

The Hanover Township Board of Supervisors held the **Regular Meeting on Thursday, October 20, 2016** at the Municipal Building, the meeting commenced at 7:30pm. Those present were Dale Handick – Chairman, Herbert Grubbs-Vice Chair, Kevin Lemmi –Supervisor, Audrey Wingard-Secretary/Treasurer & Dennis Makel-Solicitor.

Call to Order

Roll Call

Pledge of Allegiance

Approval of Minutes:

1. Regular Meeting September 15 and 30, 2016

Motion: To approve the minutes from the Regular Meeting September 15 and 30, 2016 as amended.

Motion: Mr. Herbert Grubbs 2nd: Mr. Kevin Lemmi

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

Questions on Agenda Items: None

Animal Control Service Report:

Answered Calls: 16, Citations Issued: 3, Warnings Issues: 11, Animal Bite Reports: 1, Quarantine Notice Served: 1, Cat-Dog Pick-ups: 4, Kennel Placement: 4, Animal Returned to Owner: 1, Animal Nuisance Calls Received: 11

Fire Department:

Hazmat: 1, Vehicle Accidents: 8, Mutual Aid: 2, Fire Alarm: 2, Tree Down: 10, Wires Down: 1, Public Service: 1, Medical: 12
Total Calls for September 2016: 37 Year-to-date: 258

Police Department:

Magisterial Income: \$21,561.49
Local Ordinance: 700.00
Title 18 (crime code) \$20,773.11
Title 75 (motor vehicle) 88.38

There were 536 hours patrolled

There has been an outbreak of burglaries in the area, please report any and all suspicious activity – remember to lock vehicle doors.
Reminder: Trick or Treat is Monday October 31 from 5-7 p.m.

Road Report:

Mowing roads, boom mowing, preparing summer equipment for winter and getting winter equipment ready for winter use

Park Report:

New bathroom started, blocklayer working second week and will be finished next week if rain quits.

Approve Expenses:

Mr. Grubbs explains the D.W. Dickey bill is for concrete for the park bathroom floor and Morelli bill is for sand and wire reinforcement to put in blocks. The SuitKote bill is oil for tar and chip. The Walsh Equipment bill is for the Spreader.

The Weirton Lumber bill is the conduit and plastic plumbing in the floor of the new bathroom. The New Cumberland Sanitation bill is for the hauling of September's clean up and Mr. Grubbs states he will have to abstain from voting on any issue where they are concerned because he does business with them. He wanted to let everyone know.

Mr. Handick asked if there were any questions.

Mrs. Rhoades has a question, not on the bills, backing up to the Park, she would like to know if there is a financial report on the Covered Bridge Festival. Mrs. Wingard states she believes the vendor deposit was \$760. The \$1,500.00 received from the Washington County Tourist Bureau was used to purchase the new signs and to pay the entertainers. Therefore, the money collected from the vendors was profit with exception to manhours for the park employees. (In checking the accounts after the meeting; Mrs. Wingard verified there was actually \$1040.00 collected from vendors for their participation.)

Motion to Approve Expenses

Motion: Mr. Grubbs 2nd Mr. Handick

Motion Passed

Vote: Mr. Handick-yes, Mr. Grubbs-yes Except NC Sanitation-abstain, Mr. Lemmi-yes

New Business:

1. Burgettstown Community Library

Ms. Repole speaks for the library stating that the service area of the library is the same boundaries of the Burgettstown School District including Hanover, Smith, Burgettstown and Jefferson. Ms. Repole respectfully asks the Hanover Township Supervisors for an annual donation for the library. She states that they receive money from the state, county and also a minimal amount from the local municipalities. This money mostly covers paying the staff. They still must fund raise to buy books and cover expenses to keep the building open. The librarian ran numbers through October and 367 residents of Hanover checked out book and 249 renewed books from the library. That reflects Hanover residents that have only checked out books. There is a story hour, a Tai Chi class, a Quilters Club, a Doll Club for young girls, and the Historical Society meets there. They are open 20 hours a week when the school library is not. The computers are used during this time. Two Board members are residents of Hanover Township. She respectfully asks that the Board consider her request for an annual donation to the library.

Mr. Grubbs asks what donations are provided by Jefferson and Smith Township. Ms. Repole replies Jefferson donates \$200.00 which they have done for about 20 years, Smith gives \$1,150.00, the Boro \$1,000.00. The school district used to donate but they do not do so anymore due to their budget crisis. Mr. Niederriter asks if business has picked up or slowed down at the library. Ms. Repole notes that over 6,000 books have been checked out at the library throughout October. That does not take into account the other services offered at the library including free Wi-Fi. Mr. Grubbs asks if the Township donates \$1,000.00 this year and then puts the library in the budget for next year, would that be acceptable? Ms. Repole replies it would and thanks the Township.

