

The Hanover Township Board of Supervisors held the **Regular Meeting on Thursday, June 21, 2018** at the Municipal Building, the meeting commenced at 7:31pm. 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:

1. Regular Meeting May 17, 2018

Motion: Approve minutes.

Motion: Mr. Michael 2nd: Mr. Handick

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

Questions on Agenda Items: None

Balance Sheet: Kim Turnley came in from Turnley CPA and the balance sheet was “cleaned up.” The 2017 “due to” tracking of the fund expenditures were balanced out through General Journal entries. The DCED audit is complete and the finances are in balance.

Public Safety Reports: Police Department:

Magisterial Income: \$2,836.97

Local Ordinance: \$218.53

Title 18 (Crime Code) \$2,373.01

Title 75 (Motor Code) 225.81

Dog Licenses 19.62

716 hours patrolled

Upcoming concerts at Key Bank: June 23, Keith Urban; June 27, Foreigner and July 7, Jimmy Buffett. Please be aware of traffic issues.

Fire Department:

Structure Fire: 2, Haz-Mat: 1, Fire Alarm: 1, Vehicle Accidents: 1, Tree Down: 3, Wires Down:1, Medical 16, Grass/Brush Fire: 0, Check Well Being: 0, Mutual Aid: 3,

Total Calls for May 2018: 26, Year-to-date: 160

Road Report: WEEK OF MAY 5; Landscape Park, Grade and drag dirt road, Put Riser on Grinder Pump, Plant grass in park, Cut pad for new pavilion, Extend parking lot park, WEEK OF MAY 12; Clean ditches Bartleyville, Fix water leak in park, Grade and Drag dirt roads, Repair shop equipment, Ditch roads, Water new park grass, Cut grass township building, Fix bad spots Haul, 5 Points & Aunt Clara, WEEK OF MAY 19; Ditch Purdy Ext and Ridge, Holiday, Repair cross drain on Bartleyville, Ditch & Grade Bilpat, Haul, 5 Points, Clean up shop, Take Gators (PD) to Washington, Cut shop grass, Get Equip ready for sell, WEEK OF MAY 26-31; Ditch Bartleyville, Cut Trees Perkins, Dillo, Phillips, Clean up down tree Phillips, Holiday, Blacktop Devils Den, Mow all roads and weedwack bridges & signs

Park Report: The Road Department has done a lot of work in the park. The work has begun on the new pavilion (June 20). An email has been sent out to potential vendors for the 2018 Covered Bridge

Festival. We have already received payment from ½ dozen vendors. Park rentals are at a high with a lot of graduation and birthday parties this year. Every pavilion is sold out for every Saturday in June. Additionally, we commend our park employees for the excellent appearance of our grounds and facilities.

Approve Expenses:

Mrs. Wingard states there is reimbursement for Charleen Grey for copies, paper and envelopes. Mr. Grubbs states his reimbursement for the surveillance system for the park and a bigger hard drive for the current office system. It is noted the number of days recorded has tripled with the new hard drive that was installed by Mr. Grubbs.

Motion: Approve Expenses.

Motion: Mr. Handick 2nd Mr. Michael

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

Motion Passed

New Business:

1. Authorize sell of Road Dept Equipment to highest bidder

Mr. Handick states there were 3 trucks and a tractor advertised and put on Municibid. There were no bids received by the Township office.

Motion: Sell the following list of equipment to the referenced bid winner per Municibid:

1997 Case Int'l 3230 VIN 3230RXLJE0927618 @ \$6,315.00 to Cherry Township, Butler

2002 Ford F-450 VIN 1FDXF47F12EC27777 @ \$17,100.00 to Minerva Construction

1998 Int'l 4900 Dump VIN 1HTSDAAN1WH501120 @ \$9,300.00 to Environmental Fabrications

1990 Int'l 4900 Dump VIN 1HTSDTVN4LH698477 @ \$6,750.00 to Eric Noel

Motion: Mr. Handick 2nd: Mr. Michael

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

2. Authorize the recommended changes to employees' PSAT Pension for full-time employees

Mrs. Wingard, Pension Administrator, explains that since last year she has been working on changes to the pension to make it both more affordable to the township over the long-term administration and also beneficial to the employees. Mr. Lemmi, Mr. Handick and Mrs. Wingard had met with Mochkenhaupt at the recommendation of our solicitor back in December to discuss current trends and applicable laws for pension changes. A plan was drawn up and submitted to the full-time employees for their consideration. The following recommendations are made to the Board:

