**HANOVER TOWNSHIP**

**REORGANIZATION MEETING**

**JANUARY 3, 2022**

**7:30 PM**

The Hanover Township Board of Supervisors held their **Reorganization Meeting** on **Monday, January 3, 2022** at the Municipal Building, the meeting commenced at 7:30pm. Those present were Mr. Dale Handick-Chairman, Mr. Herb Grubbs-Vice Chair, Mr. William Michael-Supervisor and Audrey Wingard Secretary/Treasurer.

**CALL TO ORDER**

**ROLE CALL**

**PLEDGE OF ALLEGIANCE**

**REORGANIZATION**

1. APPOINT CHAIRMAN

**Motion: Appoint Mr. Dale Handick Chairman of the Board**

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

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

1. APPOINT VICE CHAIRMAN

**Motion: Appoint Mr. Herb Grubbs Vice Chair**

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

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

1. APPOINT SECRETARY/TREASURER FOR 2022

**Motion: Appoint Mrs. Audrey Wingard secretary/treasurer for 2022**

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

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

1. APPOINT SUPERVISOR IN CHARGE OF THE PUBLIC SAFETY DEPARTMENT FOR 2022

**Motion: Appoint Mr. William Michael the Supervisor in Charge of the Public Safety Department for 2022**

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

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

1. APPOINT SUPERVISOR IN CHARGE OF THE ROAD DEPARTMENT FOR 2022

**Motion: Appoint Mr. Handick Supervisor in Charge of the Road Department**

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

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

1. APPOINT SUPERVISOR IN CHARGE OF THE GENERAL OFFICE ADMINISTRATION FOR 2022

**Motion: Appoint Mr. Herb Grubbs Supervisor in Charge of General Office Administration for 2022**

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

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

1. APPOINT TOWNSHIP SOLICITOR FOR 2022

**Motion: Appoint Mr. Dennis Makel and Associates as Solicitor for the year 2022**

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

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

1. APPOINT SUPERVISOR TO OVERSEE GRANTS AND INSURANCE POLICIES FOR 2022

**Motion: Appoint Mr. Handick Supervisor to oversee grants and insurance policies for 2022**

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

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

1. APPOINT A PENSION ADMINISTRATOR FOR 2022

**Motion: Appoint Mrs. Audrey Wingard as Pension Administrator**

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

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

1. APPOINT SUPERVISOR TO OVERSEE ZONING & PLANNING FOR 2022

**Motion: Appoint Mr. Grubbs to oversee Zoning and Planning for 2022**

**Motion:** Mr. Michael Mr. Handick

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

11. APPOINT SUPERVISOR TO OVERSEE TOWNSHIP PARK CONSTRUCTION PROJECTS

**Motion: Appoint Mr. Grubbs to oversee Township Park Construction Projects**

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

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

12. APPOINT FLOODPLAIN ADMINISTRATOR FOR 2022

 **Motion: Appoint Mr. Grubbs to Flood Plain Administration for 2022**

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

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

 13. SET THE REGULAR MONTHLY MEETING FOR 2022

 **Motion: Set the Regular Monthly Meeting for 2022 on third Thursday of the month at 7:30pm, motion to include authorization to advertise Regular Monthly Meeting**

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

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

14. APPOINT TOWNSHIP ENGINEER FOR THE YEAR 2022

**Motion: Re-appoint Widmer Engineering of Beaver Falls as the Township Engineer for 2022**

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

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

15. APPOINT ZONING OFFICER FOR THE YEAR 2022 AND SET MONTHLY WAGE

**Motion: Re-appoint Don Patterson Zoning Officer at the monthly wage of $165.00.**

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

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

16. APPOINT NUISANCE ABATEMENT OFFICER FOR THE YEAR 2022

**Motion: Appoint Mark Gordon Nuisance Abatement Officer for 2022.**

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

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

17. APPOINT OFFICER IN CHARGE FOR TOWNSHIP POLICE

 **Motion: Re-appoint Stan Henry Officer in Charge for 2022**

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

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

18. **RESOLUTION 2022-1** TO APPOINT 2 MEMBERS TO THE ZONING HEARING BOARD FOR THE TERM TO

EXPIRE 12/31/2024

**Motion: Adopt Resolution 2022-1 to re-appoint Mary Lemmi to Zoning Hearing Board for the Term to expire 12/31/2024. Second appointment pending.**