Motion: Donate the sum of \$1,000.00 to the Burgettstown Community Library for the year 2016.

Motion: Mr. Grubbs **2nd:** Mr. Lemmi

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

2. Price vs Hanover

Mr. Makel explains this is a motion to approve a settlement agreement between Hanover Township and Amber Price. This litigation was filed. The settlement is called nuisance value basically just to get rid of the case. Mr. Makel recommends it be accepted and make a motion to approve that the agreement be executed. It is a general release agreement. A visitor questions what is it about. Mr. Makel says little information can be provided due to the legality of the agreement. Mr. Lemmi states it is in reference to a former Pavilion Officer.

Motion: Accept and execute this settlement agreement.

Motion: Mr. Lemmi **2nd:** Herb Grubbs

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

3. Authorize the change of attester on Ordinance 133 from Wendy Turrentine to Audrey Wingard or Dennis Makel.

It's been duly advertised and acceptance on May 19, 2016. It was not signed by previous secretary/treasurer. This is the LERTA Ordinance.

Motion: Authorize current secretary/treasurer, Audrey Wingard to attest Ordinance 133 adopted May 19, 2016.

Motion: Mr. Grubbs **2nd:** Mr. Handick

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

Mr. Lemmi asks what is being attested? Mr. Makel says it is to attest the signatures.

4. Authorize change of personnel policy to read 90 days probation according to Federal law.

A sales meeting was held with Paycheks (the Township's payroll company). They were offering add services and asked about various conditions of employment in our Personnel Policy. They inquired about probationary period and Mr. Grubbs informed that it stated 6 month probation. The salesperson said federal law now states a 90 day probationary period prior to the onset of health insurance. Mr. Grubbs asks how that can be because the police would not have very many hours in by 90 days. Mr. Makel believes that it is reference to full-time employees.

Motion: Change the probationary period from 6 months to 90 days for full-time employees in the Personnel Policy and review the Personnel Policy to make sure we are in compliance.

Motion: Mr. Grubbs **2nd:** Mr. Handick

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

5. Authorize release of \$16,595.48 Foreign Fire money to Hanover Volunteer Fire Department.

Motion: Release Foreign Fire Money to Hanover Volunteer Fire Department.

Motion: Mr. Grubbs **2nd:** Mr. Handick

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

6. Sign letter to DEP for Mulert subdivision

Mr. Grubbs explains we had a Mulert subdivision earlier in the year. The sewage planning model was not sufficient to the Department of Environmental Protection. The sewage authority updated it and they need a letter stating it is concurrent with Act 537 sewage planning requirements.

Motion: To sign and send the letter to the Department of Environmental Protection.

Motion: Mr. Grubbs **2nd:** Mr. Handick

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

7. Acceptance of sidewalk quote for park from 3 quotes for previously approved project
Mr. Grubbs states last meeting he brought in a quote for doing the sidewalk in the park and he was informed it was too high just to award by single quote and that he needed three quotes. Mr. Grubbs states Provenzano's quote for 300 feet of 5 ½" concrete was for \$15,450.00. He received a quote from Richie Crepps at RC Concrete for \$15,790.00 and Mr. Ramacker's quote was \$16,400.00. This project has already been approved by the Board and Mr. Grubbs will inform Provenzano Contracting so they can start the work and sidewalks can be done before winter.

8. Purchase metal doors for park restroom.

Mr. Grubbs states we need three doors for the park bathrooms. Carter, Eight-four, Lowe's and Home Depot do not make steel case doors with steel frames. Mr. Grubbs did find two companies to quote on the doors. Lorenzi lumber gave him one vendor in Canonsburg who does custom doors whose quote for 3 steel doors with all the hardware was \$2583.00 and Tim Ramacker found a vendor on-line (CDF Distributors) for the 3 doors with all the hardware delivered here for \$2298.32 including freight delivered here.

Motion: Accept CDF Distributors (Easton, PA) quote for 3 steel doors and all hardware at the cost of \$2298.32.

Motion: Mr. Grubbs 2nd: Mr. Handick

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

Mr. Grubbs states he would also like to have authorization for the bill be paid by the credit card of one of the Supervisors and be reimbursed after the bills and materials have been delivered as this is the on-line vendor's requirement.

