

The Hanover Township Board of Supervisors held the **Regular Meeting on Thursday, April 19, 2018** at the Municipal Building, the meeting commenced at 7:30pm. Those present were Dale Handick – Chairman, Herbert Grubbs-Vice Chair, William Michael –Supervisor, Mrs. Audrey Wingard-Secretary/Treasurer & Dennis Makel-Solicitor.

**Call to Order**

**Roll Call** Mr. Handick, here Mr. Grubbs, here Mr. Michael, here

**Pledge of Allegiance**

**Approval of Minutes:** Regular Meeting March 15, 2018

Mr. Grubbs comments the Washington Planning Commission does not make recommendations on subdivision applications and asks that comment be stricken from the record

**Motion: Approve minutes of March 15, 2018 with the requested changes.**

**Motion:** Mr. Grubbs 2<sup>nd</sup>: Mr. Michael

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

**Questions on Agenda Items:** There is a question about the hard drive for the surveillance system

**Balance Sheet:** The General Fund has almost \$400,000 which is more than this time last year

**Public Safety Reports: Police Department:**

Magisterial Income: \$5,407.78  
Local Ordinance: \$730.69  
Title 18 (Crime Code) \$4,475.89  
Title 75 (Motor Code) 161.09  
486.5 hours patrolled

**Fire Department:**

Structure Fire: 0, Fire Alarm: 0, Vehicle Accidents: 6, Mutual Aid: 2, Tree Down: 1, Wires Down:1, Medical 14, Grass/Brush Fire: 3  
Total Calls for MARCH 2018: 28, Year-to-date: 97

**Road Report:** WEEK OF MARCH 3: Make place to hang spreader, install signs Route 18, all roads cut, trees, clean spreaders WEEK OF MARCH 10: Bartleyville, Paris Colliers repair slides, clean up mud, Rock School clean up mud, shop repair equipment, Logue Road fill ditch, Industrial Park sweep, Kings Creek install pipe, all roads plow and ash WEEK OF MARCH 17: Park work on water lines, sweep Dillo road, prepare trucks for snow, plow back all roads, wash trucks, Install ground rod in park, WEEK OF MARCH 24: haul sweep and ditch, repair equipment, Park demolish bathroom building, WEEK OF MARCH 31: Park work on electric, sweep roads, take truck for inspection, cut trees Philips and Aunt Clara, Holiday

**Park Report:** The old building was demolished and work was done on moving electric

**Approve Expenses:**

Mr. Grubbs states he received reimbursement for surveillance system monitor/tv, Mr. Handick has mileage reimbursement for a training in Monroeville and Mrs. Wingard has mileage reimbursement for Intern Job Fair at Carnegie Mellon University

**Motion: Approve Expenses.**

**Motion:** Mr. Handick 2<sup>nd</sup>: Mr. Michael

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

170116

**New Business:**

1. Authorize Widmer Engineering to design bridge replacement plan for Haul Road Bridge, Bartleyville Bridge and Aunt Clara Road Bridge  
**Motion:** Authorize Widmer Engineering to make application for the appropriate permits for bridge replacement for Haul Road Bridge, Bartleyville Bridge and Aunt Clara Road Bridge.  
**Motion:** Mr. Handick 2<sup>nd</sup>: Mr. Grubbs  
**Vote:** Mr. Handick-yes, Mr. Grubbs-yes, Mr. Michael-yes **Motion Passed**
  
2. Approve Site Plan for RDR Energy  
 Mr. McCune advises the start date for construction is planned for May 21, 2018, two weeks to construct, the HOP had comments so RDR is responding relating to 25 trucks a day. Mr. Grubbs states we will require a copy of the HOP Permit when issued. The lighting was investigated by Mr. Michael with Mr. McCune and found not to be an issue. A stormwater management plan was developed by Baker Engineer and the driveway will be relocated to the middle also affecting the stormwater runoff.  
**Motion: Approve the site plan of RDR Energy as submitted with the following conditions: 1) all expenses incurred by the township on behalf of RDR Energy be reimbursed within 30 days of invoicing, 2) RDR comply with any and all State and local rules and regulations 3) If there are any issues involving stormwater as a result of the site plan, upon written request by the Township, RDR will make those remediations/improvements**  
**Motion:** Mr. Grubbs 2<sup>nd</sup>: Mr. Michael  
**Vote:** Mr. Handick-yes, Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**
  