- Change investment level from 100% fixed to 40%stock fund / 60% fixed fund to reduce township's pension liability. As an example, last year's MMO would have been \$19,078 instead of \$38,917 had we had this investment level.
- Create a 401(a) through PSATS whereby new and future employees will have a defined contribution plan of a mandatory 3% contribution by the employee (required for 401(a) to be a pre-tax benefit) and a 7% salary match by the township. (This will eliminate the defined benefit pension program after the current employees expire)

- The 401(a) plan is eligible for state Act 205 funds and will lower the pension liability of the township as the benefit paid is based on amount of contribution and not lifetime amount paid to employee.
- The current full-time employees would be included in the 401(a) at a rate of 3% salary mandatory contribution with a 3% match by the employer allowing an increased pension program at a lower cost to the township.
- An additional incentive to save for retirement is a township match of 50% for voluntary employee contributions (above the 3% mandatory) up to a maximum of \$1000 (cost to the township: \$500 per participating employee per year)
- An early retirement option at the age of 62 will be added to the pension plan. This will not cost the township any additional monies as it solely lowers the benefit amount the retiree receives because the expectation is that the retiree will receive the benefit amount for a longer period of time. A benefit added to this option is the employee will stay enrolled in the township health insurance until the employee is eligible for Medicare and said employee will pay 50% of the premium for the health insurance in advance each month (if retiring early, employee loses benefit of 401(a).

Mr. Grubbs ask Mr. Makel for his recommendations. Mr. Makel states it is necessary to state the qualification for full-time employment as working 40 hours a week per year. Mrs. Wingard says the Hanover Township personnel policy states full-time employment is 2,000 hours or more. Mr. Makel states it must be defined. He also states that the salary consideration be based on regular wages and not overtime worked.

Motion: Accept recommendation of changes to the PSATS Pension basing the Hanover Township full-time definition of a full-time employee as an employee who works 2,080 hours a year and basing the salary considerations of the 401(a) contributions on regular wage not including overtime compensation.

Motion: Mr. Grubbs 2nd: Mr. Michael
Vote: Mr. Handick-abstain Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**

3. Authorize the purchase of a new pole saw for the road department

Motion: Road Department to purchase pole saw at the cost not to exceed \$1,000.00

Motion: Mr. Grubbs 2nd: Mr. Michael
Vote: Mr. Handick-yes Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**

4. Review appraisal quote from Jeff Kern/Resource Technologies Corporation
 It is determined the appraisal is necessary to sell the old township building.

Motion: Hire Jeff Kern and Resource Technologies Corporation to perform appraisal

Motion: Mr. Grubbs 2nd: Mr. Handick
Vote: Mr. Handick-yes Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**

5. Hire the following new part-time seasonal KBP Officers
 Adam Beaver, Rochester Brian Ripper, west Mifflin
 Kevin Hoffman, Pittsburgh Ernest Wiseman, East Liverpool OH

Motion: Hire the above noted part-time seasonal police officers for Key Bank Pavilion.

Motion: Mr. Michael 2nd: Mr. Handick
Vote: Mr. Handick-yes Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**

6. Authorize change of status of Jeffrey Roberts from probationary patrolman to part-time police officer for the township
Motion: Authorize change of status of Jeffrey Roberts to regular patrolman
Motion: Mr. Grubbs 2nd: Mr. Handick
Vote: Mr. Handick-yes Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**
7. Discuss purchase of new pick-up (Fire Department needs old one)
 It is mentioned that the fire department is in need of a pick-up truck as the frame is rusted out on theirs. The township just completed the sale of old equipment and the funds will cover the purchase of a new truck so the old one can be donated to the fire department.
Motion: Authorize the purchase of a new ¾ ton pickup through CoStar's and before finalizing purchase Mr. Handick to communicate specific details with other Supervisors.
Motion: Mr. Grubbs 2nd: Mr. Handick
Vote: Mr. Handick-yes Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**
8. Authorize purchase of new trees for the park
Motion: Purchase trees for the park for an amount not to exceed \$1,000.00
Motion: Mr. Grubbs 2nd: Mr. Handick
Vote: Mr. Handick-yes Mr. Grubbs-yes Mr. Michael-yes **Motion Passed**

