

The Hanover Township Board of Supervisors held the **Regular Meeting on Thursday, October 18, 2018** at the Municipal Building, the meeting commenced at 7:30pm. Those present were Dale Handick – Chairman, Herbert Grubbs-Vice Chair, Mrs. Audrey Wingard-Secretary/Treasurer and Dennis Makel-Solicitor. William Michael – Supervisor, absent.

**Call to Order**

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

**Pledge of Allegiance**

**Approval of Minutes:**

1. Regular Meeting September 20, 2018

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

**Vote:** Mr. Handick-yes Mr. Grubbs-yes

**Motion Passed**

**Questions on Agenda Items: None**

**Balance Sheet:** All amusement tax has been paid for the 2018 concert season. Bill total is higher than usual due to the delivery of the Mack Truck arriving from last year's order

**Public Safety Reports: Police Department:**

Magisterial Income: \$22,722.89

Local Ordinance: \$6,046.88

Title 18 (Crime Code) \$ 16,228.12

Title 75 (Motor Code) 447.89

456 hours patrolled

Please remember to lock your vehicle doors while parked in the driveway, also it's the time of year for deer to be all over the roads, take extra time when leaving and please be cautious

**Fire Department:**

Structure Fire: 1, Haz-Mat: 0, Fire Alarm: 0, Vehicle Accidents: 2, Tree Down:

5, Wires Down: 1, Medical 18, Grass/Brush Fire: 0, Check Well Being: 0,

Mutual Aid: 3, Search and Rescue: 0; Landing Zone: 0, Mass Casualty: 0,

Public Service: 0, Lift Assist: 1; False Alarm: 0

Emergency Manhours to date: 993:59 hours

Training Hours for August: 41.9 hours; year-to-date 868:00

Total Calls for September 2018: 37, Year-to-date: 320

**Road Report:** WEEK OF SEPTEMBER 2: Labor Day, Shop repair equipment, Curry Road install pipe, park tie rebar, put up Covered Bridge signs, landscape around new pavilion, cut trees Philips, grade Campbell, clean out beaver dam on Haul, WEEK OF SEPTEMBER 9: Sweep Road, Mow Campbell, Coulter, McCutcheon, Baker, Maxwell, Verelst, Meadow, Aunt Clara, Cut trees Haul, Paris Colliers, Install Guide Rails Haul Road, Put millings on surface of bridge, cut grass township shop, Repair Equipment, WEEK OF SEPTEMBER 16: Mow Haul, Dillo, Cain, Bilpat, Kramer, Knowlton, Cut Grade Countyline, Johnan, Purdy, Cut trees on all road, Haul Road Bridge, WEEK OF SEPTEMBER 23: Haul dirt, Equipment Repair, Mow Aunt Clara, Countyline, Johana, Purdy Ext. Rock School, Meadow, Ralston, Plant trees in park, Cut trees all roads, Repair wash out Kings Creek, Repair truck 108 with welder

**Park Report:** Fourteen trees were planted in the park supplied by Range Resources.

**Approve Expenses:**

Mrs. Wingard explains her reimbursement for travel was a trip to the post office to mail the certified for the Hearing Zoning Board and to the bank to deposit cash received from Dave Duerr for a zoning certificate. Dale asks about the Knickerbocker bill as it states two bills for pumps. It is clarified one was actually silt soxx and sandbags.

**Motion: Approve Expenses.**

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

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

**Motion Passed**

Corporal Erhardt arrives from the State Police barracks and states he would like us to know the State Police have a few Christmas gifts for children to distribute if the township is aware of any families in need, please contact their Community Service Officer or Officer Erhardt.

**New Business:**

1. Authorize contribution of \$1,100.00 for the Burgettstown Library

**Motion: Authorize contribution to the Burgettstown Library in the amount of \$1,100.00.**

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

**Vote:** Mr. Handick-yes Mr. Grubbs-yes

**Motion Passed**

2. Authorize annual contribution to the Hanover VFD in the amount of \$12,000.

**Motion: Authorize annual contribution of \$12,000.00 used to pay insurance by the Hanover VFD.**

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

**Vote:** Mr. Handick-yes Mr. Grubbs-yes

**Motion Passed**

3. Review the appraisal from Resource Technology for the old township building at 901 Steubenville Pike

The appraisal came in at \$36,000. The county tax assessment was \$115,800. It is stated the county tax assessment would be adjusted based on the purchase price. Mr. Grubbs states we need to replace the storage in the basement for the police cars before we sell the property. Corporal Erhardt states State Police cars sit outside on a regular basis. Mr. Makel states that South Strabane has a carport.

