

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**AUGUST 10, 2015**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a meeting on August 10, 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 Frank Ciavarella, Russell Davis, William Howatt, Jeffrey Lewis, Michael Mazur, Albert Bagusky.

**ABSENT:** Commissioner George Bowers.

**PROCLAMATION** – Mr. John Keefer

**ANNOUNCEMENTS**

There were Executive Sessions held on August 3 and August 10, 2015 to discuss litigation and personnel issues.

**DEPARTMENT REPORTS**

**SECRETARY’S REPORT**

Motion by Mazur, secc. Lewis that the Secretary’s Report for the month of July 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on July 6, 2015 & July 13, 2015 to discuss personnel and possible litigation. On the motion the following voted yes: 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 July 2015 be accepted and filed. On the motion the following voted yes: 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 July 2015 be accepted and filed. On the motion the following voted yes: 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 July 2015 be accepted and filed. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
August 10, 2015  
Minutes – Page #2

### **MINUTES OF MEETING OF JULY 13, 2015**

Motion by Mazur, secc. Lewis that the minutes of the meeting of July 13, 2015 be accepted and filed. On the motion the following voted yes: 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 July 2015 be accepted and filed. On the motion the following voted yes: 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: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **COMMUNICATIONS**

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

### **HIRING – TEMPORARY LABORERS**

Motion by Mazur, secc. Lewis that Mike Graboske, Ben Hultz, Dillon Ropetski, Marc McEvoy, Thomas Bogarowski, Richard Colarusso, and Patrick Wallace be hired as a temporary laborer in the Public Works Department effective August 14, 2015 to September 15, 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: 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 August 14, 2015 to September 15, 2015 at a rate of \$10.00 per hour for a maximum of twenty-eight (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: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
August 10, 2015  
Minutes – Page #3

**HIRING – PART TIME SUMMER LABORERS**

Motion by Lewis, secc. Mazur that John Yurkoski, Eric Prozeralik, Anthony Marcincavage, Jacob Barber, Jack Windt, Thomas Tryba 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 August 14, 2015 to August 31, 2015. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HIRING - CROSSING GUARDS 2015-2016 SCHOOL YEAR**

Motion by Lewis, secc. Mazur that the following persons be hired as full time crossing guards for the 2015-2016 school year as per the 2015 Salary and Compensation Resolution effective August 31, 2015: James Chernavage, Loretta Gill, Dorothy Zakrzewski, James Clarke, Brenda June, Mary Houston, James Houston, Thomas Romashko, Audrey Davis, William Reddick, Tammy Marcincavage. The following as substitute Crossing guards: William Pugh, Patricia Gurnari, Louise Balas, Maureen Britzke. On the motion the following voted yes: Ciavarella, Howatt, Lewis, Mazur, Bagusky. Abstain: Davis. MOTION CARRIED.

**RATIFICATION OF CHAIRMAN'S ACTION**

Motion by Lewis, secc. Mazur to ratify the action of the Chairman for the making of 1<sup>st</sup> Street a One Way during the Fund Raising Event for the Hanover Township Fire District on July 25, 2015. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur. Abstain: Bagusky. MOTION CARRIED.

**TAX ASSESSMENT REDUCTION REFUND - WYOMING VALLEY COUNTRY CLUB**

Motion by Davis, secc. Mazur to approve the payment of the refund for a reduction in tax assessment for the years 2009 thru 2014 for the Wyoming Valley Country Club in the amount of \$30,002.95. This is a Court Ordered refund. On the motion the following voted yes: Ciavarella, Davis, Howatt, Mazur, Bagusky. Abstain: Lewis. MOTION CARRIED.

**AUTHORIZATION TO WAVE PAVE CUT FEES**

Motion by Davis, secc. Mazur to authorize the Pave Cut Fees for Pennsylvania American Water Company work located on the following streets in Hanover Township: Pulaski, Rutter, Mary, Phillips, Garmon and Frank Streets. This will allow for upgrades to the water lines and resurfacing of the above streets. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**MINERAL RECLAMATION L.L.C. SETTLEMENT AGREEMENT**

Motion by Davis, secc. Mazur to approve the compromise between Mineral Reclamation L.L.C. and Hanover Township for the hauling of materials from a private site in the amount of \$5,000 and that the Chairman is hereby authorized to sign the agreement. On the motion the following voted yes: Davis, Howatt, Lewis, Mazur, Bagusky. Abstain: Ciavarella. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
August 10, 2015  
Minutes – Page #4

**SOUTH VALLEY PARKWAY PROJECT LIGHTING AND ROUNDABOUT  
MAINTENANCE AGREEMENTS**

Motion by Davis, secc. Mazur that the Chairman be and is hereby authorized to execute the revised provisions of the Township's Agreements with the Commonwealth regarding the South Valley Parkway Project expressly conditioning the Township's responsibility for lighting systems on Penn DOT's installation and use of LED Lighting Systems under the said Agreements numbered 04M136, 04M141 and 04M137 with the Pennsylvania Department of Transportation. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**LUZERNE COUNTY INVOICE FOR TAX BILLS PRINTING AND MAILING COSTS**

Motion by Davis, secc. Mazur to approve the payment of the invoice for Luzerne County to print and mail the 2015 municipal tax bills for Hanover Township. The invoice amount is \$6,999.49. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 012-2015 – BERKHEIMER INFORMATION SEARCH**

