

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**SEPTEMBER 12, 2016**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on September 12, 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, Michael Mazur, Albert Bagusky.

**STATEMENT FROM THE BOARD**

In commemoration on the anniversary of September 11, 2001 we remember those that lost their lives, those that aided and those heroes who continue to defend our freedoms. God Bless America. Please join us in a moment of silence in memory of September 11, 2001.

**PROCLAMATION – DARLENE DAVIS**

**PRESENTATION OF THE 2017 MINIMUM MUNICIPAL OBLIGATION (MMO) FOR THE POLICE AND NON-UNIFORMED PENSION PLANS**

The Township Manager stated that as the Chief Administrator of both the Hanover Township Police Pension Plan and the Non-Uniformed Pension Plan, the Township Manager presents the following MMO(s) for 2017 to the Board of Commissioners as required under the provisions of Act 205.

Based on actuarial valuation reports received and prepared by AFG Pension Administration the values are:

Police Pension Plan 2017 MMO.....	\$714,870
Non-Uniformed Pension Plan 2017 MMO.....	\$261,203

This satisfies informing the governing body of the municipality of the plans expected financial obligations for the coming year.

**SECRETARY’S REPORT**

Motion by Mazur, secc. Lewis that the Secretary’s Report for the month of August 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on August 1, 2016 & August 8, 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 Mazur. Secc. Lewis that the Manager’s Report for the month of August 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 Mazur, secc. Lewis that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of August 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 Mazur, secc. Lewis that the Treasurer’s report for the month of August 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**MINUTES OF SPECIAL MEETING OF AUGUST 29, 2016**

Motion by Mazur, secc. Lewis that the minutes of the special meeting of August 29, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Howatt, Lewis, Mazur, Bagusky. Abstain: Davis. MOTION CARRIED.

**LIST OF BILLS**

Motion by Mazur, secc. Lewis that the list of bills for the month of August 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 Mazur, 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, Mazur, Bagusky. MOTION CARRIED.

**COMMUNICATIONS**

Motion by Lewis, secc. Mazur that the communications for the month of August 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 September 17, 2016 to October 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, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Lewis, secc. Mazur 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 September 17, 2016 to October 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, Lewis, Mazur, Bagusky. MOTION CARRIED.

**PROPERTY TAX REFUND**

Motion by Lewis, secc. Mazur to approve a Property Tax Refund as requested by the Hanover Township Tax Collector in the amounts of: \$40.43 for 3057 South Main Street, \$166.55 for 9 Garman Street and \$367.06 for 90 Simon Block. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CHANGE ORDER #001 – NEW FIRE HOUSE MECHANICAL CONTRACT**

Motion by Lewis, secc. Mazur that based upon the recommendation of the new Fire House Architect Quad 3 Group, to approve a change order #001 to the mechanical contract with Marx Sheet Metal in the amount of a \$40,000 deduction for an Exhaust System. This system will be purchased through a different vendor. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SYSTEMS SUPPORT AGREEMENT – GOLDEN BUSINESS MACHINES**

Motion by Bowers, secc. Mazur that based upon the recommendation of the Township Manager, to authorize the agreement with Golden Business Machines in the amount of \$1,560.00 for 20 hours of IT support and that the Township Manager be and is hereby authorized to sign the agreement. 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 #13, 14, 15, 16, 17 & 18 for various projects including the cleaning of the Solomon's Creek Sewer Line, Municipal Garage Door Replacement, Municipal Salt Shed, and both 1st Street & Red Coat Lane Paving in the amount of \$6,368.10. These will be paid through various funds and grants including #16 from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

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**AUTHORIZATION TO PAY – SALT SHED PAYMENT APPLICATION**

Motion by Bowers, secc Mazur that based upon the recommendation of the Township Engineer, to authorize the payment of \$39,900 to Hanover Nursery for the Municipal Salt Shed from the Liquid Fuels Fund. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO PAY – 712 HAZLE STREET SEWER DAMAGE**

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to authorize the payment of \$7,800.00 to Richard Wiaterowski for masonry work to repair damage at 712 Hazle Street. This will 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 ADVERTISE – KNOX STREET DRAINAGE ISSUE**

Motion by Bowers, secc. Lewis to authorize the Township Secretary to advertise for bids for various services and work on a storm line located on Knox Street. These include televising the line and possible: manhole replacement, lining the pipe and partial storm line replacement. Bids will be presented to the Board for consideration at the October 3<sup>rd</sup> Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

**REQUEST TO ATTEND TRAINING – K9 CERTIFICATION PROGRAM**

Motion by Davis, secc. Lewis that upon the recommendation of Chief Albert Walker, to authorize K9 Officer Mark Stefanowicz to attend and participate in the 2016 K9 Certification Program at a cost of \$138.44. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO PURCHASE - SKID STEER WITH TRAILER & ATTACHEMENTS**

Motion by Davis, secc. Lewis that upon the recommendation of the Road Supervisor, to authorize the purchase of a Caterpillar 262D Skid Steer with Street Broom at a cost of \$51,601.00 and a Towmaster Trailer in the amount of \$5,562.00 plus the following attachments: Brushcutter \$5,700.00, Snow Blower \$7,677.00 and Bucket \$4,585.00 for a total cost of \$75,125.00. This purchase is from Cleveland Brothers Equipment Co. Inc. under State Contract #440001141 and is financed with an LSA Grant of \$75,000.00. Also that the Township Manager is authorized to sign any documents related to the purchase. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**AUTHORIZATION TO PURCHASE – GROUP LIFE INSURANCE**

Motion by Davis, secc. Lewis that based upon the recommendation of Township Insurance Agent Joyce Insurance Group, to purchase Group Life Insurance from The Standard Insurance Company at a cost of \$2,271.78 per month. This will result in a total savings of \$18,732.00 over 36 months. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESIGNATION**

Motion by Davis, secc. Lewis to accept the letter of resignation from Michael Mazur from the Board of Commissioners effective October 2, 2016. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

**AUTHORIZATION TO AWARD THE FOP SIPHON SEWER CLEANING PROJECT**

Motion by Davis, secc. Lewis that based upon the recommendation of the Township Engineer, to award the cleaning of the siphon sewer line near the FOP to Aqua Infrastructure Rehabilitation Inc. in the amount of \$34,330.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. Abstain: Mazur. MOTION CARRIED.

Motion by Davis, secc. Mazur to approve ordinance #007-2016 establishing a Local Economic Revitalization Tax Assistance LERTA Program within the Township of Hanover located on approximately 172.1 acres of land being lots numbered 1 and 6 of the Huber III and Huber IV Final Subdivision as recorded in Luzerne County map book 251, page 58 and having an address of 600 Commerce Boulevard, Hanover Township, Pennsylvania. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Mazur, Bagusky. Abstain: Lewis. 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.

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Donna M. Makarczyk, Secretary