

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
OCTOBER 11, 2017
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on October 11, 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.

ABSENT: Commissioner Albert Bagusky.

STATEMENT BY THE CHAIRMAN

We take time tonight to recognize and express our gratitude to our emergency services personnel for their devotion to providing the best services to the community. To the Police Department for their dedication and excellent service in utilization of their skills and training to serve and protect the community in general and the residents of Hanover Township in particular. To the devoted volunteer firefighters, officers, fire truck drivers and auxiliary personnel in appreciation for their dedicated and progressive efforts in protecting the lives and possessions of the residents of the community. To the officers and members of the Hanover Township Community Ambulance Association Inc. in recognition of their dedication by continually providing a high standard of care and compassion in providing life sustaining and lifesaving services to the community. We, the Board of Commissioners hereby acknowledge and proclaim the gratitude of ourselves and the people of Hanover Township to all these fine individuals for a job well done each and every day of the year.

ANNOUNCEMENT

On October 31, 2017 a Halloween Party for the Children of Hanover Township will be held at the Municipal Building from 3:00 pm to 5:00 pm. All Children in costume will receive a bag of candy. Cost of the Children's Halloween Party is paid by the Commissioners.

Stacy Pellegrino, 56 East Germana Street addressed the Board regarding Draina property on East Germana Street.

Donna Draina, 30 East Germana Street addressed the Board regarding Draina property on East Germana Street.

Charles Franklin, 74 Knox Street addressed the Board regarding 85 Knox Street.

Carole Hughes, 22 Highland Drive addressed the Board regarding 85 Knox Street.

George Pajor, 72 Knox Street addressed the Board regarding 85 Knox Street.

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DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Andrejko, secc. Davis that the Secretary's Report for the month of September, 2017 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on September 6, 2017 & September 11, 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 September, 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 September, 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 September, 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

MINUTES OF MEETING OF SEPTEMBER 11, 2017

Motion by Andrejko, secc. Davis that the minutes of the meeting of September 11, 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 September, 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 September, 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 October 16, 2017 to November 15, 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 October 16, 2017 to November 15, 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.

RATIFICATION – HIRING OF CROSSING GUARD

Motion by Andrejko, secc. Davis to ratify the Chairman’s action to hire William Pugh as a Full Time Crossing Guard according the 2017 Salary & Compensation Resolution. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

COMMONWEALTH OF PENNSYLVANIA – 2017 ALLOCATION OF GENERAL MUNICIPAL PENSION SYSTEM AID

Motion by Andrejko, secc. Davis that as per the recommendation of the Township Manager the Township’s 2017 Allocation of General Municipal Pension System State Aid in the amount of \$270,706.95 to be distributed in the following manner:

Non-Uniformed Pension Plan Distribution: \$123,882.75

Police Pension Plan Distribution: \$146,824.20

And the additional payments as follows are paid out of the Township General Fund:

Police Pension Plan: \$568,045.80

Non-Uniformed Plan: \$137,320.25

These distributions are made in accordance with the 2017 Minimum Municipal Obligation (MMO). On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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AUDITOR GENERAL – 2017 ALLOCATION – VOLUNTEER FIRE RELIEF ASSOCIATION

Motion by Andrejko, secc. Davis that in accordance with the statutes of Act 205 of 1984 and in compliance with regulations of the Department of the Auditor General, the 2017 Allocation Supporting the Volunteer Fire Relief Fund in the amount of \$50,600.71 be forwarded to the Volunteer Fire Relief Fund c/o Frank Rinkevich, Treasurer, 547 Wilkes-Barre Street, Hanover Township, PA 18706. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION – COMMENCE DEMOLITION OF LEE PARK FIRE HOUSE

Motion by Andrejko, secc. Davis to authorize the Code Enforcement Officer and Township Solicitor to commence action relative to the demolition of the Lee Park Firehouse to include informing and arranging approval from the Earth Conservancy to working with the Township Secretary advertising for the demolition work with presentation of sealed bids at the November 13, 2017 Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION - ADVERTISING THE SALE OF TOWNSHIP VEHICLES

Motion by Andrejko, secc. Davis to approve the advertising of the acceptance of sealed bids for the sale of the following vehicles:

- One (1) 2005 Ford Crown Victoria**
- One (1) 2008 Ford Crown Victoria**
- One (1) 2010 Dodge Charger**
- One (1) 1981 GMC 5 ton Dump Truck**

Bids will be accepted at the Office of the Secretary until 2:00 PM on November 13, 2017 and publicly opened at 6:30 PM and read aloud at the Boards Meeting Room. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

RATIFICATION – MEDICO PAYMENT REQUEST

Motion by Andrejko, secc. Davis that based upon the recommendation of the Township Engineer, to ratify the Chairman's action to authorize Medico Industries request to pay Advanced Fluid Systems, Inc. \$120,945.00 for work related to the LSA Grant. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION TO SEEK QUOTES – INSURANCE POLICIES

Motion by Andrejko, secc. Davis to authorize the Township Manager to submit information to Joyce Insurance Group for the request of proposals for the 2017 – 2018 Errors & Omission's and Police Liability Insurance Policies. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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LETTER OF ENGAGEMENT 2016 – AUDIT SERVICE

Motion by Davis, secc. Andrejko that the Township Manager be and is authorized to request a proposal and letter of engagement from Baker Tilly Virchow Krause, LLP Accountants to provide audit services and prepare the Department of Community and Economic Development Report for the calendar year ending December 31, 2017 and the Township Manager is to present this proposal to the Board of Commissioners at the November 6, 2017 Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Davis, secc. Andrejko to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2017-29, 30, 31, 32, 33, 34, and 35 for various projects including General Engineering, MS4 Permit Services, Solomon’s Creek Interceptor Grant Project & Storm Water Questionnaire in the amount of \$14,495.81. 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, Krushnowski, Lewis. MOTION CARRIED.