**Motion: Authorize advertisement to place the property at 901 Steubenville Pike on Municibid for sale with the right to reject any and all bids. The bidding process shall end on December 14 and the award of the bid shall take place at the December 20, 2018 Regular Township meeting.**

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

**Vote:** Mr. Handick – yes Mr. Grubbs – yes

**Motion Passed**

4. Authorize Audrey Wingard to attend the Allegheny League of Municipalities Governmental Benefits Seminar October 19, 2018 from 9:00 am- 2:00 pm at the Pine Township Community Center with compensation for time and mileage. There is no fee for this seminar.

**Motion: Authorize Audrey Wingard to attend the ALOM Governmental Benefits Seminar with compensation for time and mileage.**

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

**Vote:** Mr. Handick-yes Mr. Grubbs- yes

**Motion Passed**

5. Authorize a contribution to the K-9 Obie Fundraiser on November 24, 2018 conducted by the Washington County Office of the Sheriff requested by OIC Henry

**Motion: Authorize a donation of \$500.00 for K-9 Obie Fundraiser**

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

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

6. Review the request of Audrey Wingard, Secretary/Treasurer, dated September 25, 2018 Mr. Grubbs asks Mrs. Wingard if she is seeking an increase in wages equal to that of a road worker. Mrs. Wingard states her expectation is an increase in-line with the wages of the Smith Township secretary/treasurer. She states since she was hired in August of 2016 her duties have risen to include taking care of the park calendar, setting up the vendors and entertainment for the Covered Bridge Festival, updating the website, secretary to the Planning Commission, Pension Administrator, and now that the pension has been revised there is additional work creating the accounts for the 401(a) and 457 and processing the deposits on a monthly basis. She states she has worked with the bank to substantially raise the interest rate on the township bank accounts, she wrote the grant for the summer intern who scanned and filed all the Planning Commission documentation in addition to all the standard township secretary/treasurer duties. Mr. Makel suggests a discussion in executive session:

**Motion: Move to executive session to discuss this further.**

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

The Board, the solicitor and Mrs. Wingard exit the conference room to the main office.

The Group returns at 7:55pm.

**Motion: Authorize a pay rate of \$20.50 an hour for the Hanover Township secretary/treasurer effective October 22, 2018 through the first Monday of January 2020.**

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

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

Mr. Kemp asks for clarification as to whether the \$20.50 was the raise or rate of pay. Mr. Grubbs states that is the rate of pay and is comparable to the other township secretary/treasurer's rate of pay in the area. Mr. Riter asks if the benefits are considered in the rate of pay. Mr. Grubbs explains that municipalities are one of the few entities that provide full cost of benefits to their employees. Mr. Riter states he believes the employees should have to pay a percentage of the cost and is concerned that some employees benefits cost more than others due to the size of their families. Mr. Grubbs agrees he believes the employees should pay part of the cost and asks Mr. Riter if he is suggesting the township hire only single persons as employees. Mr. Riter states no, he thinks employees should have to pay for part of their benefits, that's all.

7. Set date and time for Halloween Trick or Treat

**Motion: Halloween Trick or Treat shall be on October 31, 2018 from 5:00-7:00 pm with the porch light rule**

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

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

8. Authorize the purchase of 3 more radios and 5 antennas for the Road Department (approx. cost \$1,300)

**Motion: Purchase 3 radios and antennas not to exceed \$1,500.00**

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

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

9. Approve purchase of Highlander Hopper Spreader at a CoStars price of \$19,240  
**Motion: Purchase Spreader from Walsh for the new Mack truck at a cost of \$19,240.**  
**Motion:** Mr. Handick 2<sup>nd</sup>: Mr. Grubbs  
**Vote:** Mr. Handick-yes      Mr. Grubbs-yes      **Motion Passed**
10. Reapprove the Reed Subdivision of April 2018.  
 Mrs. Reed took the subdivision to the county for filing and her real estate agent was supposed to pay for it. The real estate agent neglected to do so in the required amount of time, so the subdivision document expired. The Recorder of Deeds directed her to have it re-approved by the township.  
**Motion: Reapprove the Reed subdivision on Perkins Lane**  
**Motion:** Mr. Grubbs 2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Grubbs-yes      Mr. Handick-yes      **Motion Passed**
11. Purchase a Lorex camera with sound for the conference room  
 Mr. Grubbs explains currently we record the audio portion of the meetings with a digital recorder and the security system records the video. It would be easier to identify speakers with a system that does both simultaneously. Many townships broadcast their meetings. Solicitor Makel recommended not only signage notification of the recording, but also a notation on the agenda when this occurs.  
**Motion: Purchase a Lorex camera that records audio and video for the conference room.**  
**Motion:** Mr. Grubbs 2<sup>nd</sup>: Mr. Handick  
**Vote:** Mr. Handick-yes      Mr. Grubbs-yes      **Motion Passed**

