

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
NOVEMBER 14, 2016
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on November 14, 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, Ronald Krushnowski, Jeffrey Lewis, Albert Bagusky.

MOMENT OF SILENCE – OBSERVANCE OF VETERAN’S DAY

We take a moment of silence for our veteran soldiers but not only those who have fought in the past...but to those who are today risking their lives for the sake of freedom. Let us pray for our young men and women in uniform. Let us ask for their safe return and for those who will never return and those not yet accounted for...grant them peace. And, for those who fall and have fallen, let their efforts not be in vein. Let us pray for the families whose sons and daughters are overseas as well as those who may be called upon to defend our freedoms. God Bless America.

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Bowers, secc. Lewis that the Secretary’s Report for the month of October 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on October 3, 2016 & October 10, 2016 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MANAGER’S REPORT

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

DEPARTMENT REPORTS

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

TREASURER’S REPORT

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

Hanover Township
Board of Commissioners
November 14, 2016
Minutes – Page #2

LIST OF BILLS

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

PRIOR APPROVAL OF BILLS

Motion by Bowers, 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, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

COMMUNICATIONS

Motion by Bowers, secc. Lewis that the communications for the month of October 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, 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 November 16, 2016 to December 16, 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, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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 November 16, 2016 to December 16, 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, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO. 009-2016 – 2017 PROPOSED BUDGET

Motion by Andrejko, secc. Davis that the following Resolution be approved:
Whereas, the proposed budget for the Township of Hanover has been prepared of all funds, NOW, THEREFORE, BE IT RESOLVED:

1. That the proposed budget as submitted is hereby approved for the fiscal year 2017.
 2. That the same be and is placed and made available for public inspection at the Office of the Township Secretary, Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania.
 3. That the Township Secretary is hereby authorized to give public notice in a newspaper of general circulation as provided by law.
 4. That the Township Commissioners after making such revisions and changes therein as advisable, adopt the final budget at a meeting to be held on December 15, 2016 at 7:00 pm, prevailing time.
 5. The Millage rate shall be established at five point five (5.5) mills general taxation.
- On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Andrejko, secc. Davis to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 11-14-01,02,03,04,05,06,07,08 & 09 for various projects including General Engineering Services, 1st Street paving, Flow Meter Installation, MS4 Permit Services and FOP Siphon Cleaning Project in the amount of \$19,915.11. These will be paid through various funds and grants including from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICE – QUAD III ARCHITECTURE/ENGINEERING

Motion by Andrejko, secc. Davis to authorize the payment of the invoice referenced as #01 from Quad III Group in the amount of \$2,982.35 for project administration of the new firehouse. This will be paid from the construction account. On the motion the following voted yes: Andrejko, Davis, Howatt, Krushnowski, Lewis, Bagusky. Voting No: Bowers. 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.2 for General Construction, Electrical Construction, Site Work Construction, Plumbing Construction and Mechanical Construction in the amount of \$627,465.17 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, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
November 14, 2016
Minutes – Page #4

AUDIT SERVICES FOR 2016

Motion by Andrejko, secc. Davis to accept the proposal from Baker Tilly Virchow Krause, LLP to provide professional audit services for the calendar year ending December 31, 2016 at a fee of \$18,500.00 including out of pocket expenses and \$5,760.00 to help the budget assistant in closing the books for the township on a monthly basis be approved and the Chairman & Township Manager be and is authorized to sign the letter of engagement on behalf of the Board. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

APPROVAL – REILLY & ASSOCIATES ENGINEERING INVOICE

Motion by Andrejko, secc. Davis to approve Reilly & Associates invoice #1 in the amount of \$1,029.00 for Alternate Engineer services. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICE – WYOMING VALLEY SANITARY AUTHORITY

Motion by Davis, secc. Andrejko to authorize the payment of the invoices from the Wyoming Valley Sanitary Authority in the amount of \$2,310.20 from the Sewer Fee Account for billing services related to 4th quarter meter bills and \$3,748.00 for water termination services. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICE – VARALY ASSOCIATES

Motion by Davis, secc. Andrejko to authorize the payment of the invoice for services from Varaly Associates related to the zoning ordinance update and the zoning maps in the amount of \$3050.00. This is the final billing for this service. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK QUOTES – 6 MONTH CERTIFICATE OF DEPOSIT

Motion by Davis, secc. Bowers that the Township Secretary be and is hereby authorized to solicit quotes for a 6 month certificate of deposit in the amount of \$300,000 for the 2017 Minimum Municipal Obligation for pensions and present the sealed quotes to the Board to be opened at the December 5, 2016 work session. On the motion the following voted yes: Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. Abstain: Andrejko. MOTION CARRIED.

