

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

**AUTHORIZATION FOR TOWNSHIP ENGINEER TO PROCEED WITH EXCESS WEIGHT ROAD POSTING REQUIREMENTS**

Motion by Davis, secc. Andrejko to authorize the Township Engineer to complete the analysis and requirements necessary to post excess weight for travel on Fellows Avenue, Ferry Road and Breaker Road and also include completing and submitting the Form TE-109 to PennDOT. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**ADD ON MOTION – AUTHORIZATION KUHARCHIK CONSTRUCTION PROPOSALS**

Motion by Lewis, secc. Davis to authorize the work according to the proposals submitted by Kuharchik Construction for a junction box located at the traffic light located at South Main Street and New Commerce Blvd in the amount of \$693.50 and the wire loop for light change initiation for a traffic light located at the intersection of Lyndwood Ave. and West End Road in the amount of \$988.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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

**ADD ON MOTION – MEDICO BIDS AWARDED**

Motion by Lewis, secc. Davis that based upon the recommendation of the Township Engineer, to approve the award of the following Equipment to the low bidder: Kleen Vent to RG Group in the amount of \$26,090.92, Mezzanine Steel to Robo Construction in the amount of \$35,029.00, Refurbishing Nitrogen Tanks to Advanced Fluid Systems in the amount of \$21,626.65 and Hydraulic Parts to Advanced Fluid Systems on the amount of \$120,945.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**ADD ON MOTION – DECLARATION OF SNOW DISASTER EMERGENCY**

Motion by Lewis, secc. Davis that in anticipation of the forecasted severe snowstorm, the Board of Commissioners declare effective immediately a snow disaster emergency authorizing township officials to act as necessary to meet the current exigencies of this emergency situation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

  
Donna M. Makarczyk, Secretary