

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

The Hanover Township Board of Commissioners conducted a public meeting on September 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 FROM THE BOARD**

In Commemoration on the anniversary of September 11, 2001 we remember those that lost their lives, those that helped and those heroes who continue to defend our freedoms. God Bless America. Please join us in a moment of silence in memory of September 11, 2001.

**ANNOUNCEMENT**

The Board of Commissioners announce the creation and implementation of their Narcotics Enforcement Initiative (NEI). The NEI under the Direction of Police Chief Albert Walker will designate a police officer to fulltime duties that combat the violent nature of crimes associated with drug use and trafficking. Through this initiative the Board of Commissioners will enhance public safety and allow for information on possible drug issues to be received and reviewed for appropriate action.

**EXECUTIVE SESSIONS**

There were Executive Sessions held on September 9, 2015 and September 14, 2015 to discuss litigation and personnel issues.

Saverio Constantino, 291 Vanessa Drive addressed the Board regarding Countrywood property.

Davis Nealon, 67 West Liberty Street addressed the Board regarding speeding on his street.

**PRESENTATION OF THE 2016 MINIMUM MUNICIPAL OBLIGATION (MMO) FOR THE POLICE AND NON-UNIFORMED PENSION PLANS**

As the Chief Administrator of both the Hanover Township Police Pension Plan and the Non-Uniformed Pension Plan, the Township Manager presents the following MMO(s) for 2016 to the Board of Commissioners as required under the provisions of Act 205.

Based on actuarial valuation reports received and prepared by AFG Pension Administration the values are:

**Police Pension Plan 2016 MMO.....\$634,543**  
**Non-Uniformed Pension Plan 2016 MMO.....\$286,278**

This satisfies informing the governing body of the municipality of the plans expected financial obligations for the coming year.

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

## **DEPARTMENT REPORTS**

### **SECRETARY'S REPORT**

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of August 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on August 3, 2015 and August 10, 2015 to discuss personnel and possible litigation. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusly. MOTION CARRIED.

### **MANAGER'S REPORT**

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

Commissioner Ciavarella had questions regarding the police report. Chief Walker answered the questions he had.

### **TREASURER'S REPORT**

Motion by Mazur, secc. Lewis that the Treasurer's report for the month of August 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 AUGUST 10, 2015**

Motion by Mazur, secc. Lewis that the minutes of the meeting of August 10, 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 August 2015 be accepted and filed. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. MOTION CARRIED.

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

### **PRIOR APPROVAL OF BILLS**

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

Commissioner Ciavarella had a question regarding Luzerne County Assessments.

### **HIRING – TEMPORARY LABORERS**

Motion by Lewis, secc. Mazur that Mike Graboske, Ben Hultz, Dillon Ropetski, Marc McEvoy, Richard Colarusso, Patrick Wallace and Thomas Tryba be hired as a temporary laborer in the Public Works Department effective September 16, 2015 to October 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: 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, Sean Reilly and John Engleman be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective September 16, 2015 to October 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: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

### **203 LEE PARK AVE SEWER REPAIR REIMBURSEMENT**

Motion by Lewis, secc. Mazur that based on the recommendation of the Twp. Manager, to distribute the funds from the reimbursement check from TSE, Inc. for sewer repair work as follows: \$1500.00 to H.A.R.I.E (refund of insurance claim money), \$669.58 to Craig Rutledge/Chem Care (refund for cleanup costs) and \$4,251 deposited into the Sewer Fee Account (reimbursement for sewer work completed). On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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

**NEWTOWN FIRE HOUSE LEASE AGREEMENT**

Motion by Lewis, secc. Mazur based on the recommendation of the Fire Chief, that the five-year Lease Agreement between Hanover Township and the Newtown Fire Company #2 effective October 1, 2015 be approved and that the Chairman be and is hereby authorized to sign the said Lease Agreement on behalf of the Township. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Commissioner Ciavarella had a question regarding a state study. He wants the motion to include the words state study.