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

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

19. AUTHORIZE PAYMENT TO THE ZONING HEARING BOARD MEMBERS AND SECRETARY OF $85 FOR EACH

MEETING ATTENDING IN 2022

**Motion: Authorize payment to the Zoning Hearing Board Members and secretary for $85 for each hearing attended in 2022**

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

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

20. APPOINT 3 MEMBERS TO THE BUILDING CODE APPEALS BOARD FOR 2022

**Motion: Re-appoint Paul Paden, Dave Donati and Dave Miller to the Building Code Appeals Board for 2022 with a pay rate of $85 per public meeting.**

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

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

21. SET THE RATE OF PAY OF $85 PER PUBLIC MEETING FOR THE BUILDING CODE APPEALS BOARD

 MEMBERS

 **Motion: Authorize payment to the Building Code Appeals Board Members for $85 for each hearing**

 **attended in 2022**

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

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

22. APPOINT MEMBER TO THE SEWER BOARD AUTHORITY FOR A TERM TO EXPIRE 12/31/2026

**Motion: Appoint Gregory Call to the Sewer Board Authority for a term to expire 12/31/2026**

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

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

23. APPOINT 1 MEMBERS TO THE PLANNING COMMISSION FOR A TERM TO EXPIRE 12/31/2025

**Motion: Tabled**

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

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

24. SET COMPENSATION FOR THE PLANNING COMMISSION AT $30 PER MEETING FOR NON-ELECTED

 MEMBERS

**Motion: Set compensation for non-elected members of the Planning Commission at $30 per meeting**

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

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

25. APPOINT EMERGENCY MANAGEMENT COORDINATOR FOR THE YEAR 2022

**Motion: Re-appoint Jim Donohue as Emergency Management Coordinator for the year 2022.**

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

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

26. APPOINT MEMBER TO THE VACANCY BOARD FOR THE YEAR 2022

**Motion: Re-appoint Shawn Miller to the Vacancy Board for the year 2022.**

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

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

27. APPOINT PROPERTY LIABILITY INSURANCE CARRIES FOR 1/15/2022-1/15/2023

 **No action authorized regular meeting December**

28. APPOINT INSURANCE CARRIER FOR PUBLIC OFFICIALS & EMPLOYMENT PRACTICES LIABILITY FOR 1/15/2022-1/15/2023

 **No action authorized regular meeting December**

29. APPOINT INSURANCE CARRIER FOR POLICE PROFESSIONAL INSURANCE FOR 1/15/2022-1/15/2023

 **No action authorized regular meeting December**

1. AUTHORIZE THE BOND FOR THE SECRETARY/TREASURE FOR $1 million and THE TAX COLLECTOR’S BOND FOR 30% OF THE TAX DUPLICATE

**Motion: AUTHORIZE THE BOND FOR THE SECRETARY/TREASURE FOR $1 million and THE TAX COLLECTOR’S BOND FOR 30% OF THE TAX DUPLICATE**

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

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

1. APPOINT ROAD FOREMAN FOR 2022

**Motion: Re-appoint Dale Handick Road Foreman for 2022**

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

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

1. APPROVE THE FOLLOWING WAGES FOR THE ROAD DEPARTMENT FOR 2022

Mr. Grubbs and Mr. Michael discuss the percentage of increase this year. It is decided to set the increase for all employees at 5%

* 1. ROAD FOREMAN ($26.27)
	2. ASSISTANT ROAD FOREMAN ($25.90)
	3. FULL TIME OPERATOR, TRUCK DRIVER & LABORER WITH CDL ($24.40)
	4. PART TIME OPERATOR, TRUCK DRIVER & LABORER WITH CDL ($23.69)
	5. PART TIME LABORER WITHOUT CDL ($16.77)
	6. PAY OVERTIME WAGES FOR ANY TIME WORKED OVER 40 HOURS PER WEEK

