

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
OCTOBER 12, 2016
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on October 12, 2016 at the municipal building, 1267 Sans Souci Parkway, Hanover Township, 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.

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.

ANNOUNCEMENTS:

- 1) Executive Sessions were held on October 3, 2016 and October 12, 2016 to discuss litigation and personnel.
- 2) On October 31, 2016 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.
- 3) Budget Meetings will be held on October 19th and October 26th, 2016 at 7 pm.
- 4) MS4 Public Education will be offered at the November 7th Work Session.

RECOGNITION – KAILEY ORZECOWSKI– DONATION OF THE DRUG TAKE BACK BOX

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DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Davis, secc. Lewis that the Secretary's Report for the month of September 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on September 5, 2016 & September 12, 2016 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 Davis, secc. Lewis that the Manager's Report for the month of September 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

DEPARTMENT REPORTS

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

TREASURER'S REPORT

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

MINUTES OF MEETING OF AUGUST 8, 2016

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

MINUTES OF MEETING OF SEPTEMBER 12, 2016

Motion by Davis, secc. Lewis that the minutes of the meeting of September 12, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

LIST OF BILLS

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

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PRIOR APPROVAL OF BILLS

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

HIRING – TEMPORARY LABORERS

Motion by Davis, secc. Lewis 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 17, 2016 to November 15, 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, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Davis, secc. Lewis that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temerantz, Chris Weaver, 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 17, 2016 to November 15, 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, Bagusky. MOTION CARRIED.

AUTHORIZATION TO UTILIZE LEGAL SERVICES – ZONING ALTERNATE COUNSEL

Motion by Davis, secc. Lewis to authorize and approve the proposal from Attorney Donald G. Karpowich as conflict counsel for legal items related to Zoning within Hanover Township. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

APPROVAL – HEART AND LUNG ACT REQUEST

Motion by Davis, secc. Lewis that the request from Police Sgt. Robert Osborne for Heart and Lung Act Benefits during his course of recovery be approved effective September 13, 2016. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

DELTA DENTAL CONTRACT RENEWAL

Motion by Lewis, secc. Bowers to approve the Delta Dental Contract for 2017 and that the Chairman be and is authorized to sign all documents. There is no increase in fees for 2017. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

APPROVAL – REILLY & ASSOCIATES ENGINEERING INVOICE

Motion by Lewis, secc. Bowers that the Chairman be and is authorized to submit Reilly Associates Engineering Services invoice #27 Final for the period of January 7, 2016 thru September 30, 2016 in the amount of \$2,402.58 for the Truesdale Terrace and Witinski's Villa Sanitary Sewer Extension project to PennVest for payment and said invoice be paid upon receipt of funds. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

PLACEMENT OF "TOYS FOR TOTS" DONATION BARREL

Motion by Lewis, secc. Bowers 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 2, 2016 to Thursday, December 8, 2016 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, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – MUNICIBID VEHICLE SALES

Motion by Lewis, secc. Bowers to authorize the Township Manager to utilize Municibid Vehicle sales Site to sell the 2010 Dodge Charger Police vehicle, 2005 & 2008 Crown Victoria Code Enforcement Office vehicles and 1982 GMC Dumptruck. The base bid will be determined by a local car dealer estimate of value. Any base bid met will be brought to the board for consideration. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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LETTER OF ENGAGEMENT 2016 – AUDIT SERVICE

Motion by Lewis, secc. Bowers 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, 2016 and the Township Manager is to present this proposal to the Board of Commissioners at the November 7, 2016 Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF THE AUDITOR
GENERAL – 2016 ALLOCATION – VOLUNTEER FIRE RELIEF
ASSOCIATION**

Motion by Lewis, secc. Bowers that in accordance with the statutes of Act 205 of 1984 and in compliance with regulations of the Department of the Auditor General, the 2016 Allocation Supporting the Volunteer Fire Relief Fund in the amount of \$56,974.17 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, Lewis, Bagusky. MOTION CARRIED.

**COMMONWEALTH OF PENNSYLVANIA – 2016 ALLOCATION OF
GENERAL MUNICIPAL PENSION SYSTEM AID**

Motion by Lewis, secc. Bowers that as per the recommendation of the Township Manager the Township's 2016 Allocation of General Municipal Pension System State Aid in the amount of \$227,481.00 to be distributed in the following manner:

Non-Uniformed Pension Plan Distribution: \$96,242.20

Police Pension Plan Distribution: \$131,239.40

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

Police Pension Plan: \$503,303.60

These distributions are made in accordance with the 2016 Minimum Municipal Obligation (MMO). The remaining Non-Uniformed allocation will be distributed when the State Aid is received. On the motion the following voted yes: Bowers, Davis, Howatt, Bagusky. Abstain: Lewis, Andrejko. MOTION CARRIED.