3. Authorize an additional street light in Florence  
 Mr. Grubbs states up in the middle of Florence in the middle of night it is as dark as can be and in the summer people do cross that intersection. Mr. Grubbs recommends a street light on the north east corner of Route 18 and Steubenville Pike.  
**Motion: Authorize West Penn Power to install a street light at intersection of Route 18 and Steubenville Pike on the north east corner**  
**Motion:** Mr. Grubbs 2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Handick-yes, Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**
  
4. Approve job description for Hanover Township Road Department Worker/Laborer (copy attached)  
**Motion: Adopt job description for Hanover Township Road Department Worker/Laborer**  
**Motion:** Mr. Handick 2<sup>nd</sup>: Mr. Michael  
**Vote:** Mr. Handick-yes, Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**
  
5. Authorize the purchase of a refrigerator for the Police Department  
**Motion: Authorize the purchase of a refrigerator from Lowes not to exceed \$400.00**  
**Motion:** Mr. Grubbs 2<sup>nd</sup>: Mr. Michael  
**Vote:** Mr. Handick-yes, Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**
  
6. Authorize the purchase of a walk behind snow blower for the Police Department  
 There is a discussion about the method used to place this request on the agenda. The Supervisors ask that these requests be discussed with at least one Supervisor before items are placed on the agenda. In the future all requests are to be directed through the Supervisors.  
**Tabled**

7. Authorize the purchase of the two-way radio proposal from Luttamus for the Police Department at a cost of \$2,229.00.  
Mr. Grubbs telephones Officer Henry to inquire about the details of this quote. It is for a console installation to make the repeater portable so that it can be move from vehicle to vehicle. The purpose of the repeater is to pick up the handheld radio signal and transmit it to 911 when a police officers is outside of the vehicle.  
**Motion: Approve the purchase of the two-way radio proposal from Luttamus based upon the recommendation of Hanover Township Officer-in-Charge**  
**Motion:** Mr. Michael                      2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Handick-yes,    Mr. Grubbs-yes    Mr. Michael-yes    **Motion Passed**
8. Approve purchase of large format scanner  
Mrs. Wingard explains this equipment is needed for the intern for the summer project of digitizing all the Planning Commission files for the drawings. There are a number of quotes, but more information regarding cost of supplies is needed.  
**Motion: Authorize the purchase of a large format scanner not to exceed the cost of \$7,500.**  
**Motion:** Mr. Grubbs                      2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Handick-yes,    Mr. Grubbs-yes    Mr. Michael-yes    **Motion Passed**
9. Approve purchase of a 6 gb hard drive for surveillance system  
Mr. Grubbs explains the surveillance system needs a larger hard drive to store more than 2 weeks of footage  
**Motion: Authorize the purchase of a 6 tb hard drive for surveillance system**  
**Motion:** Mr. Grubbs                      2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Handick-yes,    Mr. Grubbs-yes    Mr. Michael-yes    **Motion Passed**
10. Hire attached list of KBP Police Officers for 2018  
**Motion: Hire the following part-time seasonal KBP Police Officers for 2018 pending background check approval and appropriate certifications:**  
Jason Saucier, South Park                      James Kubacki, Monaca  
Joseph Joscsak, Washington                      Page Wallace, Latrobe  
Donna Allison, Hookstown                      David Johns, Greensburg  
Corey Krepps, Rochester  
**Motion:** Mr. Michael                      2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Handick-yes,    Mr. Grubbs-yes    Mr. Michael-yes    **Motion Passed**
11. Hire attached list of KBP Administration for 2018  
**Motion: Hire the following part-time seasonal KBP Administration for 2018 pending background check approval and appropriate certification:**  
Chelsea Arthurs, Follansbee, WV                      Lynda Wyke, McDonald  
Patty Garrett, Monaca                      Kristi Wyke, Oakdale  
Christian Walden, Follansbee, WV                      Kelly Davis, Weirton, WV  
Debra Wilbert, Imperial                      Brittany Weaver, Rochester  
**Motion:** Mr. Michael                      2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Handick-yes,    Mr. Grubbs-yes    Mr. Michael-yes    **Motion Passed**

