

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
MAY 11, 2015
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on May 11, 2015 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The vice-chairman called the meeting to order at 7:00 PM.

PRESENT: Commissioners George Bowers, Frank Ciavarella, Russell Davis, William Howatt, Michael Mazur, Jeffery Lewis.

ABSENT: Commissioner Albert Bagusky.

John Bierle, 20 East St. Mary's Road addressed the Board regarding paving & speed on East St. Mary's Road.

PROCLAMATION – HANOVER CEMETARY HERITAGE DAY

There was Executive Sessions held on May 4, and May 11, 2015 to discuss litigation and personnel issues.

SECRETARY'S REPORT

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

MANAGER'S REPORT

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

DEPARTMENT REPORTS

Motion by Mazur, secc. Bowers that the reports from the Police, Road, Fire Department, Code Enforcement Office and Health Officer for the month of April 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

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TREASURER’S REPORT

Motion by Mazur, secc. Bowers that the Treasurer’s report for the month of April 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

MINUTES OF MEETING OF April 13, 2015

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

LIST OF BILLS

Motion by Mazur, secc. Bowers that the list of bills for the month of April 2015 be accepted and filed. On the motion the following voted yes: Bowers, Davis, Howatt, Mazur, Lewis. Voting No: Ciavarella. MOTION CARRIED.

PRIOR APPROVAL OF BILLS

Motion by Mazur, secc. Bowers 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, Mazur, Lewis. MOTION CARRIED.

COMMUNICATIONS

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

HIRING – TEMPORARY LABORERS

Motion by Mazur, secc. Bowers that Mike Graboske, Scott Meeker, Anthony Glzenski, Ben Hultz, Dillon Ropetski, Marc McEvoy, Thomas Bogarowski, and Mark Dudkiewicz be hired as a temporary laborer in the Public Works Department effective May 15, 2015 to June 13, 2015 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. Hiring of any new individuals is contingent upon the successful completion of all pre-employment testing. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

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HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Davis, secc. Bowers 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 May 15, 2015 to June 13, 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, Mazur, Lewis. MOTION CARRIED.

HIRING – TEMPORARY SUMMER LABORERS

Motion by Davis, secc. Mazur that John Yurkoski, Wallace Patrick, Jacob Barber, Eric Prozeralik, Anthony Marcincavage and Frank Petrosky be hired as Temporary Summer Laborers at \$8.50 per hour and Jack Danko and Rich Colorusso be hired as Temporary Summer Team Leaders at \$9.00 per hour for a maximum of 28 hours per week for a period of 30 days effective May 12, 2015 to June 10, 2015. These hiring's are contingent upon the successful completion of all pre-employment testing. These summer hires will have various assignments within the Twp. to include grass cutting, litter clean-up, street sweeping and implementation of the Recreation Grant Rehabilitation Project. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

HIRING – SUBSTITUTE CROSSING GUARD

Motion by Davis, secc. Mazur that William Pugh be hired as a substitute crossing guard effective May 12, 2015. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

HIRING – POSITION OF PATROLMAN

Motion by Davis, secc. Mazur that Richard Andress be appointed to the position of Patrolman in the Hanover Township Police Department effective May 18, 2015 at a salary as per the 2015 Memorandum of Agreement. There shall be a one (1) year probationary period and the appointment requires successful completion of all preplacement examinations and tests. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

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COMPUTER SUPPORT AGREEMENT

Motion by Davis, secc. Mazur that the Township Manager is authorized to sign the GM prepaid computer support agreement for 20 hours at \$78.00 per hour. Budget line item: 404.316 On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

ORDINANCE: FINANCING OF FIRE STATION - VEHICLES

Motion by Davis, secc. Mazur the authorizing of the enactment by the Board of Commissioners of the Township of Hanover of an Ordinance which authorizes certain actions to be taken and approving the execution of documentation in connection with the issuance of the Township's \$750,354 aggregate principal amount General Obligation Notes, Series A, B, C, and D of 2015 and the incurrence of the debt associated therewith for the purposes of funding a project consisting of the following:
(1) planning, designing, acquiring, constructing, installing, furnishing and equipping of a new fire station of the Township; (2) purchasing a new police vehicle; (3) purchasing two vehicles for use by the public works department of the Township; (4) additional capital projects of the Township to the extent approved by the Board of Commissioners; and (5) paying the costs and expenses of issuing the Notes, all as more fully described in the complete text of the Ordinance. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

FIRE ESCROW ACCOUNT

Motion by Davis, secc. Bowers 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, Mazur, Lewis. MOTION CARRIED.