Motion: Authorize the bill be paid by personal credit card and reimbursed after the materials and bill are received.

Motion: Mr. Grubbs 2nd: Mr. Lemmi

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

9. Close the park during the sidewalk construction

When Domenic Provenzano constructs the sidewalks in the park, the park will be closed and a notice posted. This does not require a motion. Mr. Grubbs wants to let everyone know what will be done and if there are any objections, please speak them now. **No objections were raised.**

10. Purchase lumber for park from Weirton Lumber from 3 quotes

Mr. Grubbs has a list of materials needed for the restroom roof from Mr. Ramacker and Mr. Grubbs received three quotes from Carter, 84 and Weirton Lumber. Except for a few small items Weirton lumber was the cheapest.

Motion: Purchase lumber from Weirton Lumber for park restroom.

Motion: Mr. Grubbs 2nd: Mr. Lemmi

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes

Motion Passed

11. Pay blocklayer for work in park

Mr. Grubbs states it was previously approved by the board to pay the blocklayer by the hour through payroll. The mason who did the block work, Jim Wilkinson, has his own company with complete insurance coverage and wants to provide a bill for the work instead of being paid by

the hour. If we pay him through Paycheks, it will cost about 20% more for taxes. Additionally, it was approved to pay his helper and he has already paid the helper on his own payroll.

Motion: Pay Jim Wilkinson for a sum not to exceed \$7,200.00 for laying block in the park with any additional charges for mortar to be paid providing there is a bill for the additional cost.

Motion: Mr. Lemmi 2nd: Mr. Handick

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

12. Pay State of Ohio 68.24 in back taxes for withholding in 2008. Billed through collection agency. (Time Plus Payroll Service out of business)

Motion: Authorize payment for \$68.24 in back taxes.

Motion: Mr. Grubbs 2nd: Mr. Handick

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

13. Dispose of obsolete office equipment

Mr. Grubbs talked to Fire Chief to see if he would accept the excess, leftover, obsolete office equipment. There is a whole list of items. Mr. Grubbs states he would like to keep the black keyboard and Epson typewriter on this list.

Motion: Donate obsolete equipment (list attached) to Hanover Volunteer Fire Department after inspection to verify no information remains on hard drives, if hard drive present.

Motion: Mr. Grubb 2nd: Mr. Lemmi

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

14. Authorize payment for Micro Pave by Peter J. Caruso using funds from Capital Reserve

Motion: Authorize payment Peter J. Caruso for Micro Pave out of the Capital Reserve for \$47,773.83 subject to the satisfaction of Mr. Handick.

Motion: Mr. Handick 2nd: Mr. Grubbs

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

15. Authorize change of healthcare providers from BCBS to UPMC as recommended by our broker, Morgan Benefits and approved by the full-time employees through a majority vote. (New rate for BCBS \$765.56 vs UPMC rate \$663.40 for single coverage)

Mr. Handick explains the rate was a little lower than last year and this is what our Broker recommended.

Motion: To switch healthcare providers from Blue Cross Blue Shield to UPMC.

Motion: Mr. Grubbs 2nd: Mr. Lemmi

Vote: Mr. Handick -abstain, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

16. Authorize payment of first month services for UPMC for December 2016 at a cost of \$5,413.28.

Motion: Authorize payment for first month service for UPMC for December 2016

Motion: Mr. Handick 2nd: Mr. Grubbs

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

Mr. Handick asks if anyone else has anything to add. Mr. Grubbs states we need to set-up some kind of meeting to discuss the budget or time can be spent now to discuss the budget and what we need to add. Mr. Lemmi said he is not prepared with numbers. Mr. Grubbs wants to discuss what we need to be buying. It is determined that this meeting can be continued to discuss the budget further at another date.

A question is raised about the health insurance rates for the initial payment and it is explained the rate includes family members.

The discussion about the budget continues. There is intent to purchase another truck for Road Department at about \$140,000.00 plus two vehicles for police department at \$100,000.00. Mr. Lemmi states he would like to purchase Toughbooks for police cars. A Toughbook is a laptop that mounts into the car. It allows the officer to generate reports and tickets and may be able to print them out. Mr. Makel makes a recommendation to purchase another computer for the office, especially in case of a power outage. Mr. Grubbs suggests a large scanner for the engineer drawings so they can be maintained in a digital format. Dashcams are recommended for the police cars.

