

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**APRIL 13, 2015**  
**\*MINUTES\***

The Hanover Township Board of Commissioners conducted a public meeting on April 13, 2015 at the Hanover Township Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00PM.

**PRESENT:** Commissioners George W. Bowers, Frank J. Ciavarella, Russell P. Davis, William L. Howatt, Jeffrey P. Lewis, Michael D. Mazur, Albert J. Bagusky.

**ANNOUNCEMENTS**

An Executive Session was held to discuss legal and personnel issues on April 8 and April 13, 2015.

Robert Burns, 3 Scureman Street addressed the Board regarding various handicap ramps in Lyndwood.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of March 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on March 2, 2015 and March 9, 2015 to discuss personnel and possible litigation. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**MANAGER'S REPORT**

Motion by Mazur, secc. Lewis that the Manager's Report for the month of March 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**DEPARTMENT REPORTS**

Motion by Mazur, secc. Lewis that the reports from the Police, Road, Fire Department, Code Enforcement Office and Health Officer for the month of March 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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### **TREASURER’S REPORT**

Motion by Mazur, secc. Lewis that the Treasurer’s report for the month of March 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **MINUTES OF MEETING OF MARCH 9, 2015**

Motion by Davis, secc. Mazur that the minutes of the meeting of March 9, 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **LIST OF BILLS**

Motion by Davis, secc. Mazur that the list of bills for the month of March 2015 be accepted and filed. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. MOTION CARRIED.

### **PRIOR APPROVAL OF BILLS**

Motion by Davis, secc. Mazur that the proper officers are authorized to pay payroll and those bills at a discount or that accrue a penalty between meetings. Bills paid by this procedure will be presented at the next meeting. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **COMMUNICATIONS**

Motion by Davis, secc. Mazur that the communications for the month of March 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **HIRING – TEMPORARY LABORER**

Motion by Davis, secc. Mazur that Mike Graboske be hired as a temporary laborer in the Public Works Department effective April 15, 2015 to May 14, 2015 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**HIRING – TEMPORARY LABORER**

Motion by Davis, secc. Mazur that Scott Meeker be hired as a temporary laborer in the Public Works Department effective April 15, 2015 to May 14, 2015 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky.  
MOTION CARRIED.

**HIRING – TEMPORARY LABORER**

Motion by Davis, secc. Mazur that Anthony Glzenski be hired as a temporary laborer in the Public Works Department effective April 15, 2015 to May 14, 2015 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky.  
MOTION CARRIED.

**HIRING – TEMPORARY LABORER**

Motion by Davis, secc. Mazur that Dillon Ropetski be hired as a temporary laborer in the Public Works Department effective April 15, 2015 to May 14, 2015 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky.  
MOTION CARRIED.

**HIRING – TEMPORARY LABORER**

Motion by Davis, secc. Mazur that Ben Hultz be hired as a temporary laborer in the Public Works Department effective April 15, 2015 to May 14, 2015 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky.  
MOTION CARRIED.

**HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Davis, secc. Mazur that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temerantz, Jeffrey Sebecky, Chris Weaver, Dan Wegrzynowicz and Robert Williams be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective April 15, 2015 to May 14, 2015 at a rate of \$10.00 per hour for a maximum of twenty (28) hours per week, per individual. Total of all combined temporary as needed drivers shall not exceed ninety (90) hours per week. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**PLANNING COMMISSION RESIGNATION**

Motion by Davis, secc. Mazur to accept the resignation of Vance Jenkins from the Planning Commission effective 3-31-2015. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**GRIEVANCE SETTLEMENT AGREEMENT**

Motion by Lewis, secc. Mazur that the Agreement settling the January 12, 2015 Grievance of Carl Bienias, be approved and the same is hereby approved and accepted and further that the Chairman is authorized to execute the Settlement Agreement on behalf of the Township. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TRAFFIC SIGNAL APPLICATION AND RESOLUTION**

Motion by Lewis, secc. Mazur the Township Manager is authorized to sign the Traffic Signal Application from PennDot for modifications of the Traffic Signal at the intersection of Sans Souci Parkway and Oxford Street associated with the new CVS Pharmacy and that Resolution No. 006-2015 be approved as presented. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO REQUEST QUOTES – FELLOWS AVE. AND BREAKER ROAD PAVING PROJECTS**