Public Comments: Mrs. Nilon states her daughter and Mr. Dylan Kerr want to address the driveway at 1358 Route 18 with the fast-moving traffic. The signs installed by the Township are blocked by foliage and they would like to have a mirror installed and maybe lighted hidden driveway signs if possible. They state they have a letter from the mail person asking them to move their mailbox. Mr. Grubb states because the signs were installed by the township, the road department can cut the foliage. The mirror and lighted signs are PennDOT issues as this is a state road. PennDOT would have to do a traffic study. The solicitor recommends a letter be drafted by the township to notify PennDOT of the situation and the Road Department will cut the foliage. The group is also given contact information for PennDOT.

9. **Motion: Draft and mail a letter to PennDOT asking them to review this situation.**
Motion: Mr. Grubbs 2nd: Mr. Handick
Vote: Mr. Handick-yes, Mr. Grubbs-Yes, Mr. Michael-yes **Motion Passed**

Residents, Ed and Debbie Zimmer ask if Curry Road will be tar and chipped. Mr. Handick states he is having problems getting stone. He has called and complained to McClymonds. This situation is addressed to Mr. Makel, Solicitor. McClymonds was the lowest bidder and awarded the state contract for our Liquid Fuels stone deliveries. Mr. Handick states he has called and complained to McClymonds a number of times as he is not able to tar and chip roads without stone. McClymonds has told him that anytime stone is available, Lindy Paving is buying it all up. McClymonds has posted a bid bond and a performance bond. The solicitor recommends the following actions: Contact McClymonds and tell them we are going to take action against the performance bond unless they start delivering stone as required. Mr. Makel suggest doing this by email with a read receipt. He also suggests sending a letter to the bonding company by certified mail stating you intend to take action against the bond for failure to perform if the problem is not corrected.

Mrs. Nilon states she has another road issue regarding a pothole at 1052 Clinton Frankfort Road that has become a sink hole. This information will be included in the letter to PennDOT and it is suggested that Mrs. Nilon call the PennDOT 24-hour toll free number for any maintenance concerns.

Public Announcements: none

Meeting Adjourned: 8:31 pm

VISIT US AT OUR WEBSITE: www.hanovertwp.net



Dale Handick, Chairman

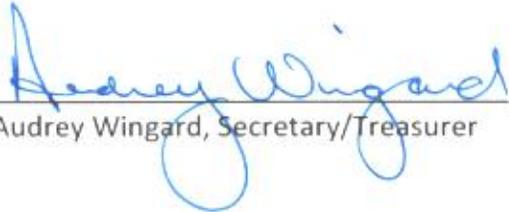


Herbert Grubbs, Vice Chair

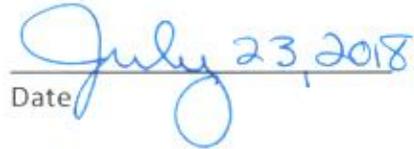


William Michael, Supervisor

ATTEST:



Audrey Wingard, Secretary/Treasurer



Date

**CONFLICT OF INTEREST
ABSTENTION MEMORANDUM**

TO: Township Secretary/Treasurer
Hanover Township, Washington County, Pennsylvania

FROM: Dale Handick, Supervisor

DATE: June 21, 2018
Meeting Date

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I Hereby declare that I am required to abstain regarding the following issue/motion"

HANOVER Township Pension Changes

My conflict/reason for abstaining is as follows: I am a participant of this pension.


Signature of Public Official

NOTE: Section 1103 (J) requires the following procedure:

"Any public official or public employee, who is in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken..."

(Please note the State Ethics Commission requires a public official to complete a form every time he has a conflict of interest.)