A question was raised about a line painter for Road Department. Mr. Grubbs stated he tried to find a company to paint them but he couldn't. He states if someone has a wreck at a stop sign because they pulled up too far, they will come after the township because the lines weren't there. They haven't been painted for a few years. Down in our industrial park we have about a mile where the white line is gone. Mr. Lemmi asks what line. Mr. Grubbs states it is the middle line. It is determined to put money in the budget for the lines and then see if it will be a company or a machine. It was determined to put a line in the budget for \$10,000 for painting. We need a new front end loader at a cost of approximately \$160,000. Mr. Grubbs explains one is needed to load trucks at the garage while one is needed where the road department is working on the road. It is also mentioned to put money in the budget for a part-time employee to do the scanning and other zoning items for the coming year.

A discussion is held regarding what the petty cash policy for the township should be. It is suggested to limit cash purchases to \$10.00 (i.e. 911 address signs).

Motion: Adopt a policy whereby any transactions involving Hanover Township and a third party for a sum greater than \$20.00 shall be paid by check or money order and those situations involving cash shall be documented by a receipt (carbon copy booklet type) provided by the secretary/treasurer.

Motion: Mr. Lemmi 2nd: Mr. Grubbs

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

It is suggested to have a professional sign made to state check and money order only.

Public Comments: A question was raised about the Police contract status. It was brought up at the last meeting to be discussed at the next meeting. It was determined the language needs revised. The Board will hold an Executive Session with the full board to discuss the language. The contract expires December 31, 2016. A member of the public questions whether they will be negotiating a contract for the police department with part-time employees. It is relayed that the contract has been effect since Mr. Bentrum was a supervisor and it does cover all Township police officer.

Public Announcements: None

Meeting was declared continued at 9:02 p.m. until a later date to be posted on the Township website and Township office doors

OBSOLETE EQUIPMENT
October 20, 2016

Copystar CS-1820 Fax Printer Copier

Brother MFC-82220

Dell Flat Screen Monitor

LexMark Color Printer

Magnavox Tape Recorder

Radio Shack Tape Recorder

Nakajma AE-710 Typewriter

Royal Shredder 160MX

Fellowes Shredder 64CB

Fellowes Shredder 59908900300

Fellowes Shredder DM8C

Paper Shredder Model WM6X

APC Back UP Power Surge Protector

HP Deskjet 960C

Canon PIXMA 150 Color Printer

Epson LQ590 Dot Matrix Printer(?)

Vector Jumpstarter VEC0105

The Hanover Township Board of Supervisors **continued** the Regular Meeting of Thursday, October 20, 2016 **on November 3, 2016** at the Municipal Building, the meeting commenced at 5:00pm. Those present were Dale Handick – Chairman, Herbert Grubbs-Vice Chair, Kevin Lemmi –Supervisor, and Audrey Wingard-Secretary/Treasurer.

Call to Order with Roll Call: Mr. Handick-here, Mr. Grubbs-here, Mr. Lemmi-here

Pledge of Allegiance:

Questions on Agenda Items:

New Business:

Approve Audrey Wingard to attend PSATS training for Quickbooks users at a tuition cost of \$125.00

Motion: Approve Audrey Wingard to attend PSATS training for Quickbooks on November 29, 2016 at a tuition cost of \$125.00, days wages and mileage

Motion: Mr. Grubbs 2nd: Mr. Lemmi

Vote: Mr. Handick-yes, Mr. Grubbs-yes, Mr. Lemmi-yes **Motion Passed**

Discuss 2017 budget

Mr. Lemmi suggests we calculate the transferred balances to get a better estimated total for each fund. It is determined \$29,100.23 should be transferred from Impact fees to the General Fund for purchases of 6 Tasers, UTV's and VFD breathing cylinders.

The fire truck fund will be left in the Impact Fund but it is noted that the balance as of 2016 is \$92,000 and in 2017 it would raise to at least \$167,000. There is a discussion about investing this money and earmarking it for the fire department so a change of administration would not change the benefactor (VFD) of these funds.

In reviewing the Gaming Funds items it is determined that the park tables, sidewalks and park bathroom will come out of the Gaming Funds. With an estimated fee of \$30,000 for the park bathroom this year, there would be a transfer of \$55,256 from Gaming to General Fund when the sidewalks and bathroom bills are paid through year end.

Mrs. Rhoades asks about the current budgeted money for the pavilion rooves in the park. Mr. Grubbs explains Dave Duerr put that line in the budget. The middle pavilion needs a complete roof replacement, whereas the upper only needs the metal. Mr. Grubbs states the park restroom and sidewalks are this years' projects and the rooves will have to be next year so that money will have to be put in next years' budget along with additional funds for more sidewalks. Mrs. Rhoades asks about the demolition of the old park bathroom. Mr. Grubbs states the Road Department can do that.