Hanover Township
Board of Commissioners
November 14, 2016
Minutes – Page #5

**AUTHORIZATION TO REQUEST QUOTES – 2017 TAX & REVENUE
ANTICIPATION NOTE**

Motion by Davis, secc. Bowers that the Township Secretary be and is authorized to solicit quotes for a Tax and Revenue Anticipation Note for the year 2017 in the amount of \$900,000.00 for cash flow purposes and present the sealed quotes to the Board to be opened at the December 15, 2016 Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO PAY – WORKERS COMPENSATION AUDIT INVOICE

Motion by Davis, secc. Lewis to authorize the Township Manager to pay the invoice from AmeriHealth Casualty for the final audit of payroll from 3/25/2015 to 3/25/2016 in the amount of \$4321.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

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

Motion by Davis, secc. Lewis that as per the recommendation of the Township Manager the Township's 2016 Allocation of additional General Municipal Pension System State Aid in the amount of \$21,873.23 to be distributed in the following manner:

Non-Uniformed Pension Plan Distribution: \$21,873.23

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

Non-Uniformed Pension Plan: \$168,162.57

These distributions are made in accordance with the 2016 Minimum Municipal Obligation (MMO). On the motion the following voted yes: Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. Abstain: Andrejko. MOTION CARRIED.

RATIFICATION OF CHAIRMAN'S ACTION

Motion by Davis, secc. Lewis to ratify the action of the Chairman to authorize the work from Ed Krasavage Construction at the lowest quote received of \$7,500.00 for replacement of a manhole located on East Liberty Street. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis. Abstain: Bagusky. MOTION CARRIED.

AUTHORIZATION TO PAY - SEWER REPAIR INVOICE

Motion by Davis, secc. Lewis that based on the recommendation of the Township Engineer, to approve Partial Payment Request #1 - Invoice #2016-2215-001 from Ed Krasavage Construction in the amount of \$6,300.00 for the replacement of an East Liberty Street manhole and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
November 14, 2016
Minutes – Page #6

AUTHORIZATION TO PAY – FOP SIPHON CLEANING INVOICE

Motion by Lewis, secc. Bowers that based on the recommendation of the Township Engineer, to pay the invoice from Aqua Infrastructure Rehabilitation Company in the not to exceed amount of \$34,000.00 and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

FOP SIPHON CLEANING REIMBURESEMENT

Motion by Lewis, secc. Bowers to authorize the Twp. Manager to proceed with the request for reimbursement for “All” expenses related to the work completed cleaning the siphon near the FOP 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, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO PAY - SEWER REPAIR INVOICE

Motion by Lewis, secc. Bowers that based on the recommendation of the Township Engineer, to approve Invoice #1-16 from Ed Krasavage Construction in the amount of \$4,300.00 for the replacement of pipe adjacent to the Sans Souci Parkway and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO PAY - SEWER REPAIR INVOICE

Motion by Lewis, secc. Bowers that based on the recommendation of the Township Engineer, to approve Invoice #2-16 from Ed Krasavage Construction in the amount of \$3,000.00 for the repair of a manhole adjacent to the Sans Souci Parkway and it be paid from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ORDINANCE No. 008-2016 – INTERGOVERNMENTAL AGREEMENT

Motion by Lewis, secc. Bowers to approve Ordinance No. 008-2016 accepting and approving an Intergovernmental Agreement between Hanover Township and Warrior Run Borough for Law Enforcement Services within Warrior Run Borough. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
November 14, 2016
Minutes – Page #7

**APPROVAL – MEDICO INDUSTRIES LSA GRANT CONTRACT – ERIE 400
TON DRAW PRESS**

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to approve the Medico Industries LSA Grant contract for the elevator system to the lowest qualified bidder NJS Systems & Controls at a cost of \$187,500.00 and that notice to proceed can only be given after the Township Manager receives confirmation of Budget approval from DCED. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

**APPROVAL – MEDICO INDUSTRIES LSA GRANT CONTRACT – ERIE 400
TON DRAW PRESS**

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to approve the Medico Industries LSA Grant contract for the electrical to the lowest qualified bidder Arc Electrical at a cost of \$332,611.00 and that notice to proceed can only be given after the Township Manager receives confirmation of Budget approval from DCED. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ADJOURNMENT

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

Donna M. Makarczyk, Secretary