

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**NOVEMBER 9, 2015**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on November 9, 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.

**MOMENT OF SILENCE – OBSERVANCE OF VETERAN’S DAY**

*We take a moment of silence for our veteran soldiers but not only those who have fought in the past...but to those who are today risking their lives for the sake of freedom. Let us pray for our young men and women in uniform. Let us ask for their safe return and for those who will never return and those not yet accounted for...grant them peace. And, for those who fall and have fallen, let their efforts not be in vein. Let us pray for the families whose sons and daughters are overseas as well as those who may be called upon to defend our freedoms. God Bless America.*

**DEPARTMENT REPORTS**

**SECRETARY’S REPORT**

Motion by Mazur, secc. Lewis that the Secretary’s Report for the month of October 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on October 5, 2015 and October 12, 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 October 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 October 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 Davis, secc. Mazur that the Treasurer’s report for the month of October 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 OCTOBER 12, 2015**

Motion by Davis, secc. Mazur that the minutes of the meeting of October 12, 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 October 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 October 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 November 13, 2015 to December 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, 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 November 13, 2015 to December 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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**WVSA – BILLING SERVICES**

Motion by Davis, secc. Mazur the October 19, 2015 Invoice from WVSA in the amount of \$2,188.43 be approved for payment from the sewer fee account. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUDIT SERVICES FOR 2015**

Motion by Davis, secc. Mazur that the Township Manager be and is authorized to sign the letter of engagement on behalf of the Board of Commissioners to accept the proposal from Baker Tilly Virchow Krause, LLP to provide professional audit services for the calendar year ending December 31, 2015 at a fee of \$18,000.00 including out of pocket expenses and \$5,640.00 to assist the budget director in closing the books for the township on a monthly basis be approved and the Chairman & Township Manager be and is authorized to sign the letter of engagement on behalf of the Board. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**7 WOODBURY STREET DEMOLITION**

Motion by Davis, secc. Lewis that upon the recommendation of the Code Enforcement Officer, that the Board approve and accept the November 2, 2015 quote from Datom Products, Inc. in the sum not to exceed \$2,000.00 for asbestos abatement and the October 8, 2015 quote from Anthony Pople in the total sum of \$6,900.00 for the demolition and removal of the structure at 7 Woodbury Street including site restoration with top soil and seed provided that the Township Manager is directed to withhold fifty (50%) percent of the total price until satisfactory inspection by the Township Code Enforcement Officer within 10-days of completion of work by the contractor. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**NEW FIRE STATION**

Motion by Bowers, secc. Mazur that upon approval of the United States Department of Agriculture of the revised project specifications by Quad III, the Township Secretary be and is hereby authorized to duly advertise the Request For Bids for the construction of the new Hanover Township Fire Station. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**REIMBURSEMENT FOR SEWER REPAIR COSTS**

Motion by Bowers, secc. Mazur to reimburse the property owner at 1105 Center Street the amount of \$235.00 from the Sewer Fee Account for sewer work paid by the owner related to the broken main near Center and Kniffen Streets. The owners must sign a release prepared by the Solicitor when being reimbursed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SEWER ENFORCEMENT FEES**

Motion by Bowers, secc. Mazur to authorize the payment of \$196.02 from the Sewer Fee Account to Sewer Enforcement Officer Steven Egenski. This invoice was for enforcement related to 1080 Mary Street. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO REQUEST BIDS –TOWNSHIP MUNICIPAL GARAGE DOORS**

Motion by Bowers, secc. Mazur that the Township Manager be and is hereby authorized to solicit sealed bids for the replacement of 14 garage doors and that the Township Secretary be and is hereby authorized to advertise the same and present sealed bids to the Board to be opened at the December 7, 2015 Work Session. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ORDINANCE NO. 005-2015**

Motion by Bowers, secc. Mazur to approve Ordinance No. 005-2015 as advertised. Ordinance No. 005-2015 is an Ordinance of the Township of Hanover authorizing and approving an intergovernmental agreement between Hanover Township, Nanticoke City, Newport Township, Plymouth Township, Ashley Borough and Sugar Notch Borough relative to the establishment of and participation in the Lower South Valley Council of Governments. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**APPLICATION FOR PUBLIC FIRE HYDRANT**

Motion by Lewis, secc. Mazur that upon the recommendation of the Fire Chief, to approve the application for a public fire hydrant and that the Chairman be and is authorized to sign any documents related to the application. The hydrant will be placed at the intersection of Maria and Anna Drives in the Sunny Hills Development. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**REQUEST FOR TAX REFUNDS**

Motion by Lewis, secc. Mazur that as per the Tax Collector Mildred Luba the following refunds be issued: D&S Realty in the amount of \$751.85, Joseph Skordensky in the amount of \$496.96 and Gerald & Mary Budurka in the amount of \$429.58. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 017-2015 – 2016 PROPOSED BUDGET**

Motion by Lewis, secc. Mazur that the following Resolution be approved:

**Whereas**, the proposed budget for the Township of Hanover has been prepared of all funds, **NOW, THEREFORE, BE IT RESOLVED:**

1. That the proposed budget as submitted is hereby approved for the fiscal year 2016.
2. That the same be and is placed and made available for public inspection at the Office of the Township Secretary, Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania.
3. That the Township Secretary is hereby authorized to give public notice in a newspaper of general circulation as provided by law.
4. That the Township Commissioners after making such revisions and changes therein as advisable, adopt the final budget at a meeting to be held on December 14, 2015 at 7:00 pm, prevailing time.
5. The Millage rate shall be established at five point five (5.5) mills general taxation.

**Now, THEREFORE, BE IT RESOLVED** this 9th day of November 2015.

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

**ADDITION TO STREET LINE PAINTING ALLOCATION**

Motion by Lewis, secc. Mazur upon the recommendation of the Road Supervisor, to authorize an additional \$800.00 for line painting on Main Road, Alta Road, Ashley Street, Lee Park Avenue and Colonels Road.

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

**SEWER REPAIR INVOICE – ED KRASAVAGE CONSTRUCTION INC.**

Motion by Lewis, secc. Mazur to approve the payment of the invoice from Ed Krasavage Construction in the amount of \$4,000.00 for sewer repair work at the intersection of Center and Kniffen Streets. This will be paid from the Sewer Fee Account. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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Motion by Lewis, secc. Mazur that based upon the recommendation of the Township engineer, that the Board of Commissioners approve payment application number 10 for payment in the sum of \$5,026.64 to Anrich, Inc. for the Truesdale Terrace/Witinski Villa Sanitary Sewer Extension Project and furthermore move that the Township Manager be and is hereby authorized to disperse said payment to Anrich, Inc. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Mazur that based upon the recommendation of the Township Engineer, that the Board of Commissioners approve payment application number 11 for final payment in the sum of \$64,378.57 to Anrich, Inc., which includes all retainage amounts for the Truesdale Terrace/Witinski Villa Sanitary Sewer Extension Project and furthermore move that the Township Manager be and is hereby authorized to disperse said payment to Anrich, Inc. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. 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, Township Secretary