

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**SEPTEMBER 11, 2017**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on September 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, Albert Bagusky.

**STATEMENT FROM THE BOARD**

In commemoration on the anniversary of September 11, 2001 we remember those that lost their lives, those that aided and those heroes who continue to defend our freedoms. God Bless America. Please join us in a moment of silence in memory of September 11, 2001.

**PROCLAMATION – LORETTA GILL – CROSSING GUARD 1973-2017**

**PRESENTATION OF THE 2018 MINIMUM MUNICIPAL OBLIGATION (MMO)  
FOR THE POLICE AND NON-UNIFORMED PENSION PLANS**

As the Chief Administrator of both the Hanover Township Police Pension Plan and the Non-Uniformed Pension Plan, the Township Manager presents the following MMO(s) for 2018 to the Board of Commissioners as required under the provisions of Act 205.

Based on actuarial valuation reports received and prepared by AFG Pension Administration the values are:

Police Pension Plan 2018 MMO.....	\$673,913
Non-Uniformed Pension Plan 2018 MMO.....	\$290,256

This satisfies informing the governing body of the municipality of the plans expected financial obligations for the coming year.

**DEPARTMENT REPORTS**

**SECRETARY’S REPORT**

Motion by Andrejko, secc. Davis that the Secretary’s Report for the month of August 2017 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on August 7, 2017 & August 14, 2017 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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### **MANAGER'S REPORT**

Motion by Andrejko, secc. Davis that the Manager's Report for the month of August 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 August 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 August 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 AUGUST 14, 2017**

Motion by Andrejko, secc. Davis that the minutes of the meeting of August 14, 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 August 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 August 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**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 September 16, 2017 to October 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, Bagusky. 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 September 16, 2017 to October 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, Bagusky. MOTION CARRIED.

**AGREEMENT - TOWNSHIP MANAGER**

Motion by Andrejko, secc. Davis to approve the Agreement between Hanover Township and the Hanover Township Manager effective January 1, 2018. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – PREPARATION OF AN ORDINANCE**

Motion by Lewis, secc. Krushnowski to authorize the Township Solicitor to prepare and the Township Secretary to advertise an Ordinance for the posting of a speed limit of 30 MPH on East Division Street as recommended by the safe running speed study conducted by the Department of Transportation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – NEW FIREHOUSE CONSTRUCTION LOAN EXTENSION**

Motion by Lewis, secc. Krushnowski to authorize First Keystone Bank to extend the maturity of the New Firehouse Construction Loan from October 12, 2017 to April 12, 2018 and that the Chairman and Township Secretary are authorized to sign the modification agreement. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**INVOICE – BHW INSPECTIONS, LLC**

Motion by Lewis, secc. Krushnowski to approve Invoice No. H17006 in the amount of \$2,091.25 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.

**INVOICES – BORTON LAWSON ENGINEERING**

Motion by Lewis, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2017-25, 26, 27 and 28 for various projects including several Street Restoration Projects and Grant Projects in the amount of \$3,364.00. These will be paid through various funds and grants including Liquid Fuels Funds. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**INVOICE – VARALY ASSOCIATES**

Motion by Lewis, secc. Krushnowski to authorize the payment of Invoice 3 & 4 in the amount of \$3,000.00 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, Bagusky. MOTION CARRIED.

**APPROVAL - COURT ORDERED TAX REFUND**

Motion by Lewis, secc. Krushnowski that based on the request of the Luzerne County Assessor's Office through Court Order #16625 of 2010 & 16864 of 2012, to refund \$1,908.60 to Crossroads Shopping Center, LLC. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**PAYMENT APPLICATION FOR MEDICO INDUSTRIES – NJS SYSTEMS AND CONTROLS**

Motion by Lewis, 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. 3 for NJS Systems and Controls in the amount of \$40,500.00. 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, Bagusky. MOTION CARRIED.

