

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**MARCH 12, 2025**  
**MEETING MINUTES**

The Hanover Township Board of Commissioners conducted a public meeting on March 12, 2025, at the Hanover Township Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 6:32 P.M.

**PRESENT:** Chairman George Andrejko, Vice-Chairman Jeffrey Lewis, Commissioners: Albert Bagusky, George Bowers, Joe Howanitz, William Howatt, Ronald Krushnowski,

**ANNOUNCEMENT** – An Executive Session of the Board was held prior to this meeting to discuss personnel items.

Frank and Corey Holby – regarding land development and sewer connection at 2261 Sans Souci Parkway.

**PROCLAMATION – PATROLMAN THOMAS MERCANDANTE**

**PROCLAMATION AND RECOGNITION – CHIEF OF POLICE**  
**DAVID M. LEWIS - RETIREMENT**

**SECRETARY’S REPORT**

Motion by Lewis secc. Bowers that the Secretary’s Report for the month of February 2025 be accepted and filed. The report indicated that Executive Session of the Board was conducted on February 12, 2025, to discuss personnel and possible litigation. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**MANAGER’S REPORT**

Motion by Lewis secc. Bowers that the Manager’s Report for the month of February 2025 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**DEPARTMENT REPORTS**

Motion by Lewis secc. Bowers that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of February 2025 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**MINUTES OF MEETING OF FEBRUARY 12, 2025**

Motion by Lewis secc. Bowers that the minutes of the meeting of February 12, 2025 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

Hanover Township  
Board of Commissioners  
March 12, 2025  
Minutes – Page #2

### **LIST OF BILLS**

Motion by Lewis secc. Bowers that the list of bills for February 2025 be ratified and approved for payment. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **COMMUNICATIONS**

Motion by Lewis secc. Bowers that the communications for the month of February 2025 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **TREASURER'S REPORT**

Motion by Lewis secc. Bowers that the Treasurer's Report for the month of January 2025 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **HIRING – TEMPORARY LABORERS**

Motion by Lewis secc. Bowers that Edwin Murphy, Nicholas Havey, Sean Burridge, Daniel Fuller, and Dylan Mislivets be hired as temporary laborers in the Public Works Department effective March 12, 2025 to April 9, 2025 at a rate of \$17.50 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Lewis secc. Bowers that Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Paul Rakowski, Joseph Hudak, Cayden Schiel, Jeff Sabecky and Ray Masher be hired as temporary, as needed, drivers in the Hanover Township Fire Department Headquarters effective March 12, 2025 to April 9, 2025 at a rate of \$17.50 per hour for a maximum of twenty eight (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: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **HIRING – WORKING FOREMAN**

Motion by Lewis secc. Bowers that Thomas Tryba be hired as a Work Foreman in the Public Works Department effective March 13, 2025 as per the AFSCME Collective Bargaining Agreement pending final interview by the Township Manager. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

Hanover Township  
Board of Commissioners  
March 12, 2025  
Minutes – Page #3

### **HIRING – LABORER**

Motion by Lewis secc. Bowers that Kyle Shamanski be hired as a Laborer in the Public Works Department effective March 13, 2025 as per the AFSCME Collective Bargaining Agreement pending final interview by the Township Manager. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **APPOINTMENT – CHIEF OF POLICE**

Motion by Lewis secc. Bowers to appoint Eric M. Richardson, the Board of Commissioners selection certified through the Civil Service Commission's process at their February 18, 2025 meeting and approving the employment agreement as Hanover Township Chief of Police effective March 21, 2025. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **AUTHORIZATION – ACCREDITATION CONFERENCE**

Motion by Lewis secc. Bowers to authorize the request from Police Chief David Lewis for Sgt Ryan Cywinski and Officer Shawn McCole to attend the Accreditation Conference in Harrisburg, PA in the amount of \$829.48 on March 31 to April 2, 2025. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **AUTHORIZATION – SPRING CLEAN UP PROJECTS**

Motion by Lewis secc. Bowers to authorize the Spring Clean Up dates of: May 31<sup>st</sup>, June 7<sup>th</sup>, and June 14<sup>th</sup> and the e-cycling & paper shredding events on June 14<sup>nd</sup> from 9am to Noon and authorize litter pick up detail for Saturdays in March and April 2025. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **INVOICES – BORTON LAWSON ENGINEERING**

Motion by Lewis secc. Bowers to authorize the payment of Township Engineer Borton Lawson Invoices for various projects in the amount of \$8,358.90. These will be paid through various funds and grants including from the Liquid Fuels Account, Sewer Fee Account and Capital Fund. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

### **INVOICE – BHW INSPECTIONS, LLC**

Motion by Lewis secc. Bowers to approve Invoice No. H25002 in the amount of \$300.00 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

Hanover Township  
Board of Commissioners  
March 12, 2025  
Minutes – Page #4

**INVOICE – LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS**

Motion by Lewis secc. Bowers to approve the invoices from Lower South Valley Council of Governments in the amount of \$4,243.90 for shared paver maintenance and \$3,350.00 for 2025 programming fees from the Capital Account. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**RESOLUTION NO. 008-2025 – ADOPTING THE UPDATED EMERGENCY OPERATIONS PLAN**

Motion by Lewis secc. Bowers to approve Resolution No. 0008-2025 for updating of the emergency operations plan as presented. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**RESOLUTION NO. 009-2025 – ESTABLISHING UPDATED FEES FOR THE TAX COLLECTOR**

Motion by Lewis secc. Bowers to approve Resolution No. 009-2025 to establish updated collection fees for the Tax Collector. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**RESOLUTION NO. 010-2025 – AMENDED 2025 SALARY AND COMPENSATION**