Anticipated General Fund revenues are discussed. Line item 361.60 hydrant reimbursement was removed because the hydrant it referred to is not specifically designated private use, but also for public need. The next line item in question by Mr. Lemmi is 380.12. It is for a workers compensation refund for a mid-year policy change. There is also a dividend received for unemployment compensation from MRM due this year. Mr. Lemmi then asks Mr. Handick for a realistic number for clean-up week and it is determined the number in this line \$1,500 is realistic. Line item 380.61, Clean-up Week Metals is removed as current procedure is for the hauler of the clean-up refuse to deducted any funds due the township for recycled refuse from the clean-up hauler's total bill.

The next line item 384, LNW Police Special Detail is discussed. The title has changed from FNP to LNW due to the newest name change of the amphitheater. Mr. Lemmi says LNW refers to Live Nation Worldwide, the operator of the amphitheater, which will remain constant, eliminating a need for name change every time a new sponsor buys the naming rights. We move to fund balance from previous year (revenue) to calculate anticipated funds available for allocation. A calculation is made for additional revenue expected through year end and a final fund balance for end of 2016 to carryover is estimated at \$500,000.

Anticipated general fund expenses are now discussed. Mr. Handick discusses the road department's wages, inquiring whether they were that far underbudget that the allocation was dropped \$10,000. Line 404, solicitor's fee is discussed and raised to \$12,000 based on expected expenses. The General Administration expenses are adjusted from \$70,000 to \$102,000 overall adding funds for insurance and the new Burgettstown Library donation. The line items for 410 Police are adjusted from a budget of \$156,470 to \$310,000 taking into account one full-time officer and 24 hours coverage (our current coverage is 57%). There is a discussion regarding the hire of a full-time officer.

Line 411, Fire is discussed. A question is raised regarding the use of fuel for the fire department. The fire department uses a fuel log. The township pays for the fuel for the fire department. The wages are raised to increase coverage for calls from 60 to 84 hours. This raises their budget \$9000 more than last year.

Mrs. Wingard asks for an explanation of 412.262, LNW Equipment showing (\$2,500 of \$15,000/\$12,500) and it is determined this was the purchase of the UTV's for the police department. The UTV's are to be paid out of gaming fund and this line will remain \$2,500 for 2017.

The next discussion moves to 430 Road Department. Item 430.196 is raised for new hire of full-time person. It is determined the Road Department does not have sewage. Line 438.245, Highway Maintenance Supplies is for slide repair and there weren't any slides this year. The total of the Public Works expense budget drops from \$468,750 to \$448,500 based on the reduction of line item 438.245.

Item 451 Recreation has two line items that are the same, 451.250 and 451.370. It is determined .250 is repairs and maintenance supplies and .370 is repairs and maintenance services.

Line 481-484 Employer Paid Benefits drops from \$81,500 to \$80,000. Mr. Lemmi asks what the deductible currently is. It is determined that we will call the insurance company and find out. Line Item 486, Insurance and Surety moves from \$226,850 to \$100,600 due to the reduction in the cost of line 486.50 Police Professional Insurance.

The Highway Budget is balanced. The expenditures for Impact Fund are discussed. There is a need for storage for the police vehicles. They have previously been stored at Myers. A question is raised regarding insurance and if the vehicles are covered while stored there. A line is added for storage for police vehicle storage. Impact Fund anticipated expenditures total \$640,000.

The Gaming Funds from the state are under re-evaluation. The method of calculation of this tax has been declared unconstitutional. It is not known what impact it will have on anticipated revenues for next year.

Line items for Capital Reserve are evaluated. Mr. Grubbs requests a change from various equipment to various equipment and projects. A question is raised by Mrs. Zurkle and Mr. Handick states he has had to weld the floor of the dump truck due to holes. A generator for the main street lights is added to the anticipated expenditures in case of a power outage. This amount also covers the cost of having the outlets installed in the poles to connect the generator. The anticipated carryover of the Capital Reserve from 2017 to 2018 will be \$200,000. This completes the budget.

Public Comments: None

Public Announcements: None

Adjourn Meeting at 8:14 p.m.

VISIT US AT OUR WEBSITE: www.hanoverwp.net

Dale Handick, Chairman

Herbert Grubbs, Vice Chair

Kevin Lemmi, Supervisor

ATTEST: _____
Audrey Wingard, Secretary/Treasurer

Date