

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**OCTOBER 14, 2015**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a meeting on October 14, 2015 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00 pm.

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

**STATEMENT BY THE CHAIRMAN**

We take time tonight to recognize and express our gratitude to our emergency services personnel for their devotion to providing the best services to the community. To the Police Department for their dedication and excellent service in utilization of their skills and training to serve and protect the community in general and the residents of Hanover Township in Particular. To the devoted volunteer firefighters, officers, fire truck drivers and auxiliary personnel in appreciation for their dedicated and progressive efforts in protecting the lives and possessions of the residents of the community. To the officers and members of the Hanover Township Community Ambulance Association Inc. in recognition of their dedication by continually providing a high standard of care and compassion in providing life sustaining and lifesaving services to the community. We, the Board of Commissioners hereby acknowledge and proclaim the gratitude of ourselves and the people of Hanover Township to all these fine individuals for a job well done each and every day of the year.

**ANNOUNCEMENTS**

- 1) Executive Sessions were held on October 5, 2015 and October 14, 2015 to discuss litigation and personnel.
- 2) On October 30, 2015 a Halloween Party for the Children of Hanover Township will be held at the Municipal Building from 3:00 pm to 5:00 pm. All Children in costume will receive a bag of candy. Cost of the Children's Halloween Party is paid by the Commissioners.
- 3) Budget Meetings will be held on October 21<sup>st</sup> and October 29<sup>th</sup>, 2015 at 7 pm.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of September 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on September 7 & September 14, 2015 to discuss personnel and possible litigation. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
October 14, 2015  
Minutes – Page #2

**MANAGER’S REPORT**

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

**TREASURER’S REPORT**

Motion by Mazur, secc. Lewis that the Treasurer’s report for the month of September 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 SEPTEMBER 14, 2015**

Motion by Mazur, secc. Lewis that the minutes of the meeting of September 14, 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**MINUTES OF SPECIAL MEETING SEPTEMBER 28, 2015**

Motion by Mazur, secc. Lewis that the minutes of the special meeting of September 28, 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 September 2015 be accepted and filed. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. MOTION CARRIED.

Commissioner Ciavarella questioned the solicitor bill. The solicitor answered commissioners question.

**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.

Hanover Township  
Board of Commissioners  
October 14, 2015  
Minutes – Page #3

### **COMMUNICATIONS**

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

### **HIRING – TEMPORARY LABORERS**

Motion by Davis, secc. Mazur that Mike Graboske, Ben Hultz, Dillon Ropetski, Marc McEvoy, Richard Colarusso, Patrick Wallace & Thomas Tryba be hired as a temporary laborer in the Public Works Department effective October 16, 2015 to November 12, 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, Robert Williams and John Engleman be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective October 16, 2015 to November 12, 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.

### **E-COLLECT CONTRACT ADDENDUM**

Motion by Davis, secc. Mazur to approve the addendum to the contract between Hanover Township and E-Collect PA, LLC dated September 10, 2012 as presented. This addendum will allow for the direct deposit of funds due to the Township received by E-Collect PA, LLC. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Commissioner Ciavarella stated that he would like to see the amount that is collected. The Township Manager stated that the only way they will know is when the audit is done.

### **ADOPTING OF THE HAZARD MITIGATION PLAN OF LUZERNE COUNTY**

Motion by Davis, secc. Mazur to approve the adoption of the Luzerne County Hazard Mitigation Plan as presented by Luzerne County and Resolution No. 0-\_\_2015 as presented. This will allow Hanover Township to be eligible for federal and/or state disaster assistance funding. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
October 14, 2015  
Minutes – Page #4

**COMMONWEALTH OF PENNSYLVANIA – 2015 ALLOCATION OF  
GENERAL MUNICIPAL PENSION SYSTEM AID**

Motion Davis, secc. Mazur that as per the recommendation of the Township Manager the Township's 2015 Allocation of General Municipal Pension System State Aid in the amount of \$211,725.07 be distributed in the following manner:

Non-Uniformed Pension Plan Distribution: \$101,941.70

Police Pension Plan Distribution: \$109,783.37

And the additional payments as follows are paid out of the Township General Fund:

Non-Uniformed Pension Plan: \$181,937.30

Police Pension Plan: \$513,338.63

These distributions are made in accordance with the 2015 Minimum Municipal Obligation (MMO).