**Public Comments:** Mr. Charles Kemp has a couple of questions regarding the new bridge to be installed on Bartleyville Road. Number one, will the rise in the road that blocks view be corrected. Mr. Grubbs explains that PennDOT will provide the sight distance required before they issue their permit approval for the bridge installation, additionally there will be approval from the Department of Environmental Protection to install the new pipe. Mr. Kemp states that his driveway will have to be extended to meet the new road, but he also wants to know what will happen with the old road. Mr. Grubbs states that the old bridge will have to be removed and they will be able to remove the remaining old roadway. Mr. Grubbs continues to state that there will be guide rails that will prohibit traffic from accessing the old bridge. Mr. Grubbs also states whatever has to be done to maintain the appearance of the area will be done and suggests a meeting with the residents in the area when the bridge is near completion. Mr. Kemp then asks about a time frame for this project. Mr. Handick states it will take time to get the necessary permits. It will be in the Spring before the permits to place the pipe are received. Mr. Kemp is concerned that the effects of this project may devalue his property. Mr. Kemp thanks the Board for their time.

Mr. Makel asks if we are going right into the budget work session and it is confirmed that we are.

The materials for the proposed budget are distributed to the Board. Mrs. Wingard explains the red numbers are the changes to the budget allocations. The additional handout is the comparison of the 2017 figures year-to-date to the 2018 year-to-date figures as justification for the adjustment to the budget figures. The revenue was slightly decreased in real estate tax, heavy hauling and magisterial fines. We lowered our millage from 4% to 3.3% which lowered the income, PumpCo is finishing up and the income for heaving hauling permits dropped. District court fines are \$20,000 less year-to-date. The Foreign Fire Insurance payment dropped \$2,000. This doesn't affect our revenue stream though, that money is paid to us and given directly to the Hanover VFD. (In the

few month the township has given the Hanover VFD \$86,600 in contributions and foreign fire insurance money.) The only other revenue decrease Mrs. Wingard adjusted was in electrical permits. The park has not received any of the restitution from the stolen funds they were receiving at the end of 2016.

The other revenue change was with building permits. These figures are deceiving because we collect the total fee and are billed by Municipal Consulting. In actuality we retain only 20% of this revenue. In 2017 we collected \$13,300 and this year, due to the new warehouse, we will collect \$36,800 in revenue.

Moving on to expense side of the budget, the expense cost was lowered in auditing, legal services, advertising and use of professional service. Additionally, traffic control devices and street lights were reduced to reflect more accurate expenses. Costs for insurance, wages, fuel consumption (especially in the police department with more patrolling) expenses have increased.

In the Highway Budget (Liquid Fuels) we are carrying over less revenue as we have made major equipment purchases with our liquid fuel money so that we are not spending all of this fund on stone and paving materials, but also making capital purchases. We purchased a pick-up truck and Roscoe Broom for a total of \$94,000 with this fund out of an available \$112,000 earmarked by PennDOT for equipment purchases.

In the Impact Fund, there is the purchase for the new fire truck. A \$300,000 down payment is anticipated to be paid next year for a brand new truck to be delivered in 2020 as the truck takes a year to manufacture. Mrs. Wingard questioned whether the township will make the deposit directly to the manufacturer and what will be done with the 28-year-old fire truck that this new one will replace.

In the Gaming Fund we purchased the new pavilion from this fund money. Next year's allocation is for storage or a facility to replace the old township building storage if it is sold. In the Capital Reserve the case tractor was actually purchased from liquid fuels revenue. A we will add the quote for a skid steer. Mrs. Wingard asks if there are any other expenditures to add to the 2019 budget.

The motion is made to advertise the proposed budget.

**Motion: Authorize the advertisement of the 2019 proposed budget for public inspection.**

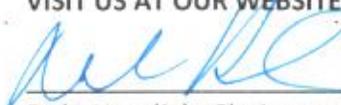
**Motion:** Mr. Grubbs 2<sup>nd</sup>: Mr. Handick

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

**Public Announcements:** None

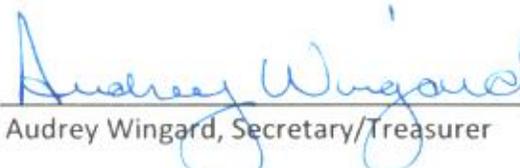
**Meeting Adjourned:** 8:55 pm

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

  
Dale Handick, Chairman

  
Herbert Grubbs, Vice Chair

ABSENT  
William Michael, Supervisor

**ATTEST:**   
Audrey Wingard, Secretary/Treasurer

  
Date