Motion by Davis, secc. Mazur to approve Resolution No. 012-2015 for Berkheimer information accessibility by the Township Secretary. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**AUTHORIZATION TO HIRE A REAL ESTATE APPRAISER**

Motion by Davis, secc. Mazur to authorize the Township Manager to hire a Real Estate Appraiser for the appraisal of fair market value for the Township owned building and property located at the end of Delaney Street. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**APPOINTMENT OF HANOVER TOWNSHIP BANK DEPOSITORY**

Motion by Davis, secc. Mazur that First National Community Bank (FNCB) be appointed and designated as the Depository of the funds for the Township of Hanover and that the Chairman, Township Manager, Township Secretary and Township Treasurer are hereby authorized as the signatory's for this account. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESURFACING OF FELLOWS AVENUE**

Motion by Davis, secc. Mazur based on the recommendation of the Township Engineer, that American Asphalt be awarded the work to resurface Fellows Avenue in the amount of \$116,937.50 and that the Chairman is authorized to sign any and all documents pertaining to this award. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
August 10, 2015  
Minutes – Page #5

**FRONT STREET SEWER REPAIR**

Motion by Davis, secc. Mazur that based on the recommendation of the Township Engineer, to approve the awarding of the repair work on the Front Street Sewer Line in the amount of \$7,500 to Krasavage Construction. This work payment will be paid from the Sewer Account Fee. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 013-2015 – SUPPORT OF LOCAL USE OF RADAR**

Motion by Davis, secc. Mazur that based on the recommendation of the Chief of Police, to approve Resolution No.013-2015 which supports the use of radar by municipal police. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SOUTH VALLEY PARKWAY SANITARY SEWER RELOCATION REQUEST**

Motion by Lewis, sec.c Mazur based on the recommendation of the Township Engineer, to approve and authorize the Chairman to sign any and all documents relating to the request for relocation of the sanitary sewer for the South Valley Parkway Project which includes the A-600 Affidavit and the request for the inclusion of this into PennDOT's prime construction contract for the same. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Commisisoner Ciavarella questioned who is paying for this work? The Township manger answered the state.

**PATCHING AND PAVING PROJECT CHANGE ORDERS No.2 & No.3**

Motion by Lewis, secc. Mazur based on the recommendation of the Township Engineer, to approve Change Order No. in the amount of \$6,000.00 and Change Order No.3 in the amount of \$11,880.00. Change Order No.2 was for the addition of drainage for water found when Abraham Avenue was milled. Change Order No.3 is for the addition of 320 feet of overlay to the existing deteriorating pavement found on Abraham Ave. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**OXFORD STREET RESURFACING**

Motion by Lewis, secc. Mazur to authorize the Township Engineer to prepare the scope of work and specifications for the resurfacing of Oxford Street. Approval is also permitted for the Township Secretary to advertise for bids of these specifications once completed and that the Township Engineer will assist with any items necessary. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SALT SHED SPECIFICATIONS**

Motion by Lewis, secc. Mazur to authorize the Township Engineer to prepare specifications for a Salt Shed at the Municipal Building property with a capacity to store 300 ton of salt. Approval is also permitted for the Township Secretary to advertise for bids of these specifications once completed and that the Township Engineer will assist with any items necessary. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HEALTH OFFICER – FERAL CAT PLAN**

Motion by Lewis, secc. Mazur to authorize the Township Health Officer to direct the trapping, neutering and returning of feral cats within the Township by Dawn Mendygral at no cost to the Township effective immediately and further direct the Health Officer to update to the Board on the progress of this trap, neuter and return program. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CODE VIOLATIONS – 13 PHILLIPS STREET**

Motion by Davis, secc. Lewis that the Solicitor be and is hereby authorized to commence all legal actions necessary regarding Code violations at the property located at 13 Phillips Street, Hanover Township, Pennsylvania. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CODE VIOLATIONS – 3132 SOUTH MAIN STREET**

Motion by Davis, secc. Mazur that the Solicitor be and is hereby authorized to commence all legal action necessary regarding Code violations at the property located at 3132 South Main Street, Hanover Township, Pennsylvania and furthermore that the Township Road Department be and is authorized to remove the deteriorated and unstable front porch on this structure and to otherwise make safe the same pursuant to Code and other legal procedures. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CODE VIOLATIONS – 2700 SOUTH MAIN STREET**

Motion by Davis, secc. Mazur that the Solicitor be and is hereby authorized to engage in all necessary actions regarding Code violations at the property located at 2700 South Main Street, Hanover Township, Pennsylvania. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TOWING CONTRACT EXTENSION**

Motion by Davis, secc. Mazur that the Township Towing Contract between Hanover Township and Falzone Towing Service, Inc. be extended sixty (60) days to September 30, 2015 under the same terms and conditions pending further action by the Board and further move that the Township Manager notify Falzone Towing Service, Inc. of the same. On the motion the following voted yes: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township  
Board of Commissioners  
August 10, 2015  
Page #7

Motion by Davis, secc. Mazur that the Township Engineer be and is authorized to generate specifications to replace the Municipal garage roof and doors and further authorize the Township Secretary to advertise a request for bids for the same. On the motion the following voted yes: 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: Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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Donna M. Makarczyk, Secretary