COMPUTER SYSTEM SUPPORT AGREEMENT

Motion by Davis, secc. Andrejko that the Chairman be and is authorized to sign the GBM prepaid computer system support agreement for 40 hours at \$78.00 per hour. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Davis, secc. Andrejko to approve Invoice No. H17007 in the amount of \$9,800.00 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. MOTION CARRIED.

AUTHORIZATION – RELEASE OF FIRE ESCROW ACCOUNT

Motion by Davis, secc. Andrejko that based upon the occupancy permit #2017-344 issued by Code Enforcement Officer, to release the Fire Escrow Account, for 84 Liberty Street, Hanover Township. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION – ACTION ON 13 PHILLIPS STREET

Motion by Davis, secc. Andrejko that based upon the report from the Township Engineer, to authorize the Code Enforcement Officer and Township Solicitor to commence all necessary actions for the demolition of 13 Phillips Street. Both officials will report the progress on this to the Board at the November 6, 2017 Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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PLACEMENT OF “TOYS FOR TOTS” DONATION BARREL

Motion by Davis, secc. Andrejko that the request from Police Officer John L. VanWhy on behalf of the Wyoming Valley Detachment of the Marine Corps. League and the United States Marine Corps Reserve to place a “Toys for Tots” donation barrel in the interior front entrance of the Municipal Building for acceptance of donations from 8:00AM to 4:00 PM Monday thru Friday, from Tuesday, November 6, 2017 to Thursday, December 9, 2017 and to place an awareness sign on the front lawn of the municipal building be approved. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AGREEMENT – OPERATION AND MAINTENANCE FOR STORMWATER MANAGEMENT

Motion by Davis, secc. Andrejko to approve the Operation and Maintenance Agreement for Stormwater Management with Deep Oasis Trade, LLC. for property described by Luzerne County Deed Book 3017 at page 169707 and that the Chairman be and is hereby authorized to sign the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICE – ED KRASAVAGE CONSTRUCTION

Motion by Davis, secc. Andrejko that based upon the recommendation of the Township Engineer, to approve payment of an invoice from Ed Krasavage Construction referenced as No. 2017-4 in the amount of \$9,500.00 from the sewer fee account and that the Township Secretary is authorized to seek reimbursement for this invoice from the Wyoming Valley Sanitary Authority. This is for work completed on a manhole installation project near the Preston Fire House. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

INVOICE – MOBILE DREDGING & VIDEO PIPE. INC.

Motion by Davis, secc. Andrejko that based upon the recommendation of the Township Engineer, to approve the payment of an invoice from Mobile Dredging & Video Pipe, Inc. in the amount of \$3,410.00 from the sewer fee account. This is for video inspection of the Solomon’s Creek Interceptor and will be reimbursed through the LSA Grant. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

AUTHORIZATION TO AWARD – LOOMIS PARK MANHOLE INSTALLATION PROJECTION

Motion by Davis, secc. Andrejko that based upon the recommendation of the Township Engineer, to award the Loomis Park Manhole Installation Project to Krasavage Construction, in the low quote amount of \$14,800.00. This project will be paid for by the sewer account fee. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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AUTHORIZATION TO AWARD – SPRING STREET PAVING

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, to award the paving of Spring Street to American Asphalt in the low bid amount of \$57,500.00 which includes Add Alternate No. 1 & No. 2. This will be paid through Liquid Fuels Funds. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

DELTA DENTAL CONTRACT RENEWAL

Motion by Bowers, secc. Krushnowski to approve the Delta Dental Contract for 2018 and that the Chairman be and is authorized to sign all documents. There is no increase in fees for 2018. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

PAYMENT APPLICATION AND REQUEST TO PAY FOR MEDICO INDUSTRIES – NJS SYSTEMS AND ADVANCED FLUID SYSTEMS

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, that Medico Industries is authorized to pay NJS Systems and Controls and Advanced Fluid Systems, Inc. and seek reimbursement from DCED, through the Township Manager, of Pay Application No. 2 in the amount of \$120,945.00, No. 4 in the amount of \$40,500.00 and No. 5 in the amount of \$42,600.00. 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.

ADD ON MOTION – AGREEMENT HANOVER GREEN FIRE HOUSE

Motion by Bowers, secc Krushnowski to approve the Hanover Green Firehouse property agreement with the Hanover Township Ambulance Association 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.

ADD ON MOTION – CHANGE ORDER

Motion by Bowers. secc. Krushnowski that based upon the recommendation of the Fire Chief, Change Order No. 03 in the amount of \$500.00 to replace the guiderail with landscaping rock as discussed on the site. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

ADD ON MOTION – PROPOSAL

Motion by Bowers, secc. Krushnowski that the Board accept and approve the floor sealant proposal received from Champion Builders in the sum of \$7,210.00 to lay sealant on the tile areas of the floor in the townships new fire station. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. MOTION CARRIED.

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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