

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**

**JUNE 8, 2015**

**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on June 8, 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.

**ANNOUNCEMENTS**

There were Executive Sessions held on June 1 and June 8, 2015 to discuss litigation and personnel issues.

**SWEARING IN OF POLICE OFFICER**

The Honorable Joseph Halsey sworn in new Police Officer Richard Andress.

**PROCLAMATION**

The Chairman presented Chief of Police Albert Walker with a Proclamation.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of May 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on May 4, 2015 & May 11, 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 May 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 May 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 May 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 MAY 11, 2015**

Motion by Mazur, secc. Lewis that the minutes of the meeting of May 11, 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 Mazur, secc. Lewis that the list of bills for the month of May 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 Mazur, secc. Lewis 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 Mazur, secc. Lewis that the communications for the month of May 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HIRING – FULL TIME LABORER**

Motion by Mazur, secc. Lewis that Scott Meeker be hired as a full-time Laborer in the Public Works Department as per the 2015 MOA between the Township of Hanover and AFSCME, AFL-CIO, District Council 87, covering Clerical, Road and Sewer employees effective June 9, 2015. This hiring is contingent upon the successful completion of all pre-employment testing. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HIRING – FULL TIME LABORER**

Motion by Lewis, secc. Mazur that Anthony Glzenski be hired as a full-time Laborer in the Public Works Department as per the 2015 MOA between the Township of Hanover and AFSCME, AFL-CIO, District Council 87, covering Clerical, Road and Sewer employees effective June 9, 2015. This hiring is contingent upon the successful completion of all pre-employment testing. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**HIRING – TEMPORARY LABORERS**

Motion by Lewis, secc. Mazur that Mike Graboske, Ben Hultz, Dillon Ropetski, Marc McEvoy, Thomas Bogarowski, Richard Colarusso, Jack Danko and Patrick Wallace be hired as a temporary laborer in the Public Works Department effective June 14, 2015 to July 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 Lewis, secc. Mazur that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temerantz, Jeffrey Sebecky, Chris Weaver, Dan Wegrzynowicz, Robert Williams and Sean Reilly be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective June 14, 2015 to July 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.

**HIRING – PART TIME SUMMER LABORERS**

Motion by Lewis, secc. Mazur that John Yurkoski, Eric Prozeralik, Anthony Marcincavage, Jacob Barber, Jack Windt and Geoffrey Kehl be hired as temporary part time summer laborers at \$8.50 per hour for a maximum of 28 hours per week effective June 14, 2015 to July 14, 2015. All new hires are contingent upon the successful completion of all pre-employment testing. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HIRING – SUBSTITUTE CROSSING GUARD**

Motion by Davis, secc. Mazur that Louis Balas and Maureen Britzke be hired as a substitute crossing guards effective June 9, 2015. This hiring is contingent upon the successful completion of all pre-employment testing and clearances. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**MEETING ROOM USE – TAX COLLECTOR**

Motion by Davis, secc. Mazur that based on the request of the Tax Collector, to approve the use of the Commissioners Meeting Room on June 14, 2015 at 1 pm for a meeting of the Tax Collectors Association. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TAX REFUND – 519 MAIN ROAD**

Motion by Davis, secc. Mazur that based on the request from the Tax Collector, to approve a Tax Refund for Thomas Davies, 519 Main Road in the amount of \$401.55. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TAX REFUND – 610 MAIN ROAD**

Motion by Davis, secc. Mazur that based on the Luzerne County Court Order #2011-14030, to approve a Tax Refund for Sherry A. Dalessandro, 610 Main Road for years 2012, 2013 and 2014 in the amount of \$260.34. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**COMPUTER TECHNOLOGY UPGRADE**

Motion by Davis, secc. Mazur that based on the recommendation of the Township Manager, to approve an upgrade in the Townships Computer and Software Technology by purchasing 2 HP Elite 705 computers with HP 23” Display LED from GBM in the not exceed amount of \$1480.00. This will allow all computers to be network friendly and compatible with all Township Software. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**APPOINTMENT – SAFETY COMMITTEE**

Motion by Davis, secc. Mazur that Mark Bienias, Building Inspector, be appointed to the Hanover Township Safety Committee effective June 9, 2015. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**INVOICE – WYOMING VALLEY SANITARY AUTHORITY (WVSA)**

Motion by Davis, secc. Mazur to approve the payment of the invoice from the WVSA in the amount of \$15,900.50 for services rendered. This is for the 2015 Sewer Fee billing and will be paid from the Sewer Fee Account. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ZONING ORDINANCE MAP UPDATE PROPOSAL**

Motion by Davis, secc. Mazur to approve the proposal from John R. Varaly, Varaly Associates, to provide updated maps of the new zoning ordinance once completed. The maps will provide a clear understanding of the new zoning ordinance and define specific Zoning Districts. It will also allow for addition to the Township Website. Amount not to exceed the proposed amount of \$11, 000.00. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED. Commissioner Ciavarella stated he wanted the motion to read the amount is not to exceed the proposed amount of \$11,000.00.

**SEWER WORK – MANHOLE RAISING**

Motion by Davis, secc. Mazur that the Township Engineer is authorized to obtain quotes for the raising of 4 manholes recommended by the Township Road Supervisor at the following locations:

- A. 1 manhole on Ashley Street, Korn Krest
- B. 3 manholes on Main Street, Newtown

Following the Engineer’s recommendation the Township Manager is authorized to notify the contractor to commence work as authorized by the Board of Commissioners.

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

**DEVELOPERS AGREEMENT – COUNTRYWOOD LLC.**

Motion by Davis, secc. Mazur that the Developer’s Agreement between the Countrywood Realty, LLC and Hanover Township be approved and that the Chairman be and is hereby authorized to execute the Agreement on behalf of the Township. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**FELLOWS AVENUE PAVING PROJECT**

Motion by Bowers, secc. Mazur that upon completion by the Township Engineer of the revised project specifications, the Township Secretary be and is hereby authorized to duly advertise the Request for Bids for the Fellows Avenue Paving Project. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**NEW FIRE STATION**

Motion by Bowers, secc. Mazur that upon approval of the United States Department of Agriculture of the project specifications by Quad III, the Township Secretary, with assistance from Quad III, 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.

**PLAYGROUND REHABILITATION PROJECT**

Motion by Bowers, secc. Mazur that the Township Manager is authorized to procure and purchase playground equipment and materials deemed necessary for the rehabilitation project of several Township Playgrounds. The financing of this equipment and materials was obtained from the Recreation Grant Awarded to the Township and will lead to improved and safer areas for our youth to recreate. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED. Commissioner Ciavarella stated he is saddened that the Lee Park playground was not included in this.

Motion by Davis, secc Mazur that Resolution No. 010-2015 approving the application of Benny Restaurant Co. LLC proposing the inter-municipal transfer of restaurant liquor license NO. R-21178 from Harvey's Lake into Hanover Township at 1429 Sans Souci Parkway be approved. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Mazur that as per the June 2015 recommendation of the Township Engineer, that the Letter of Credit issued by First National Community Bank for Countrywood Realty, LLC, Countrywood Phase II Subdivision, pending final inspection, be reduced by the total sum of \$69,816.00 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 Lewis, secc. Mazur that the Township Solicitor be and is hereby authorized to prepare the Ordinance for the Dedication of Firwood Drive and a portion of Countrywood Drive and that the Township Secretary is hereby authorized to advertise the Ordinance once completed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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**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.

Commissioner Ciavarella offered congratulations and good luck to Scott Meeker for his hiring.

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Donna M. Makarczyk, Secretary  
Township of Hanover