

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
MAY 8, 2017
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on May 8, 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: George Andrejko, George Bowers, Russell Davis, William Howatt, Ronald Krushnowski, Jeffrey Lewis.

ABSENT: Albert Bagusky.

Bob Burns, Scureman Street addressed the board to thank the road department for cutting down tree in playground. Also regarding Fellows Avenue.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Andrejko, secc. Davis that the Secretary's Report for the month of April 2017 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on April 3, 2017 and April 10, 2017 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

MANAGER'S REPORT

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

TREASURER'S REPORT

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

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MINUTES OF MEETING OF APRIL 10, 2017

Motion by Andrejko, secc. Davis that the minutes of the meeting of April 10, 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

LIST OF BILLS

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

COMMUNICATIONS

Motion by Andrejko, secc. Davis that the communications for the month of April 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. 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 May 17, 2017 to June 16, 2017 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. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Andrejko, secc. Davis 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 May 17, 2017 to June 16, 2017 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. MOTION CARRIED.

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HIRING – SUMMER LABORERS

Motion by Andrejko, secc. Davis that Anthony Marcincavage, Jacob Barber, Matthew Kuhl, James Sheridan and Justin Kwiatkowski be hired as Summer Laborers in the Public Works Department effective May 30, 2017 to June 16, 2017 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, Krushnowski, Lewis. MOTION CARRIED.

HIRING – INTERNSHIPS

Motion by Andrejko, secc. Davis that Mark Pointek and Marley Mullery be hired for Internships in the Administration Department effective May 9, 2017 to June 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, Krushnowski, Lewis. MOTION CARRIED.

HIRING – FINANCIAL CONSULTANT

Motion by Andrejko, secc. Davis to hire Harry Miller, CPA, to assist with a complete budget and pension financial analysis effective May 9, 2017 at \$50.00 per hour with a not to exceed amount of \$5,000.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION – GIRL SCOUTS TROOP NO. 30865 LITTLE FREE LIBRARY PLACEMENT AT HANOVER GREEN PLAYGROUND

Motion by Andrejko, secc. Davis to authorize Girl Scouts Troop No. 30865 to place a Little Free Library Box in the Hanover Green Playground. Installation will be coordinated with the Township Manager so a post can be mounted by the Road Department. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION – POLICE SERVICES AND GARBAGE TRUCK USE

Motion by Howatt, secc. Davis that the request from Exaltation of the Holy Cross Church, 420 Main Road, Hanover Township for Police Services and the use of a garbage packer for a fund raisers on May 27 and July 14, 15, and 16, 2017 be approved. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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**APPROVAL - CO-OP AGREEMENT WITH MEDICO INDUSTRIES FOR 2015
LSA GRANT AWARD**

Motion by Howatt, secc. Davis that the Chairman be and is hereby authorized to sign on behalf of the Township the Agreement with Medico Industries, Inc. directing the Township Manager to administer the LSA Grant for the Fourth Press Line Addition project in the sum of Four Hundred Thousand (\$400,000.00) Dollars according to applicable law and providing for reimbursement to the Township for the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

**APPROVAL - CO-OP AGREEMENT WITH MEDICO INDUSTRIES FOR 2016
LSA GRANT AWARD**

Motion by Howatt, secc. Davis that the Chairman be and is hereby authorized to sign on behalf of the Township the Agreement with Medico Industries, Inc. directing the Township Manager to administer the LSA Grant for the Fourth Press Line Addition project in the sum of Two Hundred Fifty Thousand (\$250,000.00) Dollars according to applicable law and providing for reimbursement to the Township for the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

**AUTHORIZATION – WYOMING VALLEY COUNTRY CLUB FIREWORKS
DISPLAY**

Motion by Bowers, secc. Andrejko to authorize the Wyoming Valley Country Club to hold a fireworks display on June 3, 2017. All required paperwork was submitted prior to the event and the Fire Chief has inspected and approved the grounds. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski. Abstain: Lewis. MOTION CARRIED.

AUTHORIZATION – TREE REMOVAL SERVICE

Motion by Bowers, secc. Andrejko to authorize the Township Manager to engage Ray's Tree Service in the not to exceed amount of \$1,500.00 to remove the large tree on Lueder Street. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

REQUEST TO ATTEND TRAINING – CHIEFS OF POLICE ASSOCIATION

Motion by Bowers, secc. Krushnowski to approve the request from Police Chief Albert Walker to attend the Chiefs of Police Association Training Conference in Camp Hill, PA from July 23rd to July 26th. Total cost of training is \$868.96. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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REQUEST TO TRANSFER POLICE VEHICLE TO FIRE POLICE

Motion by Bowers, secc. Krushnowski to approve the request of Fire Chief Joe Temarantz to transfer the 2010 Dodge Charger, VIN #2B3AA4CT9AH203627, to the Fire Police for use. This vehicle will be painted to differentiate it from Police Department vehicles. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

PAYMENT APPLICATION FOR MEDICO INDUSTRIES – ARC ELECTRIC CONSTRUCTION COMPANY

Motion by Bowers, secc. Krushnowski 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. 1 for Arc Electric Construction Company in the amount of \$63,900.00. 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. MOTION CARRIED.

