**HANOVER TOWNSHIP**

**REORGANIZATION MEETING**

**JANUARY 6, 2025**

**7:30 PM**

The Hanover Township Board of Supervisors held their **Reorganization Meeting** on **Monday, January 6, 2025** 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 Chelsea Arthurs 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. Michael 2nd: Mr. Handick

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

1. APPOINT SECRETARY/TREASURER FOR 2025

**Motion: Appoint Miss. Chelsea Arthurs Secretary/Treasurer for 2025**

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

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

1. APPOINT SUPERVISOR TO OVERSEE THE PUBLIC SAFETY DEPARTMENT FOR 2025

**Motion: Appoint Mr. William Michael the Supervisor in Charge of the Public Safety Department for 2025**

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

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

1. APPOINT SUPERVISOR TO OVERSEE THE ROAD DEPARTMENT FOR 2025

**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 TO OVERSEE THE GENERAL OFFICE ADMINISTRATION FOR 2025

**Motion: Appoint Mr. Herb Grubbs Supervisor in Charge of General Office Administration for 2025**

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

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

1. APPOINT TOWNSHIP SOLICITOR FOR 2025

**Motion: Appoint Mr. Dennis Makel and Associates as Solicitor for the year 2025**

**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 2025

**Motion: Appoint Mr. Handick Supervisor to oversee grants and insurance policies for 2025**

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

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

1. APPOINT PENSION ADMINISTRATOR FOR 2025

**Motion: Appoint Miss. Cheslea Arthurs as Pension Administrator**

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

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

1. APPOINT SUPERVISOR TO OVERSEE ZONING & PLANNING FOR 2025

**Motion: Appoint Mr. Grubbs to oversee Zoning and Planning for 2025**

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

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

1. 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**

1. APPOINT FLOOD PLAN ADMINISTRATOR FOR 2025

**Motion: Appoint Mr. Grubbs to Flood Plan Administrator for 2025**

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

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

1. SET THE REGULAR MONTHLY MEETING FOR 2025 and authorization to advertise

**Motion: Set the Regular Monthly Meeting for 2025 on the third Thursday of the month at 7:30pm, motion to include authorization to advertise Regular Monthly Meeting**

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

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

1. APPOINT TOWNSHIP ENGINEER FOR THE YEAR 2025

**Motion: Re-appoint Widmer Engineering of Beaver Falls as the Township Engineer for 2025**

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

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

1. APPOINT ZONING OFFICER FOR THE YEAR 2025 AND SET MONTHLY WAGE

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

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

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

1. APPOINT CODE ENFORCEMENT OFFICER FOR THE YEAR 2025

**Motion: Appoint Mark Gordon as Coder Enforcement Officer for 2025**

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

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

1. AUTHORIZE PAYMENT TO THE ZONING HEARING BOARD MEMBERS AND SECRETARY OF $85 FOR EACH MEETING ATTENDING IN 2025

**Motion: Authorize payment to the Zoning Hearing Board Members and secretary for $85 for each hearing attended in 2025**

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

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

1. APPOINT 3 MEMBERS TO THE BUILDING CODE APPEALS BOARD FOR 2025

**Motion: Re-appoint two members at this time, Paul Paden, Dave Donati to the Building Code Appeals Board for 2025 with a pay rate of $85 per public meeting**

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

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

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

**Motion: Authorize payment to the Building Code Appeals Board Members for $85 for each hearing attended in 2025**

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

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

1. APPOINT MEMBER TO THE SEWER BOARD AUTHORITY FOR A TERM TO EXPIRE 12/31/2029

**Motion: Vacant**

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

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

1. APPOINT MEMBER TO THE PLANNING COMMISSION FOR A TERM TO EXPIRE

**Motion: Re-appoint Dave Neely for a term to expire 12/31/2028**

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

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

1. 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. Michael 2nd: Mr. Handick

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

1. APPOINT EMERGENCY MANAGEMENT COORDINATOR FOR THE YEAR 2025

**Motion: Re-appoint Dominic Morra as the Emergency Management Coordinator**

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

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

1. APPOINT MEMBER TO THE VACANCY BOARD FOR THE YEAR 2025

**Motion: Re-appoint Shawn Miller to the Vacancy Boad for the year 2025**

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

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

1. APPROVE PROPERTY LIABILITY INSURANCE CARRIER AND THE COST OF $79,362.00 FOR 1/15/2025-1/15/2026

**Motion: Approve McGowan to be the insurance carrier**

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

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

1. APPROVE INSURANCE CARRIER FOR DIRECTORS & OFFICERS FOR 1/15/2025-1/15/2026

**Motion: Approve McGowan to be the insurance carrier**

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

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

1. APPROVE INSURANCE CARRIERS FOR POLICE PROFESSIONAL FOR 1/15/2025-1/15/2026

**Motion: Approve McGowan to be the insurance carrier**

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

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

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/treasurer for $1 Million and the Tax Collectors bond for 30% of the Tax Duplicate**

