

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
DECEMBER 15, 2016
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on December 15, 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, Russell Davis, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Albert Bagusky.

ABSENT: Commissioner George Bowers.

**SWEARING-IN OF HANOVER TOWNSHIP POLICE OFFICERS –
HONORABLE DISTRICT JUDGE JOSEPH HALESEY TO SWEAR-IN THE
OFFICERS FOR POLICE PROTECTION WITHIN THE BOROUGH OF
WARRIOR RUN.**

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Andrejko, secc. Davis that the Secretary’s Report for the month of November 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on November 7, 2016 and November 14, 2016 to discuss personnel and possible litigation. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MANAGER’S REPORT

Motion by Andrejko, secc. Davis that the Manager’s Report for the month of November 2016 be accepted and filed. On the motion the following voting yes: Andrejko, 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 November 2016 be accepted and filed. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

TREASURER’S REPORT

Motion by Andrejko, secc. Davis that the Treasurer’s report for the month of November 2016 be accepted and filed. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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MINUTES OF MEETING OF OCTOBER 10, 2016

Motion by Andrejko, secc. Davis that the minutes of the meeting of October 10, 2016 be accepted and filed. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MINUTES OF MEETING OF NOVEMBER 14, 2016

Motion by Andrejko, secc. Davis that the minutes of the meeting of November 14, 2016 be accepted and filed. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

LIST OF BILLS

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

COMMUNICATIONS

Motion by Andrejko, secc. Davis that the communications for the month of November 2016 be accepted and filed. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. 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 December 17, 2016 to January 15, 2017 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Andrejko, secc. Davis that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temarantz, 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 December 17, 2016 to January 15, 2017 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 voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AWARDING OF THE \$300,000.00 CERTIFICATE OF DEPOSIT FOR 2017 PENSION OBLIGATION.

Motion by Andrejko, secc. Davis that as per the review by the Solicitor, that Landmark Community Bank be awarded the quote for the Certificate of Deposit as per the proposal submitted for the principal amount of \$300,000.00 at an interest rate of 1%. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

2017 TAX AND REVENUE ANTICIPATION NOTE

Motion by Andrejko, secc. Davis that as per the review by the Solicitor, that Landmark Community Bank be awarded the quote for the 2017 Tax and Revenue Anticipation Note as per the proposal submitted for the principal amount of \$900,000.00 cash flow purposes at an interest rate of 1.03%. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 011-2016 TAX AND REVENUE ANTICIPATION NOTE 2017

Motion by Andrejko, secc. Davis to approve Resolution No. 011-2016 as presented for the Tax and Revenue Anticipation Note for 2017. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RENEWAL QUOTE – PUBLIC OFFICIALS LIABILITY/EMPLOYMENT PRACTICES LIABILITY/LAW ENFORCEMENT LIABILITY

Motion by Andrejko, secc. Davis that the quote from Joyce Insurance Group dated December 5, 2016 for the renewal of the Public Officials Liability, Employment Practices Liability and Police Enforcement Liability insurance policies with an annual premium of \$28,815.00 effective December 31, 2016 be approved and the Chairman be and is authorized to sign the quote. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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RESOLUTION NO. 012-2016 – A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE TOWNSHIP MANAGER TO PREPARE AND SUBMIT A MULTI MODAL GRANT APPLICATION TO THE PA DEPARTMENT OF TRANSPORTATION.

Motion by Lewis, secc. Davis to approve Resolution No. 012-2016 of the Board of Commissioners authorizing the application for a Multi Modal Transportation Fund Grant in the amount of \$535,357.39 for the REPLACEMENT OF LOOMIS PARK BRIDGE from the PA Department of Transportation and authorizing the Chairman of the Board and Township Manager to execute all documents necessary for the same. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 013-2016 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE TOWNSHIP MANAGER TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Lewis, secc. Davis to approve Resolution No. 013-2016 as presented for the SOLOMON CREEK INTERCEPTOR REHABILITATION Phase 2 grant application in the amount of \$500,000 and that it is hereby approved as submitted. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 014-2016 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE TOWNSHIP MANAGER TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Lewis, secc. Davis to approve Resolution No. 014-2016 as presented for MEDICO INDUSTRIES PRESS LINE #4 Phase 3 grant application in the amount of \$919,400 and that it is hereby approved as submitted. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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RESOLUTION NO. 015-2016 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE TOWNSHIP MANAGER TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Lewis, secc. Davis to approve Resolution No. 015-2016 as presented for the FIRE RESCUE TRUCK grant application in the amount of \$600,000 and that it is hereby approved as submitted. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 016-2016 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING HANOVER TOWNSHIP TO BE THE LEAD APPLICANT TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ON BEHALF OF THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS.