**Motion: Set the pay increase for 2022 at 5% for each classification of the Road Department.**

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

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

1. MOTION TO REQUEST AUDITORS TO SET DALE HANDICK’S WAGES

**Motion: Request Auditors to set Dale Handick’s wages at the 5% increase noted above.**

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

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

1. APPOINT ASSISTANT ROAD FOREMAN FOR 2022

**Motion: Re-Appoint Richard Patterson Assistant Road Foreman for 2022**

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

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

1. APPROVE THE WAGE FOR SECRETARY/TREASURER FOR 2022

**Motion: Approve the wage for the secretary/treasurer for 2022 ($22.73)**

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

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

1. APPROVE THE WAGES FOR FIRE MAINTENANCE PERSONNEL FOR 2022

**Motion: Approve the wages for fire maintenance personnel for 2022 ($14.76)**

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

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

1. SET CLOTHING ALLOWANCE FOR THE FIRE DEPARTMENT EMPLOYEES TO $100 FOR 2022

**Motion: Set clothing allowance for the Fire Department employees to $100 for 2022**

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

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

1. **RESOLUTION 2022-2** TO DESIGNATE PLGIT AS DEPOSITOR FOR THE STATE LIQUID FUELS FOR 2022

**Motion: Adopt RESOLUTION 2022-2 designating PLGIT as depository Liquid Fuels funds**

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

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

1. **RESOLUTION 2022-3** TO DESIGNATE Washington Financial BANK AS DEPOSITOR FOR ALL OTHER TOWNSHIP FUNDS FOR 2022

**Motion: Adopt RESOLUTION 2022-3 designating Washington Financial Bank as depository for all other accounts for Hanover Township Funds**

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

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

1. APPOINT OPEN RECORDS OFFICER AND AN ALTERNATE

**Motion: Appoint Mrs. Audrey Wingard as Open Records Officer and Mr. Dale Handick as the alternate**

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

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

1. AUTHORIZE THE SUPERVISOR IN CHARGE OF THE ROAD DEPARTMENT TO ISSUE ROAD

ENCROACHMENT PERMITS AND TO RELEASE ROAD BOND AFTER THE ENGINEER’S FINAL INSPECTION REPORT FOR 2022

**Motion: Authorize Mr. Dale Handick to issue Road Encroachment Permits and to release the road bond after the Engineer’s final inspection report in 2022**

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

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

1. AUTHORIZE MILEAGE AT THE RATE SET BY THE IRS (58.5₵) WHEN SECRETARY OF ZONING BOARD, SECRETARY, ROAD FOREMAN AND SUPERVISORS USE THEIR OWN VEHICLES FOR TOWNSHIP BUSINESS

**Motion: Authorize mileage rate of 58.5₵ a mile for use of own vehicles for township business**

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

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

1. APPROVE ATTACHED FEE SCHEDULE

**Motion: Approve attached fee schedule**

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

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

1. AUTHORIZE PROPERTY TAX BILLING (FROM APRIL 1ST) TO JUNE 1ST )

**Motion: Authorize property tax billing for June 1, 2022**

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

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

1. SET WAGES FOR POLICE DEPARTMENT PATROLMAN, PROBATIONARY, AND O-I-C

Mr. Michaels states a 5% increase like all other employees. Mr. Grubbs states we need to have a contract extension as the contract has expired.

**Motion: Set wage increase at 5%. Set wages for the Police Department Patrolman ($21.44) Probationary ($18.08) O-I-C ($22.53)**

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

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

1. **RESOLUTION 2022-4** SETTING PROPERTY TAX MILLAGE FOR 2022

**Motion: Adopt RESOLUTION 2022-04 setting property tax millage to .0035 (3.5%) for 2022**

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

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

1. APPOINT DELEGATE TO COUNTY TAX COMMISSION

**Motion: Appoint Mrs. Wingard as delegate to the COUNTY TAX COMMISSION**

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

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

1. APPROVE HEAVY HAULING AGREEMENT FOR DEVILS DEN ROAD

**Motion: Approve Heavy Hauling agreement with JM LOGGING FOR Devils Den Road**

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

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

1. AUTHORIZE CONTRACT FOR INDUSTRIAL APPRIASAL

Contract okayed by solicitor. Mr. Grubbs asks the cost which is $4200.00

**Motion: Authorize the contract for INDUSTRIAL APPRIASAL**

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

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

**Correspondence:**

1. Resolution for the use of ARP funds needs approval (emailed by Mr. Makel)
2. Copies of deposits for 4th QTR 401A and 457B pension payment. Mrs. Wingard states she still needs to make the deposits for the year end match. (Resolution 2018-9(a))
3. Drivers reports from the Federal Clearinghouse shows all drivers’ report clear for 2021
4. Cyber Insurance

Mark Wilson brought quote for the Fire Department Roof and Doors. Mike Morra wanted to verify funds available for dispersal in budget.

Mr. Grubbs states the Fire Department is doing a good job

1. The statements of Financial Interest (Ethics Forms) are in the Supervisors’ packet for completion. They are due May 1, 2022

**Motion: to Adjourn: Mr. Handick**

**Meeting Adjourned: 8:03 pm**

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Dale Handick, Chairman Herbert Grubbs, Vice Chair

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William Michael, Supervisor

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audrey Wingard, Secretary/Treasurer Date