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

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

1. APPOINT SERGEANT FOR THE POLICE DEPARTMENT

**Motion: Approve appointing Kelly Davis as Sergeant for the Police Department**

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

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

1. SET WAGES FOR POLICE DEPARTMENT FOR 2025 (Based on agreement with Teamsters Local Union No. 205)
2. SERGEANT
3. OFFICER-IN-CHARGE
4. PATROLMAN
5. PROBATIONARY PATROLMAN

**Motion: Table**

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

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

1. SET CLOTHING ALLOWANCE FOR THE POLICE DEPARTMENT FOR 2025 (Based on agreement with Teamsters Local Union No. 205)
	1. FOUR HUNDRED HOURS WORKED YEAR PRIOR
	2. SIX HUNDRED HOUSRS WORKED YEAR PRIOR
	3. TWELEVE HUNDRED HOURS WORKED YEAR PRIOR

**Motion: Table**

**Motion:** Mr. 2nd: Mr.

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

1. APPOINT ROAD FOREMAN FOR 2025

**Motion: Re-appoint Dale Handick Road Forman for 2025**

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

Vote: Mr. Handick-yes 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 4% increase noted above**

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

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

1. APPOINT ASSISTANT ROAD FOREMAN FOR 2025

**Motion: Appoint Robert Puskarich Assistant Road Forman for 2025**

**Motion:** Mr. Handick 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 2025

**Motion: Set the pay increase for 2025 at 4% for each classification of the Road Department**

1. **ROAD FOREMAN $30.92**
2. **ASSISTANT ROAD FOREMAN $30.50**
3. **FULL TIME OPERATOR, TRUCK DRIVER & LABORER WITH CDL $28.72**
4. **PART TIME OPERATOR, TRUCK DRIVER & LABORER WITH CDL $27.88**
5. **PART TIME LABORER WITHOUT CDL $19.73**
6. **PAY OVERTIME WAGES FOR ANY TIME WORKED OVER 40 HOURS PER WEEK**

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

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

1. SET CLOTHING ALLOWNACE FOR THE ROAD DEPARTMENT EMPLOYEES

**Motion: Approve clothing allowance of $500 for fulltime and $250 for part time**

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

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

1. APPROVE THE WAGE FOR THE SECRETARY/TREASURER FOR 2025

**Motion: Approve the wage increase of 4% for the secretary/treasurer setting the pay at $22.36**

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

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

1. APPROVE THE WAGE FOR THE PARK MAINTENANCE PERSONNEL FOR 2025

**Motion: Approve the wages for park maintenance personnel at $20.24**

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

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

1. APPROVE THE WAGES FOR FIRE MAINTENANCE PERSONNEL FOR 2025

**Motion: Approve the wages for fire maintenance personnel at $17.38**

**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 $150 FOR 2025

**Motion: Set clothing allowance for the Fire Department employees to $150 for 2025**

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

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

1. **RESOLUTION 2025-1** TO DESIGNATE PLGIT AS DEPOSITOR FOR THE STATE LIQUID FUELS FOR 2025

**Motion: Adopt Resolution 2025-1 designating PLGIT as depository Liquid Fuels Funds**

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

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

1. **RESOLUTION 2025-2** TO DESIGNATE Washington Financial BANK AS DEPOSITOR FOR ALL OTHER TOWNSHIP FUNDS FOR 2025

**Motion: Adopt Resolution 2025-2 designating Washington Financial Bank as depository for all others accounts for Hanover Township Funds**

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

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

1. APPOINT OPEN RECORDS OFFICER AND AN ALTERNATE

**Motion: Appoint Miss Chelsea Arthurs as Open Records Officer and Mr. Dale Handick as the alternate**

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

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 2025

**Motion: Authorize Mr. Dale Handick to issue Road Encroachment Permits and to release the road bond after the Engineer’s final inspection report of 2025**

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

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

1. AUTHORIZE MILEAGE AT THE RATE SET BY THE IRS (0.70 cents per mile) WHEN SECRETARY OF THE ZONING BOARD, SECRETARY, ROAD FOREMAN AND SUPERVISORS USE THEIR OWN VEHICLES FOR TOWNSHIP BUSINESS

**Motion: Authorize mileage rate of 0.70₵ a mile for use of own vehicle for township business**

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

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, 2025**

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

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

1. **RESOLUTION 2025-3** SETTING PROPERTY TAX MILLAGE FOR 2025 TO 0.35

**Motion: Adopt Resolution 2025-3 setting property tax millage to 0.35 for 2025**

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

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

1. APPOINT DELEGATE TO COUNTY TAX COMMISSION

**Motion: Appoint Miss Chelsea Arthurs as delegate to the County Tax Commission**

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

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

1. APPROVE ATTACHED FEE SCHEDULE

**Motion: Approve Fee Schedule to be labeled as Resolution 2025-4**

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

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

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

**Meeting Adjourned: 7:48 pm**

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Dale Handick, Chairman Herbert Grubbs, Vice Chair

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William Michael, Supervisor

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

Chelsea Arthurs, Secretary/Treasurer Date