

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS

JULY 11, 2016

****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on July 11, 2016 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, Jeffrey Lewis, Albert Bagusky.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Lewis, secc. Mazur that the Secretary's Report for the month of June 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on June 6, 2016 & June 13, 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 Lewis, secc. Mazur that the Manager's Report for the month of June 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 Lewis, Mazur that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of June 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 Lewis, secc. Mazur that the Treasurer's report for the month of June 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 JUNE 13, 2016

Motion by Lewis, secc. Mazur that the minutes of the meeting of June 13, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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LIST OF BILLS

Motion by Lewis, secc. Mazur that the list of bills for the month of June 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 June 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 July 19, 2016 to August 17, 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, 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 July 19, 2016 to August 17, 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.

HIRING – SUMMER LABORERS

Motion by Bowers, secc. Mazur that Eric Prozeralik, Anthony Marcincavage, Jacob Barber, Jack Windt, John Yurkoski, Matthew Kuhl and Jesse Sheridan be hired as a temporary summer laborers in the Public Works Department effective July 19, 2016 to August 17, 2016 at a rate of \$8.50 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.

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INSURANCE POLICY – NEW FIREHOUSE CONSTRUCTION

Motion by Bowers, secc. Mazur that the Township Manager is authorized to purchase a Builders Risk Insurance Policy to cover the construction of the new firehouse from Zurich American Insurance Company in the amount of \$3040.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

TAX REFUND – 5 ELM STREET

Motion by Bowers, secc. Mazur that upon the request of the Tax Collector, to approve a tax refund in the amount of \$53.90 to Jennifer Antall, 5 Elm Street. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICE – BAKER TILLY

Motion by Bowers, secc. Mazur to authorize the payment of Baker Tilly Invoice #29061 in the amount of \$1250.00 for consulting services related to job descriptions. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICE – SEWAGE ENFORCEMENT OFFICER

Motion by Bowers, secc. Mazur to authorize the payment of DEP Invoice #1 to Steven Egenski, Sewage Enforcement Officer in the amount of \$198.50. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Bowers, secc. Lewis to authorize the payment of Township Engineer Borton Lawson Invoices referenced as #1, 2, 3, 4, 5, 6 & 7 for various projects including the cleaning of the Solomon's Creek Sewer Line, Municipal Garage Door Replacement, Municipal Salt Shed, 1st Street Paving and Sewage Flow Meters Installation in the total amount of \$12,681.20. Invoices #1 & #4 to be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

AUTHORIZATION TO SEEK QUOTES

Motion by Bowers, secc. Mazur to authorize the Township Manager to seek quotes for a 90 day Certificate of Deposit in the amount of \$634,543.00 for the Police Pension Minimum Municipal Obligation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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INVOICE – UTILITY SERVICES GROUP

Motion by Bowers, secc. Mazur that based upon the recommendation of the Township Engineer, to approve Invoice #17818 from Utility Services Group in the amount of \$34,320.00 for work associated with the cleaning of the sewer lines on the Solomon’s Creek Interceptor and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICE – KOBERLEIN INCORPORATED

Motion by Bowers, secc. Mazur based upon the recommendation of the Township Engineer, to approve Invoice #123827 from Koberlein Incorporated in the amount of \$19,270.00 for work associated with the cleaning of the sewer lines on the Solomon’s Creek Interceptor and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICE – STELL ENTERPRISES

Motion by Bowers, secc. Mazur that based upon the recommendation of the Township Engineer, to approve Invoice #16-0669 from Stell Enterprises in the amount of \$7,162.50 for work associated with the cleaning of the sewer lines on the Solomon’s Creek Interceptor and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICES – XYLEM DEWATERING SOLUTIONS

Motion by Bowers, secc. Mazur that based upon the recommendation of the Township Engineer, to approve Invoices referenced #1,2,3,4,5,6 from Xylem Dewatering Solutions in the total amount of \$12,091.07 for work associated with the cleaning of the sewer lines on the Solomon’s Creek Interceptor and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SOLOMON CREEK INTERCEPTOR EMERGENCY WORK
REIMBURSEMENT**