PAYMENT APPLICATION FOR MEDICO INDUSTRIES – NJS SYSTEMS AND CONTROLS

Motion by Davis, secc. Krushnowski that based upon the recommendation of the Township Engineer, that Medico Industries is authorized to pay NJS Systems and Controls and seek reimbursement from DCED, through the Township Manager, of Pay Application No. 1 for NJS Systems and Controls in the amount of \$62,090.00. 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. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Bowers, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2017-11, 12, 13, 14, and 15 for various projects including several Street Restoration Projects and General Engineering Services in the amount of \$24,593.19. These will be paid through various funds and grants including Liquid Fuels Funds and the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICE – VARALY ASSOCIATES

Motion by Bowers, secc. Krushnowski to authorize the payment of Invoice 2 in the amount of \$2,000.00 to Varaly Associates for service related to the updating of the Hanover Township Subdivision Land Development Ordinance. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Bowers, secc. Krushnowski to approve Invoice No. H17002 in the amount of \$5,186.25 to BHW Inspections for plan reviews on 6 new projects within Hanover Township. This is a payment on a new revenue item for Hanover Township for plan review fees. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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

Motion by Bowers, secc. Krushnowski that based on the recommendation of the Project Architect/Engineer Quad III Group, to submit Payment Request No.8 for General Construction, Electrical Construction, Sitework Construction, Plumbing Construction and Mechanical Construction in the amount of \$215,664.59 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. MOTION CARRIED.

INVOICE – QUAD III ARCHITECTURE/ENGINEERING

Motion by Bowers, secc. Krushnowski to authorize the payment of the invoice referenced as #02 from Quad III Group in the amount of \$11,408.44 for project administration of the new firehouse. This will be paid from the construction account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICE – WYOMING VALLEY SANITARY AUTHORITY

Motion by Davis, secc. Andrejko to authorize the payment of the invoices from the Wyoming Valley Sanitary Authority in the amount of \$2,092.99 from the Sewer Fee Account for billing services related to 2nd quarter meter bills. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

RATIFICATION – NEW FIREHOUSE CONSTRUCTION LOAN EXTENSION

Motion by Davis, secc. Andrejko to ratify the Chairman's action to authorize First Keystone Bank to extend the maturity of the New Firehouse Construction Loan to October 12, 2017 and that the Chairman and Secretary are authorized to sign the modification agreement. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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RATIFICATION – MEDICO PRESS LINE #4 ADVERTISEMENT

Motion by Davis, secc. Andrejko to ratify the Chairman's action to advertise the bids for Hydraulic Parts associated to the Medico Industries Press Line #4 Project related to the LSA Grant. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

APPROVAL – WARRIOR RUN FIRE STATION RENTAL AGREEMENT

Motion by Davis, secc. Andrejko to approve the rental agreement for the Askam Station operations with Warrior Run Fire Department and that the Chairman is hereby authorized to sign the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

APPROVAL - POLICE FILE SERVER PURCHASE

Motion by Davis, secc. Andrejko that upon the request of Police Chief Albert Walker, to approve the purchase of a new Microsoft Exchange Server and necessary hardware, from Golden Business Machines for the low quote amount of \$11,738.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICE – AUDITING SERVICES

Motion by Davis, secc. Andrejko to authorize the payment of Invoice 39603 from Snyder & Clemente Accountants in the amount of \$4,000.00 for the audit of the LSA Grant for the new firehouse. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION TO DRAFT ORDINANCE – INTERGOVERNMENTAL COOPERATION AGREEMENT IMPLEMENTING THE WYOMING VALLEY REGIONAL STORMWATER MANAGEMENT PROGRAM

Motion by Davis, secc. Andrejko that the Township Solicitor be and is hereby authorized to draft an Ordinance approving the Intergovernmental Cooperation Agreement with the Wyoming Valley Sanitary Authority for the creation and implementation of the Wyoming Valley Regional Stormwater Management Program and further move that the Township Secretary is hereby authorized to duly advertise the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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AUTHORIZATION TO DRAFT ORDINANCE – WVSA ARTICLES OF INCORPORATION

Motion by Davis, secc. Andrejko that the Township Solicitor be and is hereby authorized to draft an Ordinance adopting and approving an amendment to the Articles of Incorporation of the Wyoming Valley Sanitary Authority to provide for stormwater planning, management and implementation and extending said Authority's term of existence and further move that the Township Secretary is hereby authorized to duly advertise the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

ADDED AGENDA MOTION:

Motion by Davis, secc. Andrejko to approve Resolution No. 009-2017 for the extension of the maturity date on the firehouse construction loan as presented. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

ADDED AGENDA MOTION:

Motion by Davis, secc. Andrejko that the Township Solicitor be and is authorized to draft an Agreement for Fire Protection Services between the Township and Warrior Run and the required Ordinance for the same and further move that the Township Secretary be and is hereby authorized to advertise the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

ADJOURNMENT

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

Donna M. Makarczyk, Secretary