Motion by Lewis secc. Bowers to approve Resolution No. 010-2025 the Amended 2025 Salary and Compensation Resolution as presented. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**ORDINANCE NO. 001-2025 – ESTABLISHING A MECHANISM TO PROCESS POSSESSION OF MARIJUANA AND DRUG PARAPHERNALIA**

Motion by Lewis secc. Bowers approve Ordinance No. 001-2025 establishing a mechanism to process possession of marijuana and drug paraphernalia as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – ED KRASAVAGE CONSTRUCTION INC.**

Motion by Lewis secc. Bowers to approve the invoice from Ed Krasavage Construction Inc. in the amount of \$5,100.00 for ADA sidewalk repair on Lyndwood Avenue and Morris for safe pedestrian travel. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – POLLING PLACE AGREEMENT**

Motion by Lewis secc. Bowers to approve the agreement with Luzerne County for the polling place at the Municipal Building. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – 2025 MILLING PROJECT**

Motion by Lewis secc. Bowers to approve the advertising of the 2025 Milling Project. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL - OPERATION AND MAINTENANCE AGREEMENTS**

Motion by Lewis secc. Bowers to approve the Operation and Maintenance Agreements with Mericle Real Estate Services for stormwater management for Lot1B and Lot 4B-2. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – TRAFFIC SIGNAL PROPOSAL**

Motion by Lewis secc. Bowers move to approve the proposal with Kuharchik Construction for Traffic Signal Preventative Maintenance in the not to exceed amount of \$12,500.00. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – PAYROLL SERVICES PROPOSAL**

Motion by Lewis secc. Bowers move to approve the proposal with 1 Stop Financial for payroll services in the amount of \$2,000.00 per month and \$110.00 per hour for outside the scope consulting. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**25. APPROVAL – DRUG INCINERATOR PROPOSAL**

Motion by Lewis secc. Bowers to approve the proposal with Elastec to purchase a drug incinerator for the Police Department in the amount of \$6,010.00 from the Opioid Account. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**HANOVER TOWNSHIP INSURANCE POLICY RENEWALS**

Motion by Lewis secc. Bowers that the following quotes received from Joseph J. Joyce Associates, Insurance Agent, for the following 2025/2026 insurance policies be approved. Policies are effective March 24, 2025 to March 24, 2026.

1. Property, Inland Marine & Equipment Breakdown	\$35,029.00
2. General Liability	\$62,885.00
3. Automobile	\$80,883.00
4. Crime	\$561.00
5. Workers Compensation	\$201,950.00
<b>TOTAL</b>	<b>\$426,033.00</b>

\*\*The Terrorism Insurance Provision is rejected.

On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – POSTAL METER AGREEMENT**

Motion by Lewis secc. Bowers to approve the agreement with First Choice Business Solutions for the postal meter in the amount of \$68.00 per month for 63 months.

On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – COMPUTER PURCHASE**

Motion by Lewis secc. Bowers to approve the purchase of a laptop computer for the DARE Program from Golden Business Machines in the amount of \$1,373.00 from the Opioid Fund. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – FORD F-600 PURCHASE**

Motion by Lewis secc. Bowers to approve the purchase of a Ford F-600 from Hondru Fleet in the amount of \$73,040.00 with an upfit from Bradco Supply Co for the Road Department in the amount of \$72,629.05 for a total of \$145,669.05. Also to authorize the Township Manager to utilize Liquid Fuels Funds for a Three-Year lease to own agreement from M&T Bank through its wholly owned subsidiary – 233 Genesee Street Corporation. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko ABSTAIN: Bagusky MOTION CARRIED

**APPROVAL – TAR KETTLE**

Motion by Lewis secc. Bowers to approve the purchase of a Tar Kettle in the amount of \$13,200.00 from Bradco Supply Co for the Road Department from Liquid Fuels Funds. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL – CHEVROLET TAHOE PURCHASE**

Motion by Lewis secc. Bowers to approve the purchase of a 2025 Chevrolet Tahoe for the Police Department in the amount of \$56,525.00 from Bonner Chevrolet with upfit and laptop computer in the amount of \$24,996.65 and decaling for \$921.16 for a total of \$82,442.81 and the trade in of two police vehicles at the discretion of the Township Manager to lower the total amount. Also to approve a 5 year lease to own agreement from M&T Bank through its wholly owned subsidiary – 233 Genesee Street Corporation. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko ABSTAIN: Bagusky MOTION CARRIED

**APPROVAL OF PROPOSAL**

Motion by Lewis secc. Bowers to approve the proposal from Malicki Construction Service, LLC in the amount of \$10,450.00 for renovations within the Municipal Building. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**APPROVAL - POLICE VEHICLE PURCHASES**

Motion by Lewis secc. Bowers to approve the purchase of 3 – Dodge Durango's for the Police Department from New Holland Auto with upfit and laptop computers in the total amount of \$211,714.17. Also to authorize the trade in of three police vehicles at the discretion of the Township Manager and finance all through a Five-Year lease to own agreement from M&T Bank through its wholly owned subsidiary 233 Genesee Street Corporation. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko ABSTAIN: Bagusky MOTION CARRIED

**HIRING – CLERK**

Motion by Lewis secc. Bowers to hire Pamela Kane as a Clerk in the Administrative Office as per the AFSCME Contract and subject to final interview by the Township Manager effective March 13, 2025. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

**ADJOURN**

Motion by Lewis secc. Bowers to adjourn the meeting at 7:32 PM. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko MOTION CARRIED

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Jennifer Dukes  
Township Secretary