On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Bagusky. Abstain: Lewis. MOTION CARRIED.

**AUTHORIZATION TO ADVERTISE SPECIFICATIONS – FUEL SUPPLY**

Motion by Davis, secc. Mazur that the Township Manager be and is authorized to advertise the specifications as prepared by the Township Engineer for the purchase of 25,000+ gallons of unleaded fuel and 15,000+ of diesel fuel for the calendar year 2016.

On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF THE AUDITOR  
GENERAL – 2015 ALLOCATION – VOLUNTEER FIRE RELIEF  
ASSOCIATION**

Motion by Bowers, secc. Mazur that in accordance with the statutes of Act 205 of 1984 and in compliance with regulations of the Department of the Auditor General, the 2015 Allocation Supporting the Volunteer Fire Relief Fund in the amount of \$6,373.98 be forwarded to the Volunteer Fire Relief Fund c/o Frank Rinkevich, Treasurer, 547 Wilkes-Barre Street, Hanover Township, PA 18706. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**LETTER OF ENGAGEMENT 2015 – AUDIT SERVICE**

Motion by Bowers, secc. Mazur that the Township Manager be and is authorized to request a proposal and letter of engagement from Baker Tilly Virchow Krause, LLP Accountants to provide audit services and prepare the Department of Community and Economic Development Report for the calendar year ending December 31, 2015 and the Township Manager is to present this proposal to the Board of Commissioners at the November 2, 2015 Work Session. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
October 14, 2015  
Minutes – Page #5

**LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT  
AGREEMENT**

Motion by Bowers, secc. Mazur that the revised agreement by and between the County of Luzerne and the Township of Hanover relative to Capital (Oxford Street) Improvements to be completed no later than October 31, 2015 be approved and that the Chairman be and is hereby authorized to sign the Agreement on behalf of the Board of Commissioners of the Township of Hanover. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED. Commissioner Ciavarella asked how much money they received. The Township Manager stated that the 1<sup>st</sup> agreement was for \$100,000.00 which is the standard municipal award every 3 years. The new agreement adds \$80,000.00 for a total of \$180,000.00 for this project. Commissioner Ciavarella extended his thanks to the Township Manager for his work on this grant.

**APPROVAL OF ED KRASAVAGE CONSTRUCTION INVOICE**

Motion by Bowers, secc. Mazur to approve payment to Ed Krasavage Construction for emergency work as recommended by the Township Engineer, Reilly & Associates, in the amount of \$11,305.30 from the Sewer Fee Account. This work near the Askam Little League Field included installing 28 feet of pipe and the raising of 2 manholes. This work will be paid from the Sewer Fee Account. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**REIMBURSEMENT FROM THE WYOMING VALLEY SANITARY  
AUTHORITY (WVSA)**

Motion by Lewis, secc. Mazur to approve that the Township manager is authorized to submit a request to the WVSA for reimbursement of \$4070.00 of the Ed Krasavage Construction Invoice dated 09/09/15 for emergency sewer line repair work near the Askam Little League Field. This amount represents the amount remaining in the yearly allocation for sewer line repair from WVSA. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**PLACEMENT OF “TOYS FOR TOTS” DONATION BARREL**

Motion by Lewis, secc. Mazur that the request from Police Officer John L. VanWhy on behalf of the Wyoming Valley Detachment of the Marine Corps. League and the United States Marine Corps Reserve to place a “Toys for Tots” donation barrel in the interior front entrance of the Municipal Building for acceptance of donations from 8:00AM to 4:00 PM Monday thru Friday, from Monday, November 2, 2015 to Thursday, December 10, 2015 and to place an awareness sign on the front lawn of the municipal building be approved. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
October 14, 2015  
Minutes – Page #6

**1080 MARY STREET SEWER REPAIR WORK**

Motion by Lewis, secc. Mazur that based upon the recommendation of the Township Engineer, to approve the lowest “not to exceed” quote of \$5,000 from Krasavage Construction for the sewer repair work at 1080 Mary Street. This work will be paid for from the Sewer Fee Account. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**STREET LIGHT NECESSITY STUDY ON WEST LIBERTY STREET**

Motion by Lewis, secc. Mazur that upon the recommendation of the Township Manager, to authorize the Township Engineer to conduct a light study on West Liberty Street to determine if a Street Light is needed. The vicinity of the study is near 67 West Liberty Street. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. MOTION CARRIED.