Motion by Lewis, secc. Davis to approve Resolution No. 016-2016 as presented for HANOVER TOWNSHIP TO BE THE LEAD APPLICANT FOR THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS gaming application in the amount of \$800,000. This application is for road resurfacing equipment that will be shared by members of the South Valley Council of Governments. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 019-2016 - APPROPRIATION ORDINANCE FOR 2017

Motion by Lewis, secc. Davis to approve Hanover Township Appropriation Ordinance No. 019-2016 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2017 appropriating specific sums from the fund equities, revenues and other financing services be adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 010-2016 - FIXING THE TAX RATE FOR 2017

Motion by Lewis, secc. Davis to approve Ordinance No. 010-2016 fixing the tax rate for the 2017 general fund at five point five (5.5) mills on all real property be adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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ORDINANCE NO. 011-2016 - TRANSFER OF REAL ESTATE FOR 2017

Motion by Lewis, secc. Davis to approve Ordinance No. 011-2016 imposing a real estate tax of one (1%) per centum for the year 2017 be adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 012-2016 - EARNED INCOME TAX 2017

Motion by Lewis, secc. Davis to approve Ordinance No. 012-2016 imposing an earned income tax of one (1%) per centum for the year 2017 be adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 013-2016 - MERCANTILE & BUSINESS PRIVILEGE TAX 2017

Motion by Lewis, secc. Davis to approve Ordinance No. 013-2016 imposing a mercantile and business privilege tax setting the rate at one (1) mill for wholesale and brokers, and one and one half (1 ½) mills for retail, restaurant, hawkers, peddlers, professional and contractors for the year 2017 be adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 014-2016 LOCAL SERVICE TAX ORDINANCE 2017

Motion by Lewis, secc. Davis to approve Ordinance No. 014-2016 imposing a local services tax for the year 2017 in the amount of fifty-two (\$52.00) dollars on the privilege of engaging in an occupation within the Township pursuant to Act 7 of 2007 and Ordinance No. 005-2007- The Hanover Township Local Service Tax be adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 010-2016 – 2017 SALARY AND COMPENSATION RESOLUTION

Motion by Lewis, secc. Davis to approve Resolution No. 010-2016 the 2017 Salary and Compensation Resolution as presented. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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WASTE REDUCTION AND RECYCLING CENTER INC.

Motion by Davis, secc. Lewis that the proposal received from Waste Reduction and Recycling Center Inc. be accepted and that the Chairman be and is authorized to sign the document indicating acceptance. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

PURCHASE OF SEWER OFFICE VEHICLE – 2016 FORD SUPER DUTY F-250 SRW

Motion by Davis, secc. Lewis that as per the request of the Township Manager approval be granted for the purchase from the Sewer Fee Account of one (1) 2016 Ford Super Duty F-250 in the amount of \$34,574.00 from Hondru Ford, Manheim, PA – COSTARS Contract #25-006 and that the Chairman and Township Manager be and is authorized to sign all documents. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Davis, secc. Lewis to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 12-16-01,02,03,04,05,06,07 & 08 for various projects including 1st Street paving, Flow Meter Installation, MS4 Permit Services, Solomon's Creek Interceptor Grant Project & Siphon Cleaning in the amount of \$22,173.46. These will be paid through various funds and grants including from the Sewer Fee Account. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

WEBSITE SUPPORT SERVICES – TK DESIGN

Motion by Davis, secc. Lewis to approve the proposal from TK Design, Hanover Township, for Hanover Township website support, design and maintenance. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

TAX REFUND

Motion by Davis, secc. Lewis that upon the request of the Tax Collector, a refund of \$67.38 to Joseph & Barbara Halesey, 566 Main Road. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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AUTHORIZATION - SUBMIT PAYMENT REQUEST TO USDA & PAY APPROVED INVOICES FOR THE NEW FIREHOUSE

Motion Davis, secc. Lewis that based on the recommendation of the Project Architect/Engineer Quad III Group, to submit Payment Request No.3 for General Construction and Site Work Construction in the amount of \$234,900.00 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 voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 009-2016 – AMENDING ARTICLE 5 OF THE TOWNSHIP ZONING ORDINANCE REPEALING THE CONDITIONAL USE DESIGNATION FOR MISCELLANEOUS NON-RESIDENTIAL USES FOR EARTH DISTURBANCE ACTIVITY, USES OF PROPERTY, CONSTRUCTION, PLACEMENT OR INSTALLATION OF A BUILDING, STRUCTURE AND/OR DEVELOPMENT WHICH EQUALS OR EXCEEDS 40,000 SQUARE FEET.

