

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS

MARCH 14, 2016

****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on March 14, 2016 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00PM.

PRESENT: Commissioners George Andrejko, George Bowers, Russell Davis, William Howatt, Jeffrey Lewis, Michael Mazur, Albert Bagusky.

The Board of Commissioners would like to welcome some special guests in attendance this evening. We have Boy Scouts from Troop 166 with us tonight. They are Connor Warke, Masin Seriani and Rio Frank-Bantell.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of February 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on February 1, 2016 and February 8, 2016 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

MANAGER'S REPORT

Motion by Mazur, secc. Lewis that the Manager's Report for the month of February 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Mazur, secc. Lewis that the reports from the Police, Road, Fire Department, Code Enforcement Office and Health Officer for the month of February 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

TREASURER'S REPORT

Motion by Mazur, secc. Lewis that the Treasurer's report for the month of February 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

MINUTES OF MEETING OF FEBRUARY 8, 2016

Motion by Lewis, secc. Mazur that the minutes of the meeting of February 8, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Howatt, Lewis, Mazur, Bagusky. Abstain: Davis. MOTION CARRIED.

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MINUTES OF MEETING OF JANUARY 4, 2016 REORGANIZATION

Motion by Lewis, secc. Mazur that the minutes of the meeting of January 4, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

LIST OF BILLS

Motion by Lewis, secc. Mazur that the list of bills for the month of February 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

PRIOR APPROVAL OF BILLS

Motion by Lewis, secc. Mazur 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, Mazur, Bagusky. MOTION CARRIED.

COMMUNICATIONS

Motion by Lewis, secc. Mazur that the communications for the month of February 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Lewis, secc. Mazur 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 15, 2016 to April 13, 2016 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, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Mazur that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temerantz, Chris Weaver, Dan Wegrzynowicz, Robert Williams, John Engleman and Sean Reilly be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective March 15, 2016 to April 13, 2016 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, Mazur, Bagusky. MOTION CARRIED.

QUOTES – INSURANCE POLICY RENEWALS

Motion by Lewis, secc. Mazur that the following quotes received from Joseph J. Joyce Associates, broker of record, for the following 2016/2017 insurance policy renewals be approved:

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|----|--|--------------------------|
| 1. | Property and Inland Marine & Equipment Breakdown | renewal premium \$18,252 |
| 2. | General Liability | renewal premium \$45,399 |
| 3. | Automobile | renewal premium \$30,610 |
| 4. | Crime | renewal premium \$656 |
| | Total | \$94,917 |

Policies are effective March 24, 2016 to March 24, 2017.

- Workers Compensation renewal premium \$199,706
Policy is effective March 25, 2016 to March 24, 2017

Terrorism Insurance Provision is rejected – renewal premium \$186

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

REQUEST FOR REFUND – CORRECTION OF ERROR

Motion by Lewis, secc. Mazur that per the request of Anthony R. Alu, CPE, Director of Assessments, County of Luzerne a refund be issued to the following tax payer due to a Correction of Error, Heritage Hill Estates, 240 Schuyler Ave, Kingston PA18704 in the amount of \$126.84. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

ENGAGEMENT OF BOND COUNSEL - STEVENS & LEE

Motion by Lewis, secc. Mazur that the Chairman be and is hereby authorized to sign the February 5, 2016 Stevens & Lee, Lawyers, Consultants engagement letter to serve as Board Counsel and to perform certain legal services relative to the Local Government Debt Act proceedings and in connection with: 1) the construction of a new firehouse for the Township; 2) the purchasing of vehicles used by the police and code enforcement departments; 3) paying the costs and expenses of issuing the note, financed through the issuance by the Township of one or more series of general obligation notes or bonds in the aggregate proposed amount of approximately \$2,280,000.00. Total fee not to exceed \$16,000.00 plus advertising and DCED filing fee. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

RATIFICATION OF CHAIRMANS ACTION

Motion by Lewis, secc. Mazur to ratify the Chairman’s action to increase the construction loan amount for the new firehouse according to the letter of conditions received from the USDA. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur. Abstain: Bagusky. MOTION CARRIED.