Motion by Lewis, secc. Mazur that the Township Manager, with assistance from the Township Engineer, be and is hereby authorized to solicit quotes for the Fellows Avenue and Breaker Road Paving Projects and that the Township Secretary be and is hereby authorized to advertise the same and present sealed quotes to the Board to be opened at the May 4, 2015 Work Session. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO REQUEST QUOTES - ASPHALT ROLLER**

Motion by Lewis, secc. Mazur that the Township Manager, with assistance from the Road Supervisor, be and is hereby authorized to solicit sealed bids for an asphalt roller and that the Township Secretary is hereby authorized to duly advertise the same and present sealed quotes to the Board to be opened at the May 4, 2015 work session. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**AUTHORIZATION OF TOWNSHIP SOLICITOR TO EXECUTE STIPULATION ON BEHALF OF TOWNSHIP**

Motion by Davis, secc. Mazur that the Township Solicitor be and is hereby authorized to execute the Stipulation settling the Assessment Appeal litigation in Wyoming Valley Country Club v. Luz. County Board of Assessment Appeals, Hanover Area School District and Hanover Township, docketed to Numbers 16991 of 2009, 16992 of 2009, 16993 of 2009, 16994 of 2009 and 16995 of 2009 since Luzerne County has agreed to the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Bagusky. Abstain: Lewis. MOTION CARRIED.

**TOWNSHIP ROAD REPAIR**

Motion by Lewis, secc. Mazur that the Township Engineer be authorized and is hereby authorized to inspect Constitution Avenue, Red Coat Lane, First Street, Colonels Road, Marcy Court, Elm Street, Abraham Avenue, Countrywood Drive and Presidents Road and generate technical specifications for road repairs thereon and I further move that the Township Manager be and is hereby authorized to solicit sealed bids for such road repair and that the Township Secretary is hereby authorized to duly advertise the same and present sealed quotes to the Board to be opened at the May 4, 2015 work session. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ENGAGEMENT OF BOND COUNSEL, STEVENS & LEE**

Motion by Lewis, secc. Mazur that the Chairman be and is hereby authorized to sign the March 31, 2015 Stevens & Lee, Lawyers, Consultants engagement letter to serve as Board Counsel and to perform certain legal services relative to the Local Government Debt Act proceedings and in connection with: 1) the refunding of the Township's outstanding General Obligation Note, Series of 2014; 2) the purchasing of vehicles used by the police and road departments; 3) paying the costs and expenses of issuing the note, financed through the issuance by the Township of one or more series of general obligation notes or bonds in the aggregate proposed amount of approximately \$1,600,000.00. Total fee not to exceed \$12,500.00 plus advertising and DCED filing fee. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**AUDITING SERVICES FOR LSA GRANT**

Motion by Lewis, secc. Mazur to approve the proposal from Baker & Tilly LLC to provide Auditing Services for LSA Grant #C000050139 for the Truesdale Terrace & Witinski's Villa Sewer Project as per the March 31, 2015 engagement letter at a total cost of \$3,000 to \$4,000 and that the Chairman be and is hereby authorized to sign all documents required for the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**WYOMING VALLEY SANITARY AUTHORITY (WVSA)**

Motion by Lewis, secc. Mazur to approve that the Chairman is authorized to submit a request to the WVSA for reimbursement of the Ed Krasavage Construction Invoice dated 12/24/2014 in the amount of \$2,900.00 for emergency sewer line repair work at the intersection of Sobieski Street and South Street. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TAX REFUNDS**

Motion by Lewis, secc. Mazur based on the request of the Tax Collector, to approve a court ordered tax refund to Darryl Tomko in the amount of \$272.46 for 32 Tomko Ave. Also, per the County of Luzerne a Disabled Veterans refund for Ronald Priestman for 3096 South Main Street for the year 2014 in the amount of \$272.20. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SEWAGE BACKUP INSURANCE**

Motion by Lewis, secc. Mazur based on the recommendation of the Township Manager, to approve the increase of sewage backup insurance limits with our insurance carrier. The increase in limits of insurance would go to \$2,500 per claim, \$7,500 per occurrence and \$25,000 annual aggregate at cost of \$2,750 per year. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**T-MOBILE LETTER OF CONSENT**

Motion by Lewis, secc. Mazur that based on the recommendation of the Township Engineer, that the Township Manager is approved to sign the letter of consent for the T-Mobile upgrade work on their antennas at the Askam Firehouse. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Bowers. MOTION CARRIED.