Motion by Davis, secc. Lewis to approve Ordinance No. 009-2016 – AMENDING ARTICLE 5 OF THE TOWNSHIP ZONING ORDINANCE REPEALING THE CONDITIONAL USE DESIGNATION FOR MISCELLANEOUS NON-RESIDENTIAL USES FOR EARTH DISTURBANCE ACTIVITY, USES OF PROPERTY, CONSTRUCTION, PLACEMENT OR INSTALLATION OF A BUILDING, STRUCTURE AND/OR DEVELOPMENT WHICH EQUALS OR EXCEEDS 40,000 SQUARE FEET and that it is hereby be adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 015 -2016—AN ORDINANCE OF THE TOWNSHIP OF HANOVER AMENDING ORDINANCE NO. 004-2007 ESTABLISHING FEES FOR THE ISSUANCE OF BUILDING PERMITS, LICENSES AND TESTS ADMINISTERED BY THE OFFICE OF CODE ENFORCEMENT WITHIN THE TOWNSHIP.

Motion by Davis, secc. Lewis to approve Ordinance No. 015-2016 - AMENDING ORDINANCE NO. 004-2007 ESTABLISHING FEES FOR THE ISSUANCE OF BUILDING PERMITS, LICENSES AND TESTS and that it is hereby adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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ORDINANCE NO. 016-2016—AN ORDINANCE OF THE TOWNSHIP OF HANOVER INCREASING THE FEES CHARGED BY THE TOWNSHIP HEALTH OFFICER FOR INSPECTIONS FROM FIFTY (\$50.00) DOLLARS TO TWO HUNDRED (\$200.00) DOLLARS FOR INITIAL INSPECTIONS AND TO ONE HUNDRED (\$100.00) DOLLARS FOR RENEWAL INSPECTIONS.

Motion by Davis, secc. Lewis to approve Ordinance No. 016-2016 - INCREASING THE FEES CHARGED BY THE TOWNSHIP HEALTH OFFICER FOR INSPECTIONS FROM FIFTY (\$50.00) DOLLARS TO TWO HUNDRED (\$200.00) DOLLARS FOR INITIAL INSPECTIONS AND TO ONE HUNDRED (\$100.00) DOLLARS FOR RENEWAL INSPECTIONS and that it is hereby adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 017-2016—AN ORDINANCE OF THE TOWNSHIP OF HANOVER AMENDING CHAPTER 62, ARTICLE IV, SECTION 62-21.A. OF THE HANOVER TOWNSHIP CODE PROVIDING FOR INCREASED PENALTIES FOR COMMENCING REGULATED CONSTRUCTION WORK WITHIN THE TOWNSHIP OF HANOVER PRIOR TO OBTAINING THE REQUIRED PERMIT TO ONE HUNDRED (100%) PERCENT OF THE APPLICABLE PERMIT FEE.

Motion by Davis, secc. Lewis to approve Ordinance No. 017-2016 - AMENDING CHAPTER 62, ARTICLE IV, SECTION 62-21.A. OF THE HANOVER TOWNSHIP CODE PROVIDING FOR INCREASED PENALTIES FOR COMMENCING REGULATED CONSTRUCTION WORK WITHIN THE TOWNSHIP OF HANOVER PRIOR TO OBTAINING THE REQUIRED PERMIT TO ONE HUNDRED (100%) PERCENT OF THE APPLICABLE PERMIT FEE and that it is hereby adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE NO. 018-2016—AN ORDINANCE OF THE TOWNSHIP OF HANOVER INCREASING THE APPLICATION FEES FOR RESIDENTIAL AND COMMERCIAL ZONING APPLICATIONS AND ZONING VARIANCE APPLICATIONS.

Motion by Davis, secc. Lewis to approve Ordinance No. 018-2016 - INCREASING THE APPLICATION FEES FOR RESIDENTIAL AND COMMERCIAL ZONING APPLICATIONS AND ZONING VARIANCE APPLICATIONS and that it is hereby adopted as advertised. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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PLAN REVIEW, INSPECTION & CODE ADMINISTRATION AGREEMENT

Motion by Davis, secc. Lewis to approve the proposal from BHW, Inspections, LLC, Hunlock Creek, for plan review, inspection and code administration on an as-needed basis. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

STATEMENT BY THE CHAIRMAN

The meeting schedule for January 2017 will be as follows: Work Session Wednesday January 4th at 6:00pm and a Work Session Wednesday January 11th at 6:30 pm with the Monthly Board Meeting to follow at 7:00 pm.

On Behalf on myself, the Board members, the administrative staff and all the Township employees, I express wishes for a Happy Holiday Season. Merry Christmas and Happy New Year.

Motion by Lewis, secc. Davis that the resignation of John Mahle as the Hanover Township Representative to the Wyoming Valley Sanitary Authority effective 12-31-2016 be accepted. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Davis that Samuel T. Guesto Jr. be appointed as interim Hanover Township Representative to the Wyoming Valley Sanitary Authority effective January 1, 2017. On the motion the following voting yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ADJOURNMENT

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

Donna M. Makarczyk, Secretary