- 12. Approve NC Sanitation as the refuse hauler for Hanover Township Clean-up Day  
Mr. Handick indicates NC Sanitation is the lowest bidder. Mr. Grubbs states he did not participate in the quoting process obtaining bids for this service and he abstains from voting on this issue as he does business with NC Sanitation.

**Motion: Approve NC Sanitation as the refuse hauler for Hanover Township Clean-Up Dates**

**Motion:** Mr. Handick                    2<sup>nd</sup>: Mr. Michael

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

- 13. **Motion: Approve the agreement between Hanover Township and the former secretary/treasurer, Wendy Turrentine, in terms of her final employment**

**Motion:** Mr. Grubbs    2<sup>nd</sup>: Mr. Handick

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

**Public Comments:** Mrs. Grey states that she would like to let everyone know that Brooke County Landfill (WV) accepts televisions and other electronics

**Public Announcements:** None

**Motion: Continue this meeting on April 24, 2018 at 7:00 pm**

**Motion:** Mr. Handick                    2<sup>nd</sup>: Mr. Michael

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

**Meeting Continued: 8:45 pm**

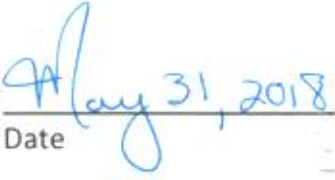
**VISIT US AT OUR WEBSITE: [www.hanovertwp.net](http://www.hanovertwp.net)**

  
 \_\_\_\_\_  
 Dale Handick, Chairman

  
 \_\_\_\_\_  
 Herbert Grubbs, Vice Chair

  
 \_\_\_\_\_  
 William Michael, Supervisor

ATTEST:   
 Audrey Wingard, Secretary/Treasurer

  
 \_\_\_\_\_  
 Date

# Hanover Township



## OFFICE OF THE SUPERVISORS

11 Municipal Drive  
Burgettstown, PA 15021  
Phone: 724-947-9109  
Fax: 724-947-9118  
hanovertwp@comcast.net

## BOARD OF SUPERVISORS

Dale Handick  
Herbert Grubbs  
William Michael

WASHINGTON COUNTY, PENNSYLVANIA

### Job Description Road Worker/Laborer

Individual must possess:

- Valid PA Driver's License and commercial driver's license (CDL)
- Routine knowledge of vehicle and equipment operation methods

Individual must be able to:

- Work at least 8 hours per day
- Lift a minimum of 70 pounds
- Follow written and oral directions
- Work outdoors for extended periods of time
- Drive and/or operate vehicles and equipment for an extended period of time
- Operate small tools and equipment
- Climb ladders
- Pass PSATS CDL Random Drug Testing Program

Examples of Work:

- Manual Labor (i.e. shoveling, digging, mowing)
- Operate heavy equipment and vehicles
- Paving and patching streets and related work
- Cleaning clogged storm sewers
- Snow plowing
- Shoveling sidewalks
- Routine and preventive maintenance on township vehicles and equipment
- Mowing grass and weed whacking
- Additional duties may be assigned from time to time

Approved at Board Meeting on April 19, 2018

\_\_\_\_\_  
Dale Handick, Chairman

\_\_\_\_\_  
William Michael, Supervisor

\_\_\_\_\_  
Herbert Grubbs, Vice Chair

ATTEST: \_\_\_\_\_  
Audrey Wingard, Secretary/Treasurer

Date

\_\_\_\_\_  
May 31, 2018