**PA EMERGENCY MANAGEMENT AGENCY GRANT AWARD**

Motion by Lewis, secc. Mazur to approve the receipt of the PA Emergency Management Grant Program Award of \$14,284.70 and the disbursement of this to the Hanover Township Fire District. The Hanover Township Fire District will provide a list of items for approval to the Township Manager that the grant will be utilized for prior to the release of the funds. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**FIRE DEPARTMENT CONTRIBUTION**

Motion by Lewis, secc. Mazur that the requested funds in the amount of \$5397.00 for the annual volunteer firemen contribution to the Hanover Township Fire District be approved for payment from line item 411.602. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CERTIFICATE OF DEPOSIT REDEMPTION**

Motion by Lewis, secc. Mazur to approve the redemption of the two Certificate of Deposit's (CD's) from ESSA Bank for the following: \$400,000 CD for the obligation of the Uniformed Police Pension 2015 MMO and \$300,000 CD for the Infrastructure work completed within the Township. Also that the Twp. Manager be and authorized to sign any documents pertaining to the redemption of the CD's. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**CO-OP AGREEMENT WITH MEDICO INDUSTRIES FOR 2015 LSA GRANT AWARD**

Motion by Lewis, secc. Mazur to approve the Co-Op Agreement with Medico Industries for the administration, receipt, disbursement and auditing of the 2015 LSA Grant Award of \$600,000 to Hanover Township for Press Line #4 at Medico Industries. This agreement is mandated by the Department of Community & Economic Development and will allow for the cooperative work between Hanover Township and Medico Industries on the grant. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**REVISED BUDGET SUBMISSION FOR 2015 LSA SEWER GRANT**

Motion by Bowers, secc. Mazur based on the recommendation of the Township Manager, to submit a revised budget as presented by Reilly & Associates, for the 2015 LSA Grant Award of \$500,000 to Hanover Township for sewer line replacement. The new budget will allow for the Township to consider the phasing in of future sewer line replacement projects. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**PENSION ACT 44 REQUIRED ORDINANCE 004-2015**

Motion by Bowers, secc. Mazur to approve the required Pension Act 44 Ordinance, Hanover Township Ordinance 004-2015, as advertised and presented. On the motion the following voted yes: Bowers, Davis, Howatt, Lewis, Mazur, Bagusky. Abstain: Ciavarella. MOTION CARRIED.

**USE OF COMMISSIONERS MEETING ROOM**

Motion by Bowers, secc. Mazur that based on the request of the Tax Collector, to authorize the use of the Commissioners Meeting Room for a Tax Collectors meeting on September 27, 2015. 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 authorize the following tax refunds: George J & C Kempinski in the amount of \$958.88, Frank & Al Kwiatkowski in the amount of \$209.13 and Verbena Properties LLC in the amount of \$679.95. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**PLAYGROUND EQUIPMENT PURCHASE**

Motion by Bowers, secc. Mazur that based on the recommendation of the Twp. Manager, the approval of the purchase of playground equipment from George Ely Associates, Inc. in the amount of \$31,131.00 and that the Twp. Manager be and is authorized to sign any documents pertaining to the purchase. This purchase will be reimbursed through the Recreation Grant awarded to Hanover Township. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**712 HAZLE STREET SIDEWALKS**

Motion by Bowers, secc. Mazur to authorize upon the recommendation of the Twp. Engineer, that the damage caused to the sidewalks near 712 Hazle Street by a sewer line break near 712 Hazle Street be repaired and that the work be limited to only the areas the Twp. Engineer has determined were caused by the sewer break and any funds needed for this repair will be drawn from the Sewer Fee Account. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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