Commissioner Ciavarella questioned what the engineer charges us for this inspection. He stated he believes that this is a waste of money and they used to have a commissioner & manager to go out at night and come back to recommend to the Board.

**KNIFFEN & CENTER STREETS EMERGENCY SEWER REPAIR WORK**

Motion by Lewis, secc. Mazur that based upon the recommendation of the Township Engineer, to authorize the emergency work from Krasavage Construction to repair the sewer main break at Kniffen & Center Streets. The break is causing back-flow into homes in the area where it has occurred. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ROAD LINE PAINTING**

Motion by Lewis, secc. Mazur to authorize the Township Manager to purchase line painting from Mayo Striping for roads recommended by the Road Supervisor and the Chief of Police in the “not to exceed” amount of \$5,000.00. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**MANHOLE RAISING PROJECT**

Motion by Lewis, secc. Mazur that based on the recommendation of the Township Engineer, to approve Krasavage Construction in the amount of \$7,600.00 to complete the raising of 3 manholes in the Township. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
October 14, 2015  
Minutes – Page #7

**REDCOAT LANE STORM PIPE REPAIR**

Motion by Lewis, secc Mazur that based on the recommendation of the Township Engineer, to approve Stell Enterprises in the amount of \$ to complete the repairs of the storm pipe located on Redcoat Lane. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CIVIL SERVICE COMMISSION**

Motion by Lewis, secc. Mazur that based on the request of the Civil Service Commission, to authorize the advertising of the testing of eligible candidates for the position of Fire Apparatus Operators and further that Fire Chief Tamarantz be named Test Administrator. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**STOP SIGN NECESSITY STUDY ON WEST LIBERTY STREET**

Motion by Lewis, secc. Mazur that upon the recommendation of the Township Manager to authorize the Township Engineer to conduct a traffic study on West Liberty Street to determine if a stop sign is needed. The vicinity of the study is West Liberty Street near Spring Street and Petro Lane. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. MOTION CARRIED. Commissioner Ciavarella questioned what this study costs? And he believes the Police Chief can go out and recommend if a stop sign is needed. The Township Manager stated the service fees are \$900.00 for the light study and \$1500.00 for the traffic study.

Motion by Lewis, secc. Mazur that based upon the recommendation of the Township engineer to award Tim Bayliff's Remodeling, 11 West William Street, Schuylkill Haven, Pa the contact for the replacement of the Municipal Garage Roof in the amount of \$55,820.00. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED. Commissioner Ciavarella stated that the Township saved a lot of money by tabling this motion last month.

Motion by Lewis, secc. Mazur to approve Resolution No. 016-2015 which amends Resolution No. 010-2015 to change the name of the applicant for the inter-municipal transfer of restaurant liquor license No. R-21178 from Benny Restaurant Co., LLC to Benny Brewing Co., LLC and authorizing the Chairman to sign an acknowledgement letter of the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
October 14, 2015  
Minutes – Page #8

Motion by Lewis, secc. Mazur that the Compromise Settlement and Release Agreement with Anrich, Inc. to complete the Truesdale Terrace and Witinski Villa Sanitary Sewer Extension Project be approved and that the Chairman be and is hereby authorized to sign said Agreement on behalf of the Township. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Mazur to approve Resolution No. 014-2015 approving the application of 741 Hazle Street, LLC for proposed intermunicipal transfer of restaurant liquor license No. R-11397 from Exeter Borough into Hanover Township at 741 Hazle Street, Hanover Township, Pennsylvania.  
On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Mazur that the agreement proposal by PennDot for the relocation of utility facilities for the South Valley Parkway and all costs to be reimbursed by PennDot be approved and the chairman be and is hereby authorized to sign the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Mazur that the Township remove and eliminate the per capita tax for 2016 and further move that the solicitor be and is hereby authorized to draft the appropriate ordinance. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

#### **ADJOURNMENT**

Motion by Lewis, secc. Mazur 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