INVOICE FOR SEWER DISCHARGE CLEANUP – ASKAM

Motion by Davis, secc. Bowers that based on the recommendation of the Township Manager, to approve Invoice #15-017.01 from SCE Environmental Group Inc., in the amount of \$5,216.00 for the cleanup of a sewer discharge in Askam. This cleanup was in response to notification by DEP that a pollution incident had occurred from within the Township owned sewer line. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

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

Motion by Davis, secc. Mazur that Resolution No. 021-2014 – Amended 2015 Salary and Compensation Resolution be approved and accepted as presented to include a Fire Captain at \$500 per year. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

EMERGENCY SEWER REPAIR INVOICE

Motion by Davis, secc. Mazur that based on the recommendation of the Township Engineer, that Invoice #2015-051-0064 from Ed Krasavage Construction in the amount of \$4,251.00 for emergency sewer repair work on Lee Park Avenue be approved for payment. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

FILTER SOCK FOR THE NEW FIREHOUSE SITE INVOICE

Motion by Davis, secc. Mazur that Invoice #16757 from Varsity Inc. in the amount of \$7,022.75 be approved for payment. This motion updates the October 15, 2014 action to allocate funding by paying the invoice and being reimbursed 50% of the sum from the Fire District. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

REQUEST FOR USE OF GARBAGE PACKER

Motion by Davis, secc. Mazur that the request from Exaltation of the Holy Cross Church, 420 Main Road, Hanover Township for the use of a garbage packer for a fund raiser on June 6, 2015, July 17, 18, 19 and 20, 2015 be approved. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

PURCHASE OF A 1 TON ASPHALT ROLLER

Motion by Davis, secc. Mazur to approve the purchase of a 1 Ton Asphalt Roller from Medico Industries in the amount of \$15,600 and that the Township Manager and Chairman be and are authorized to sign any documents for the purchase. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

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REQUEST TO SUBMIT COPS HIRING GRANT

Motion by Bowers, secc. Mazur that the Township Manager and the Chief of Police be and are authorized to submit a 2015 COPS Hiring program grant application and that the Township Manager, Police Chief and Chairman be and are authorized to sign all required documents. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

TRAFFIC LIGHT INVOICE

Motion by Bowers, secc. Mazur based on the recommendation of the Township Engineer, that Invoice #35271 in the amount of \$6,945.92 from Kuharchik Construction, Inc. for emergency work on the traffic signal located on the Sans Souci Parkway be approved for payment. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

PATCHING AND PAVING PROJECT

Motion by Bowers, secc. Mazur based on the recommendation of the Township Engineer, that Penny Supply be awarded the Patching and Paving Project bid for the following streets: Marcy Court, Colonels Road, Countrywood Drive, Presidents Road, Abraham Avenue and Constitution Avenue in the amount of \$155,167.00. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

REJECTING ALL BIDS

Motion by Bowers, secc. Mazur based on the recommendation of the Township Engineer, to reject all bids for the Fellows Avenue Project due to necessary modifications to the work specifications. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

SOLICITATION OF QUOTES – GENERAL FUND DEPOSITORY

Motion by Bowers, secc. Mazur that the Township Manager is authorized to solicit quotes from Financial Institutions for the purposes of the General Fund Depository. The quotes will be for the rates, fees and services provided to the Township for utilizing a Financial Institution to Deposit the General Fund and perform standard government banking procedures. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

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AUTHORIZING SOLICITOR – 1080 MARY STREET SEWER LINE

Motion by Bowers, secc. Mazur that the Township Solicitor be and is hereby authorized to commence all necessary legal action to secure the Township's Sanitary Sewer Line running through 1080 Mary Street. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

TOWNSHIP/HANOVER AREA FIRE DISTRICT AGREEMENT

Motion by Bowers, secc. Mazur that the Chairman be and is hereby authorized to sign on behalf of the Township of Hanover, the Agreement with the Hanover Area Fire District providing for proportionate share payments toward the financing of the construction of the Township's new Fire Station. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

Motion by Davis, secc. Mazur that PennDot Agreement No.'s 04M136, 04M138 & 04M141 be approved and that the Chairman is authorized to sign the agreements on behalf of the Township. The agreements are for the South Valley Parkway Project and cover the lighting and maintenance of the Parkway and roundabouts located in Hanover Township pending LED lighting. On the motion the following voted yes: Ciavarella, Davis, Mazur, Lewis. Voting No: Bowers, Howatt. MOTION CARRIED.

Motion by Davis, secc. Mazur that Resolution No.'s 007-2015, 008-2015 & 009-2015 for the lighting and maintenance of the South Valley Parkway be approved as presented pending LED lighting. On the motion the following voted yes: Ciavarella, Davis, Mazur, Lewis. Voting No: Bowers, Howatt. MOTION CARRIED.

Motion by Davis, secc. Mazur that Township Manager is authorized to approve the Wyoming Valley County Club's planned firework display on June 6, 2015 with the following conditions; A) that all items needed to comply with Title 35 Chapter 13A of the state law are submitted to the Township and B) that the Fire Chief has inspected the location accordingly. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur. Abstain: Lewis. MOTION CARRIED.

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Motion by Davis, secc. Mazur that Dave Bienias be appointed to the Hanover Township Planning Commission effective May 11, 2015 to December 31, 2017 to fill the remaining time of retired member Vance Jenkins at a salary as per the 2015 Salary & Compensation Resolution. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

ADJOURNMENT

Motion by Davis, secc. Mazur to adjourn the meeting. On the motion the following voted yes: Bowers, Ciavarella, Davis, Howatt, Mazur, Lewis. MOTION CARRIED.

Donna M. Makarczyk, Secretary