**ASSESSMENT MEDIATION STIPULATION**

Motion by Davis, secc. Mazur that the Solicitor be and is hereby authorized to sign, on behalf of the Township of Hanover, the Mediation Stipulation in the matter of KCAS, LLC v. Luz. Co. Bd. of Assess. Appeals, et al, No. 2014-13321 reducing the assessed value of the property from \$135,000.00 to \$125,000.00 for the tax year 2015 and subsequent years. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ALARM RESPONSE TRAINING**

Motion by Davis, secc. Mazur that upon the request of the Chief of Police, to approve the change in the date of Alarm Response Training from September 22nd thru September 24<sup>th</sup> to dates and personnel as deemed appropriate by the Chief. This training is for education and response should there be an event at the American Red Cross where sensitive materials are utilized. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**SAFE SCHOOLS GRANT APPLICATION**

Motion by Davis, secc. Mazur to authorize the Township Manager and Chief of Police to submit a Safe Schools Grant Application to the PA Department of Education and for the authorization for the Township Manager and Chief of Police to sign any documents on behalf of the Township. The grant, if awarded, will be utilized for the School Resource Officer (SRO) program. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TOWNSHIP SALT SHED CONSTRUCTION PROJECT**

Motion by Davis, secc. Mazur that based upon the unavailability of sufficient funds, to reject all bids received by the Township pursuant to the Request For Bids and the same are hereby rejected. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**REJECTION OF ALL BIDS FOR OXFORD STREET REPAVING PROJECT**

Motion by Davis, secc. Mazur that upon the recommendation of the Township Engineer, that all bids received by the Township pursuant to the Township's advertised Request for Bids for the Oxford Street Repaving Project be rejected and the same are hereby rejected. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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

**RE-ADVERTISE REQUEST FOR BIDS FOR OXFORD STREET REPAVING PROJECT**

Motion by Davis, secc. Mazur that upon the recommendation of the Township Engineer, that the Township Secretary be and is hereby authorized to re-advertise Request For Bids for the Oxford Street Repaving Project. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**TOWNSHIP TOWING SERVICES CONTRACT**

Motion by Davis, secc. Mazur that the contract proposed for towing services received from Ayers Towing Service, Inc. in the bid amount of \$32,615.00 per year for five (5) consecutive years effective October 1, 2015 be accepted and the Chairman is hereby authorized to sign the Towing Service Contract on behalf of the Township provided all of the terms and conditions are satisfactorily complied with by Ayers Township Service, Inc. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**HOLLY STREET WORK-TRUESDALE TERRACE/WITINSKI VILLA SEWER EXTENSION PROJECT**

Motion by Davis, secc. Mazur that the Township Engineer be and is hereby authorized to prepare specifications and request for bids to complete the remaining work in the Truesdale Terrace/Witinski Villa Sanitary Sewer Extension Project on Holly Street and further move that the Township Secretary be and is hereby authorized to duly advertise the same. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**DRAINTECH INVOICE**

Motion by Davis, secc. Mazur that based on the recommendation of the Township Engineer, to approve the payment of Draintech Inc. Invoice #934864 in the amount of \$3,262.50 for the televising of the storm drain on Fellows Ave. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESCISSION OF TWP./QUAD THREE GROUP, INC. FIRE STATION AGREEMENT**

Motion by Davis, secc. Mazur that the previous Agreement between the Township and Quad Three Group, Inc. for construction of the Hanover Township Fire Station be and is hereby rescinded by the Township of Hanover. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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

**APPROVAL OF REVISED TOWNSHIP/QUAD THREE GROUP, INC. AGREEMENT**

Motion by Davis, secc. Mazur that the revised Agreement between the Township of Hanover and Quad Three Group, Inc. complying with the requirements of the U.S. Department of Agriculture be and is hereby approved and furthermore than the Chairman be and is hereby authorized to sign the said revised Agreement on behalf of the Township of Hanover. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Howatt, secc. Davis that based on the recommendation of the Township Engineer to reject all bids for the municipal garage roof and re-advertise with modified specifications. 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.

---

Donna M. Makarczyk, Secretary