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**APPOINTING THE TOWNSHIP MANAGER AS THE FAMILY AND MEDICAL LEAVE ACT ADMINISTRATOR**

Motion by Bowers, secc. Mazur that the Township Manager, being the Township's Chief Administrative Officer, be appointed and is hereby appointed the Township Family and Medical Leave Act (FMLA) Administrator and further that he be directed to promptly distribute a copy of the updated U.S. Department of Labor Employee's Guide to FMLA to each employee. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**WAIVER OF PERMIT FEES FOR ROOF REPAIRS TO ASKAM FIRE HOUSE**

Motion by Bowers, secc. Mazur that the Township waive all building permit fees for needed roof, heating and plumbing repairs to the Askam Fire House and said fees are hereby waived. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**WAIVER OF PERMIT FEES FOR SITE PREPERATION AND CONSTRUCTION WORK FOR THE NEW TOWNSHIP FIRE STATION**

Motion by Bowers, secc. Mazur that the Township waive all permit fees for the site preparation and construction work on the new Township Fire Station Project and said fees are hereby waived. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**WAIVER OF PERMIT FEE FOR REPAIRS TO TOWNSHIP PROPERTY- MUNICIPAL GARAGE**

Motion by Bowers, secc. Mazur that the Township waive all building permit fees for the installation of the new heating system in the Municipal Garage and the roof replacement work on the Municipal Garage and said fees are hereby waived. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**ACCEPTING QUOTE FOR EMERGENCY SEWER LINE REPAIR At 1080  
MARY STREET**

Motion by Bowers, secc. Mazur that as per the recommendation the Township Engineer, the written quote received from Ed Krasavage, pursuant to telephone solicitation of at least three (3) quotes for the emergency sewer line repair at 1080 Mary Street, in the total quote amount not to exceed \$5,000.00 be accepted and approved as the lowest responsible bidder. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ROAD DEPARMENT VEHICLE FINANCING**

Motion by Bowers, secc. Mazur to approve financing from ESSA Bank at a rate of 1.24% for a three year term in the amount of \$73,720.00 plus terms and conditions for the 2015 - F550 Ford Dump Truck with a snow removal up-fit for the Road Department and that the Chairman be and is hereby authorized to sign all documents required for the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ROAD DEPARMENT VEHICLE FINANCING**

Motion by Bowers, secc. Mazur to approve financing from ESSA Bank at a rate of 1.24% for a three year term in the amount of \$39,160.00 plus terms and conditions for the 2015 - F250 Ford Pickup Truck with a snow removal up-fit for the Road Department and that the Chairman be and is hereby authorized to sign all documents required for the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ANRICH INC. – PERFORMANCE BOND**

Motion by Bowers, secc. Mazur that the Township Manager be and is hereby authorized to utilize the Performance Bond of Anrich, Inc according to the terms contained in the Township/Anrich Inc. contract for the prompt corrective work on sections on Holley Street identified by the Township Engineer. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.



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**COUNTRYWOOD – PHASE II BOND REDUCTION**

Motion Bowers, secc Mazur as per the April 10, 2015 recommendation of the Township Engineer, that the Letter of Credit issued buy First National Community Bank for Countrywood Realty, LLC, Countrywood Phase II Subdivision be reduced by the total sum of \$36,264.00 and released to the developer and that the Chairman be and is hereby authorized to sign all documents required for the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Bowers, secc. Mazur to tentatively approve the terms of a contract extension with the Hanover Township Police Officers as outlined in the proposal attached to Eric Richardson’s April 13, 2015 letter, contingent upon the parties negotiating and executing a memorandum of agreement extending the terms of their current collective bargaining agreement. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Bagusky. Abstain: Lewis. MOTION CARRIED.

**ADJOURNMENT**

Motion by Lewis, secc. Davis to adjourn the meeting. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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Donna M. Makarczyk, Secretary