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**AUTHORIZATION - LOCAL SHARE ACCOUNT (LSA) GRANT EXTENSION –
LSA CONTRACT # C000053872**

Motion by Andrejko, secc. Davis to approve the amended contract for LSA Contract #C000053872 for the new firehouse and that the Chairman and Township Manager be and are hereby authorized to sign all documents. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION - ROAD DEPARTMENT VEHICLE PURCHASE

Motion by Andrejko, secc. Davis to approve the purchase, via PA CoStars Contracts, from Hondru Ford, a 2016 - F550 Super Duty Ford Dump Truck with a snow removal up-fit from Bradco Supply, Towanda, PA at a total cost not to exceed \$81,747.00. This will be purchased through the CoStars Contract #25-012 & #025-074 with Liquid Fuels Funds. Also, that the Chairman and Township Manager are authorized to sign on behalf of Hanover Township. This vehicle will replenish the department's fleet so that effective road maintenance can continue within our Township. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION - ROAD DEPARTMENT LAWN TRACTOR PURCHASE

Motion by Andrejko, secc. Davis to approve the purchase of a John Deere Z930R Gas Mower in the amount not to exceed \$10,500.00 from Deere & Company, Lindsey Equipment, Ashley, PA through CoStars participating statewide contract #4400011369. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

APPROVAL - SAFE SCHOOLS GRANT - YEAR 2 AGREEMENT

Motion by Andrejko, secc. Davis to approve the Safe Schools Grant - Year 2 Agreement with the PA Department of Education and authorize the Chairman to sign all documents. The grant is in the amount of \$30,000.00 for year 2 and totaled \$76,000.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

WAIVER OF SEWER PERMIT FEES

Motion by Andrejko, secc. Davis based upon the recommendation of the Code Enforcement Officer, to authorize the waiver of the permit fees for all work on the Hanover Township Sewer Line. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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REJECTION OF ALL BIDS FOR GARAGE DOOR REPLACEMENT PROJECT

Motion by Davis, secc. Mazur that upon the recommendation of the Township Solicitor, that all bids received by the Township pursuant to the Township's advertised Request for Bids for the Garage Door Replacement Project be rejected and the same are hereby rejected and that the Township Secretary be and is hereby authorized to re-advertise Request For Bids for the Hanover Township Municipal Garage Door Replacement Project. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

CODE ENFORCEMENT DEPARTMENT VEHICLE FINANCING

Motion by Davis, secc. Mazur to approve financing from Landmark Bank at a rate of 2.1% for a three year term in the amount of \$22,482.00 plus terms and conditions for the 2016 Jeep Patriot for the Code Enforcement Department and that the Chairman be and is hereby authorized to sign all documents required for the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

NEW FIREHOUSE CONSTRUCTION LOAN FINANCING

Motion by Davis, secc. Mazur to approve the construction loan financing from First Keystone Bank at a rate of 1% for a one year term in the amount of \$2,218,000 and that the Chairman be and is hereby authorized to sign all documents required for the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION – SPRING CLEAN UP & DROP OFF

Motion by Davis, secc. Mazur to authorize the advertising of the Hanover Township 2016 Spring Clean Up & Drop Off event set for May 7, 14 and 21, 2016. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

APPROVING BANKRUPTCY TRUSTEE'S TAX SETTLEMENT PROPOSAL

Motion by Davis, secc. Mazur that the June 26, 2015 Delinquent Real Estate Tax Settlement Proposal of the Chapter 7 Bankruptcy Trustee in Penn Refrigeration Service Corporation, Debtor, Bankruptcy Case Number 5-13-05200 , providing for the payment to the Township, as well as the other taxing bodies, the sum equal to approximately one-third of the outstanding real estates owed them by the said Debtor for tax years: 2012, 2013,2014 and 2015, be approved and authorized conditioned upon and provided that the Hanover Area School District and Luzerne County also agree and accept the said settlement proposal as written. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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REJECTION OF ALL BIDS FOR MUNICIPAL SALT SHED PROJECT

Motion by Bowers, secc. Mazur that upon the recommendation of the Township Solicitor, that all bids received by the Township pursuant to the Township's advertised Request for Bids for the Municipal Salt Shed Project be rejected and the same are hereby rejected and that the Township Secretary be and is hereby authorized to re-advertise Request for Bids for the Hanover Township Municipal Salt Shed Project. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION – REQUEST FOR UNPAID LEAVE TIME UNDER ARTICLE XIV

Motion by Bowes, secc. Mazur to approve the request for unpaid leave time, according to Article XIV of the union contract, for medical purposes to James Wickkiser and that periodic updates be given by employee to the Township Manager pertaining to his tentative return to work date of 7/11/2016. Also, FMLA leave will expire on April 1, 2016 and that health care coverage paperwork will be forwarded to James Wickkiser for his option to pay the premium to continue enrollment. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Bowers, secc. Mazur that Connor Duffy be appointed to the position of Patrolman in the Hanover Township Police Department effective March 15, 2016 at a salary as per the 2015 Memorandum of Agreement. There shall be a one (1) year probationary period and the appointment requires successful completion of all preplacement examinations and tests. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

ADJOURNMENT

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

Donna M. Makarczyk, Secretary