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**AUTHORIZATION TO ADVERTISE - MEETINGS**

Motion by Lewis, secc. Krushnowski to authorize the Township Secretary to advertise the following meeting schedule: 2018 Budget Meetings – Wednesday, October 18 & Wednesday, October 25, 2017 at 7:00pm and the December Board meeting will be rescheduled to Wednesday, December 13, 2017 at 7:00 pm with a Work Session to be held starting at 6:30 pm. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO PREPARE SPECIFICATIONS & ADVERTISE – ROAD RESTORATION WORK**

Motion by Lewis, secc. Krushnowski to authorize the Township Engineer to prepare specifications for road restoration and the Township Secretary to advertise the same for Spring Street. This will be funded through Liquid Fuels Funds or Contingency Funds if necessary. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO PREPARE – MS4 NOTICE OF INTENT AND MAPPING**

Motion by Lewis, secc. Krushnowski to authorize the Township Engineer to prepare the Hanover Township Notice of Intent and Mapping required by DEP for the MS4 Permit associated with stormwater management in the not to exceed amount of \$6,000.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO APPROVE – FIRE HYDRANT APPLICATIONS**

Motion by Davis, secc. Andrejko that based upon the recommendation of the Township Engineer and Fire Chief, to authorize the applications for fire hydrants and the placement of same on Stewart Road and Hillside Street and that the Chairman is authorized to sign all documents related to the applications. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO SEEK QUOTES – LOOMIS PARK MANHOLE PROJECT**

Motion by Davis, secc. Andrejko to authorize the Township Engineer to seek quotes for the placement of 2 manholes on the sewer line serving Loomis Park and that the Chairman is authorized to sign any documents pertaining to the award of the work to the lowest responsible bidder. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**AUTHORIZATION TO APPROVE – SEWAGE CONVEYANCE REQUEST**

Motion by Davis, secc. Andrejko that based upon the recommendation of the Township Engineer, to authorize the Chairman to sign the sewage conveyance request for a new commercial property to be located at 1137 Hanover Street. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**NATIONAL DRUG TAKE BACK DAY**

Motion by Davis, secc. Andrejko to approve the participation of the Hanover Township Police Department in the National Drug Take Back Initiative at the Municipal Building Saturday, October 28, 2017 from 10 am to 2 pm. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUORIZATION – USE OF GARBAGE PACKER**

Motion by Davis, secc. Andrejko to authorize the use of the garbage packer for the UFCW Credit Union Community Day to be held on October 8, 2017 at the Breslau Firehouse. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO AWARD – KNOX STREET STORM WATER PIPE REPAIR PROJECT**

Motion by Davis, secc. Andrejko that upon the recommendation of the Township Engineer, the Board approves and awards the base bid and add alternates No.1, No.2 and No.4 from A.R. Popple Construction, Inc. for the Knox Street Stormwater Repair Project in the total sum of \$37,390.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO APPROVE – RESOLUTION NO. 018-2017 - LEASING OF THE HANOVER GREEN FIREHOUSE**

Motion by Davis, secc. Andrejko to approve Resolution No. 018-2017 approving the 20-year Lease Agreement between Hanover Township and Hanover Township Community Ambulance Association. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**AUTHORIZATION TO APPROVE – RESOLUTION NO. 019-2017 -  
TERMINATION OF REVERTER AGREEMENT**

Motion by Davis, secc. Andrejko to approve Resolution No. 019-2017 approving the Termination of Reverter Agreement between the Township and Earth Conservancy. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZING THE CHAIRMAN TO SIGN THE NPDES NOTICE OF INTENT**

Motion by Davis, secc. Andrejko that upon the recommendation of the Township Engineer, that the Chairman of the Board of Commissioners be and is hereby authorized to execute the National Pollution Discharge Elimination System General Permit For Stormwater Discharge From Small Municipal Separate Storm Sewer Systems Notice of Intent. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**ADD ON MOTION – HIRING SCHOOL CROSSING GUARD**

Motion by Lewis, secc. Krushnowski that Marylou Lanning be hired, pending submission of all background checks and approvals, as full time crossing guard for the 2017-2018 school year at a salary as per the 2017 Salary and Resolution Compensation Resolution. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**ADD ON MOTION – RESCINDING AUTHORIZATION TO AWARD  
CONCRETE BID**

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Township Engineer and Township Solicitor, that the Board prior motion on August 14, 2017 to authorize the award for concrete for Medico Industries Press Line #4 LSA Grant to Panzitta Enterprises in the sum of \$77,880.00 be and is hereby resinded. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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**ADD ON MOTION – AUTHORIZATION TO AWARD CONCRETE BID**

Motion by Lewis, secc. Krushnowski that upon the recommendation of the Township Engineer and Township Solicitor, to approve and authorize the award to the lowest responsible bidder, Oley Industries, LLC for concrete at \$84.48 per cubic yard for delivery of approximately 649 cubic yards of concrete in the approximate total amount of \$54,827.52 for the Medico Industries Press Line #4 LSA Grant. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**ADJOURNMENT**

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

  
Donna M. Makarczyk, Secretary