

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**MARCH 9, 2015 7:00 PM**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on March 9, 2015 at the Hanover Township Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00 pm.

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

The Chairman stated that there was an Executive Session was held to discuss legal and personnel issues on March 2 and March 9 2015.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of February 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on February 2, 2015 and February 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 February 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 February 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 February 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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**MINUTES OF MEETING OF FEBRUARY 9, 2015**

Motion by Davis, secc. Mazur that the minutes of the meeting of February 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 February 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 February 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 March 16, 2015 to April 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 Scott Meeker be hired as a temporary laborer in the Public Works Department effective March 16, 2015 to April 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 Anthony Glazenski be hired as a temporary laborer in the Public Works Department effective March 16, 2015 to April 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 March 16, 2015 to April 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 March 16, 2015 to April 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 March 16, 2015 to April 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.

**RESOLUTION NO. 021-2014 - AMENDED 2015 SALARY AND COMPENSATION RESOLUTION**

Motion by Lewis, secc. Mazur that Resolution No. 021-2014 – Amended 2015 Salary and Compensation Resolution be approved and accepted as presented. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky.  
MOTION CARRIED.

**HIRING-BUILDING INSPECTOR/CODE ENFORCEMENT  
OFFICER/ASSISTANT ZONING OFFICER/PLUMBING  
INSPECTOR/MECHANICAL INSPECTOR**

Motion by Lewis, secc. Mazur that Mark Bienias be hired as as the Building Inspector/Code Enforcement Officer/Assistant Zoning Officer/Plumbing Inspector/Mechanical Inspector for a term of Mach 10, 2015 to December 31, 2015 as per the 2015 Amended Salary and Compensation Resolution. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**REQUEST TO ATTEND TRAININING**

Motion by Lewis, secc. Mazur to approve the request from Police Chief Albert Walker to attend the Chiefs of Police Association Training Conference. Total cost of training is \$769.48 and will be expensed from budget line 410.420. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**LABOR AND EMPLOYMENT COUNSEL**

Motion by Lewis, secc. to approve the proposal from Koff, Mangan, Vullo & Gartley to provide Labor and Employment Counsel to Hanover Township as per the February 10, 2015 engagement letter. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HANOVER TOWNSHIP INSURANCE POLICY RENEWALS**

Motion by Lewis, secc. Mazur that the following quotes received from Joseph J. Joyce Associates, broker of record, for the following 2015/2016 insurance policies be approved. Policies are effective March 24, 2015 to March 24, 2016.

1. Property, Inland Marine & Equipment Breakdown	\$ 16,920
2. General Liability	\$ 37,552
3. Automobile	\$ 27,668
4. Crime	\$ 606
5. Workers Compensation	\$177,254

**TOTAL \$260,000**

The Terrorism Insurance Provision is rejected.

**A savings of \$6,746 in Insurance Policies Premium costs have been realized from the 2014/2015 fee.**

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

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**MEETING ROOM USE**

Motion by Lewis, secc. Mazur to approve the request of the Tax Collector to use the Meeting Room on April 12, 2015. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**FIRE ESCROW ACCOUNT**

Motion by Lewis, secc. Mazur to approve the opening of a depository account at Landmark Bank for the purposes of a Fire Insurance Escrow Account. The account will be utilized in accordance with the Fire Insurance Escrow Act 93 of 1994. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CIVIL SERVICE COMMISSION REPORT**

Motion by Lewis, secc. Mazur to accept the Civil Service Commission Annual Report and that the Township Secretary is to file the report. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ROAD DEPARTMENT VEHICLE PURCHASE/FINANCING**

Motion by Bowers, secc. Mazur to approve the purchase, via PA CoStars Contracts, from Sunbury Motors, Sunbury, PA, a 2015 - F550 Ford Dump Truck with a snow removal up-fit from Bradco Supply, Towanda, PA at a total cost not to exceed \$73,720.00 and from Hondru Ford, Manheim, PA, a 2015 - F250 Pickup Truck with a snow removal up-fit from Bradco Supply, Towanda, PA at a total cost not to exceed \$39,160.00. Also, that the Chairman and Township Manager are authorized to sign on behalf of Hanover Township. These vehicles will replenish the department's fleet so that effective road maintenance can continue within our Township. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**EMERGENCY SEWER REPAIR INVOICE**

Motion by Bowers, secc. Mazur that based on the recommendation of the Township Engineer, that Invoice #2015-040-155 from Ed Krasavage Construction in the amount of \$5,955.00 for emergency sewer repair work on Shawnee Street be approved for payment. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**WYOMING VALLEY SANITARY AUTHORITY (WVSA)**

Motion by Bowers, secc. Mazur to approve that the Chairman is authorized to submit a request to the WVSA for reimbursement of the Ed Krasavage Construction Invoice #2015-040-155 in the amount of \$5,955.00 for emergency sewer line repair work on Shawnee Street. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TAX REFUNDS**

Motion by Bowers, secc. Mazur that based on the request of the Tax Collector, to approve a court ordered tax refund to Lisa Hummel for 40 Ferry Road for 2011 in the amount of \$1,595.98, 2012 in the amount of \$1,595.98 and 2013 in the amount of \$1,595.98. Also, per the County of Luzerne a Disabled Veterans refund for Ronald Reddington for 805 Loomis Street for the year 2014 in the amount of \$433.36. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TAX ABATEMENT**

Motion by Howatt, secc. Davis that based on the request of the Tax Collector, that Joseph and Rita McDonald 187 South Main Street Preston be granted a Tax Abatement and approved a balance due for abatement 00063905 in the amount of \$48.95. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**POLLING PLACE LEASE AGREEMENTS**