AUTHORIZATION TO SEEK QUOTES – INSURANCE POLICIES

Motion by Lewis, secc. Bowers to authorize the Township Manager to submit information to Joyce Insurance Group for the request of proposals for the 2016 – 2017 Errors & Omission's and Police Liability Insurance Policies. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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AUTHORIZATION TO SUBMIT AMOUNTS OWED ON PARCELS SOLD AT THE 2016 JUDICIAL TAX SALE

Motion by Lewis, secc. Bowers to authorize the Township Manager to submit the total municipal tax amount due on several Township properties sold at the 2016 Judicial Tax Sale for possible reimbursement to Northeast Revenue. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – 1st STREET RESURFACING FINAL PAYMENT APPLICATION & CHANGE ORDER NO.1

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to approve the Payment Application – Final & Change Order No. 1 in the amount of \$113,693.00 to Pennsy Supply for 1st Street resurfacing. This will be submitted to DCED for reimbursement through the Multi Modal Grant. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – RED COAT LANE RESURFACING FINAL PAYMENT APPLICATION & CHANGE ORDER NO. 1

Motion by Bowers, secc. Lewis that based on the recommendation of the Township Engineer, to approve the Payment Application – Final & Change Order No. 1 in the amount of \$43,395.50 to American Asphalt Paving Company for Red Coat Lane resurfacing. This will be paid through the Liquid Fuels Funds. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

CERTIFICATE OF DEPOSIT REDEMPTION

Motion by Bowers, secc. Lewis to approve the redemption of the Certificate of Deposit (CD) from FNCB in the amount of \$600,000 for the obligation of the Uniformed Police Pension 2016 MMO. Also that the Twp. Manager be and authorized to sign any documents pertaining to the redemption of the CD. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

NATIONAL DRUG TAKE BACK DAY

Motion by Bowers, secc. Lewis to approve the participation of the Hanover Township Police Department in the 12th Annual National Drug Take Back Initiative Saturday, October 22, 2016 from 10 am to 2 pm. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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REJECT ALL BIDS – KNOX STREET STORM LINE REPAIR

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to reject all bids for the Knox Street Storm Line Repair. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – ENERGY CODE TRAINING SEMINAR

Motion by Bowers, secc. Lewis to authorize the Code Enforcement Officer to attend the Energy Code Training Seminar at a cost of \$45. 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 Andrejko, secc. Davis that based on the recommendation of the Project Architect/Engineer Quad III Group, to submit Payment Request No.1 for General Construction, Electrical Construction, Site Work Construction and Professional Services in the amount of \$320,800.00 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.

RESOLUTION NO. 007 -2016 – DCED SMALL WATER AND SEWER GRANT

Motion by Andrejko, secc. Davis to approve Resolution No. 007 – 2016 for the submission of a grant application for sewer repair and replacement in the amount of \$500,000. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION - TAX REFUND

Motion by Andrejko, secc. Davis that based upon the recommendation of the Tax Collector to authorize the following refunds: Gene & Lisa Bly 311 Ridge Street \$42.90; Alan & Dawn Martinez 3 Marion Avenue \$87.32; T-Mobile USA \$707.17. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

RESIGNATION - HANOVER AREA RECREATION/ PARK COMMISSION

Motion by Andrejko, secc. Davis to accept the resignation of Albert Bagusky from the Hanover Area Recreation/Park Commission as the Hanover Township Representative. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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APPOINTMENT TO HANOVER AREA RECREATION/ PARK COMMISSION

Motion by Andrejko, secc. Davis to appoint Jeffrey Lewis to the Hanover Area Recreation/Park Commission as the Hanover Township representative. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Bagusky. Abstain: Lewis. MOTION CARRIED.

REJECT ALL BIDS – MEDICO LSA BID CONTRACTS

Motion by Andrejko, secc. Davis that based upon the recommendation of the Township Engineer, to reject the Mechanical, Electrical, Hydraulic and Elevator bids associated with the Local Share Account – Gaming Grant awarded to Hanover Township on behalf of Medico Industries. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO RE-ADVERTISE: MEDICO INDUSTRIES LSA GRANT PROJECT

Motion by Andrejko, secc. Davis that based upon the recommendation of the Township Engineer, to authorize the township Secretary to re-advertise the work associated with the Medico Industries LSA Grant project. These include the Mechanical, Electrical, Hydraulic and Elevator bids. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION - EMPLOYEE DISHONESTY INSURANCE

Motion by Andrejko, secc. Davis to authorize the Township Manager to purchase Employee Dishonesty Insurance from Travelers Insurance Company in the amount of \$3,591.00 for the three year premium and for the Chairman to sign all documents. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 008-2016 – TO FILL THE VACANCY IN THE OFFICE OF TOWNSHIP COMMISSIONER

Motion by Andrejko, secc. Davis to approve Resolution No. 008 -2016 to fill the vacancy in the Office of Township Commissioner as presented. The vacancy will be filled by Ron Krushnowski. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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**SWEARING IN OF RON KRUSHNOWSKI AS HANOVER TOWNSHIP
COMMISSIONER BY HONORABLE DISTRICT JUDGE JOSEPH HALESEY**

ADJOURNMENT

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

Donna M. Makarczyk, Secretary