Motion by Andrejko, secc. Davis to authorize the Twp. Manager to proceed with the request for reimbursement for “All” expenses related to the emergency work completed on the Solomon’s Creek Interceptor according to the inter-municipal agreements with Wilkes-Barre Township and Ashley Borough. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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PARTIAL PAYMENT REQUEST – ED KRASAVAGE CONSTRUCTION

Motion by Andrejko, secc. Davis that based upon the recommendation of the Township Engineer, to approve Partial Payment Request #1 from Ed Krasavage Construction in the amount of \$7,410.00 for the replacement of a manhole in the Preston Section and it to be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

PARTIAL PAYMENT REQUEST – ALL DOOR SALES, INC.

Motion by Andrejko, secc. Davis that based upon the recommendation of the Township Engineer, to approve Partial Payment Request #1 from All Door Sales, Inc. in the amount of \$39,200.00 for the replacement of a the Municipal Garage Doors. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO PURCHASE FLOW METERS

Motion by Andrejko, secc. Davis to authorize the Township Manager to purchase from a COSTARS contractor 4 HACH flow meters and 1 portable handheld meter, including training, for installation according to the inter-municipal sewer line agreements with Ashley Borough and Wilkes-Barre Township and for this to be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

AUTHORIZATION TO PURCHASE – LAPTOP COMPUTER

Motion by Andrejko, secc. Davis to authorize the Twp. Manager to purchase 1 Microsoft Surface 3 Tablet with case to support the Flow Meter Data Collection in the not to exceed amount of \$700 from Golden Business Machines and be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

ENGAGEMENT OF LEGAL COUNSEL

Motion by Davis, secc. Lewis that the June 10, 2016 engagement proposal letter from Eric W. Wassel, Esquire in the matter of Township v. Pasonick Engineering, Inc. providing for his representation of the Township and payment of a contingency fee of 33 1/3 % of the gross recovery costs be and is hereby accepted. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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COUNCIL OF GOVERNMENTS MUNICIPAL AUCTION

Motion by Davis, secc. Lewis to authorize the Township Manager to submit 3 vehicles for sale at the Mountain Council of Governments municipal auction at the not less than value associated with each. 1-1981 GMC Dump Truck \$800, 1-2005 Ford Crown Victoria \$2,000, 1-2008 Ford Crown Victoria \$3,300. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION – MUNICIPAL BUILDING LANDSCAPING

Motion by Davis, secc. Lewis to authorize the Township Manager to engage Sirak's Landscaping & Hardscaping to provide services according to the specifications at a cost of \$4,975.00 at the municipal building. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION – 28 KEITH STREET AGREEMENT FENCE INVOICE

Motion by Davis, secc. Lewis to approve Invoice #16-135 from Rutkowski Fencing, Inc. in the amount of \$3,750.00 for the fence at 28 Keith Street relating to the work associated with the cleaning of the sewer lines on the Solomon's Creek Interceptor and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

2014 LSA GRANT – PURCHASE OF SKID STEER AND ATTACHMENTS

Motion by Davis, secc. Lewis to authorize the purchase of a Skid Steer and several attachments including a street sweeper, brush hog and auger from a COSTARS contractor in the not to exceed amount of \$75,000.00 with the 2014 LSA Grant. The Skid Steer will be presented to the Board prior to finalizing the purchase. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION – REIMBURSEMENT FROM WILKES-BARRE TOWNSHIP

Motion by Howatt, secc. Davis that upon the request of Wilkes-Barre Township, to authorize the Township Manager to apply funds from the Sewer User Fee Account with ESSA Bank in the amount of \$45,169.00 to reimburse Hanover Township's Sewer Fee Account for the work associated with the cleaning of the sewer lines on the Solomon's Creek Interceptor. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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AUTHORIZATION – RESURFACING OF REDCOAT LANE

Motion by Howatt, secc. Davis to authorize the Township Engineer to prepare specifications and the Township Secretary to advertise the resurfacing of Redcoat Lane. 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