Motion by Howatt, secc. Davis to approve Polling Place Leases with Luzerne County for the Askam Hose House #6 and Breslau Hose Co. #5 according to terms and conditions located within said leases and that the Chairman is authorized to sign them on behalf of Hanover Township. These properties will be utilized for Election Day purposes. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 002-2015 – EMERGENCY OPERATIONS PLAN**

Motion by Howatt, secc. Davis that Resolution No. 002-2015 Adopting and Approving the Updated Township Emergency Operations Plan be approved as presented. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**APPRAISAL REVIEW**

Motion by Howatt, secc. Davis to approve the payment of \$100 to Fisher and Fisher Appraisals, Inc. East Stroudsburg, PA for the review of the appraisal of the Wyoming Valley Country Club. The review will ensure that all valuation benchmarks were met for assessment purposes. On the motion the following voted yes: Ciavarella, Davis, Howatt, Mazur, Bagusky. Abstain: Bowers, Lewis. MOTION CARRIED.

**RESOLUTION NO. 003-2015 – POLICE DEPARTMENT VEHICLE**

Motion by Bowers, secc. Mazur that Resolution No. 003-2015 for financing of the 2015 Police Vehicle be approved as presented. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**PROPERTY MAINTENANCE SEMINAR**

Motion by Bowers, secc. Mazur to approve that Housing and Maintenance Officer Bill Kunec attend the International Property Maintenance Code Seminar in Wilkes-Barre on 3-26-2015 at a cost of \$120 from Budget Line 413.375. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SEWER MAIN BREAK LETTER**

Motion by Bowers, secc. Mazur to approve based on the recommendation of the Township Engineer, a letter of reimbursement be sent to T.S.E., Inc., Dunmore, PA for costs associated with the sewer main break on Lee Park Avenue and that the Chairman is authorized to sign the letter. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ROADS AND BRIDGES LETTER**

Motion by Bowers, secc. Mazur that the Chairman be and is hereby authorized to transmit Luzerne County a letter rejecting Luzerne County's request to transfer to the Township its roads and bridges within the Township. On the motion the following voting yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**Commissioners**

ALBERT J. BAGUSKY  
*Chairman*

JEFFREY P. LEWIS  
*Vice-Chairman*

GEORGE W. BOWERS  
FRANK J. CIAVARELLA  
RUSSELL P. DAVIS  
WILLIAM L. HOWATT  
MICHAEL D. MAZUR

SAMUEL T. GUESTO, JR.  
*Manager*

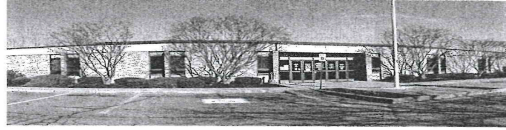
DONNA M. MAKARCZYK  
*Secretary*

MILDRED A. LUBA  
*Treasurer*

ROBERT V. DAVISON, ESQ.  
*Solicitor*

REILLY ASSOCIATES  
*Consulting Engineers*

**TOWNSHIP OF HANOVER**



1267 Sans Souci Parkway, Hanover Township, PA 18706  
Telephone: 570-825-8522  
Fax: 570-825-1242  
www.hanovertownship.org

March 5, 2015

Tanis Manscau, P.E.  
Division Head, Division of  
Operational Services  
Luzerne County Courthouse  
200 North River Street  
Wilkes-Barre, PA 18711

RE: Request to Transfer County Roads and Bridges to Hanover Township

Dear Mr. Manseau:

This responds to your February 18, 2015 request that the Township of Hanover take ownership of 7.12 miles of road and 7 bridges owned by the County within the Township because, you assert, the Township has a "better understanding of your citizens' needs." You further suggest that by doing so, the Township might be able to increase the annual liquid fuels apportioned to "repair and improve Hanover Township's transportation infrastructure."

Respectfully, your request is nothing more than the County's attempt to "off-load" its financial and legal obligation to maintain the roads and bridges currently owned by the County onto the Township of Hanover. As you know, the Division Street Bridge has been closed and remains closed over a year because the County has refused to repair this vital bridge connecting the City of Wilkes-Barre and the Township. This bridge was closed due to its partial collapse and imminent threat to the public safety and despite several requests, the County has failed to make any effort to repair the bridge despite its unsafe and highly dangerous condition, its continued degradation, and the vital role this bridge plays in the transportation infrastructure of both the City of Wilkes-Barre and the Township.

The Board of Commissioners has sent requests to County Counsel on January 4, 2012, March 28, 2014 and June 10, 2014, alerting the County to the imminent danger this bridge poses to the public safety but the County has refused and failed to make any repair or advise the citizens of Hanover Township when such needed repairs may be expected. To this day, the

"This institution is an equal opportunity provider and employer"

County has done nothing to make safe and open this important bridge except now to offer to transfer this dilapidated, closed bridge to the Township.

The Township rejects the County's offer and the Board reiterates its request that the Division Street Bridge be immediately repaired and opened.

Sincerely,

  
ALBERT J. BAGUSKY, Chairman  
Hanover Township Board of Commissioners

cc: Robert Lawton  
Senator John Yudichak  
Representative Gerald Mullery  
Board of Commissioners  
Thomas Reilly, P.E.  
Robert V. Davison, Esquire



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Motion by Lewis, secc. Bowers that the Township Manager's January 6, 2015 letter notifying the Township Code Enforcement Officer that he was suspended without pay effective January 5, 2015 be and is hereby ratified by the Board of Commissioners. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. MOTION CARRIED.

Motion by Lewis, secc. Bowers that the February 20, 2015 request from Albert Broody for pay due be denied. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. 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