

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
FEBRUARY 9, 2015
****MINUTES****

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

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

ABSENT: Commissioner Russell Davis

ANNOUNCEMENTS

An Executive Session was held to discuss legal and personnel issues on February 2 and February 9, 2015.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of January 2015 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on January 5 and January 12 to discuss personnel and possible litigation. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

MANAGER'S REPORT

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

TREASURER'S REPORT

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

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MINUTES OF MEETING OF JANUARY 12, 2015

Motion by Lewis, secc. Mazur that the minutes of the meeting of January 12, 2015 be accepted and filed. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

LIST OF BILLS

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

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, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

COMMUNICATIONS

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

HIRING – TEMPORARY LABORER

Motion by Lewis, secc. Mazur that Mike Graboske be hired as a temporary laborer in the Public Works Department effective February 14, 2015 to March 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, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY LABORER

Motion by Lewis, secc. Mazur that Scott Meeker be hired as a temporary laborer in the Public Works Department effective February 14, 2015 to March 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, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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HIRING – TEMPORARY LABORER

Motion by Lewis, secc. Mazur that Anthony Glzenski be hired as a temporary laborer in the Public Works Department effective February 14, 2015 to March 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, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY LABORER

Motion by Lewis, secc. Mazur that Dillon Ropetski be hired as a temporary laborer in the Public Works Department effective February 14, 2015 to March 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, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY LABORER

Motion by Lewis, secc. Mazur that Ben Hultz be hired as a temporary laborer in the Public Works Department effective February 14, 2015 to March 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, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Mazur that Raymond Masher, John Marczak, 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 February 14, 2015 to March 15, 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, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

EMPLOYEE GRIEVANCE STEP II

Motion by Bowers, secc. Mazur that the January 12, 2015 Grievance of Carl Bienias, Step II, be denied and the same is hereby denied and that the Chairman is authorized to inform the said employee of the same pursuant to the Collective Bargaining Agreement. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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WYOMING VALLEY SANITARY AUTHORITY (WVSA) INVOICE

Motion by Bowers, secc. Mazur that the WVSA invoice in the amount of \$1980.30 be approved for payment from the Sewer Fee Account. This invoice is for services rendered for supplying Hanover Township Annual Sewer Fee billing. On the motion the following voted yes: Bowers, Ciavarella, 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 the invoice from Ed Krasavage Construction for emergency sewer line repair on Goeringer Street in the amount of \$12,075.00 be approved for payment from the Sewer Fee Account. The amount of \$3,019.00 will be held by the Township until the final pave is restored and inspected by the Township Engineer. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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 in the amount of \$12,075.00 for emergency sewer line repair work on Goeringer Street. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Commissioner Ciavarella requested next time an invoice number be put in the motion. Commissioner Bagusky stated there was no invoice number provided.

SCHOOL RESOURCE OFFICER GRANT

Motion by Bowers, secc. Mazur that the Chairman is authorized to sign the Safe School Targeted School Resource Officer Grant Agreement. The grant is in the amount of \$46,148.00 and is allocated for the Safe Schools Initiative promoting safety in the community. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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PA LIQUOR CONTROL BOARD (LCB) GRANT AFFIDAVIT

Motion by Bowers, secc. Mazur that the Chairman and Township Manager are authorized to sign all documents and the affidavit for the LCB Grant to Reduce Underage and Dangerous Drinking. If awarded, the money will contribute to the Commissioners Safe Schools Committee Initiative promoting safety in the community. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

TAX ABATEMENT FOR 743 HAZLE AVENUE

Motion by Bowers, secc. Mazur that based on the recommendation of the Hanover Township Tax Collector, that the December 15, 2104 approved tax abatement for 743 Hazle Avenue to Charles Healy in the amount of \$231.94 be nullified and that a tax abatement for 743 Hazle Avenue in the amount of \$231.94 to Spacsok Enterprises be approved. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

LETTER OF SUPPORT FOR NANTICOKE CITY

Motion by Bowers, secc. Mazur that the request from Nanticoke City for a letter of support from Hanover Township for a multi-municipal park and recreation planning initiative be approved and that the Chairman is authorized to sign the same. This multi-municipal effort will include Hanover Township, Plymouth Township, Newport Township and Nanticoke City. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

SEWAGE PLANNING EXEMPTION

Motion by Bowers, secc. Mazur that the request for the Township Engineer by SM Design Group to review the possibility of a sewage planning exemption for a one resident dwelling located in Wilkes-Barre Township be approved. Also, that SM Design be made aware that they must pay for the review before it can commence and a recommendation by the Township Engineer will be made to the Board of Commissioners when completed. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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2014 LSA GRANT CONTRACT EXTENSION

Motion by Bowers, secc. Mazur that based on the recommendation of the Township Engineer, that Hanover Township apply for a contract extension for the 2013 LSA Grant #C000053872 for the new Firehouse and the Chairman is authorized to sign any and all documents pertaining to the extension. The 2014 LSA expires on June 30, 2015 and construction will not be completed by then. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

TRAINING – POLICE DEPARTMENT

Motion by Lewis, secc. Mazur that based on the request of the Chief of Police, that the following trainings be approved at the following costs: Chiefs of Police Accreditation Commission Training at a cost of \$259.26 and PA Narcotic Officer Training at a cost of \$311.00 for Police Officers of the Township. The costs will be drawn from budget Line item 410-421. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

DEPARTMENT OF GENERAL SERVICES – SODIUM CHLORIDE (ROAD SALT) CONTRACT

Motion by Lewis, secc. Mazur that as per the request of the Road Department Supervisor the Department of General Services Salt Contract participation Agreement be approved to provide road salt under State Contract for the August 2015 thru July 2016 Season and the Chairman be an is authorized to sign and submit the agreement on behalf of the Board. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

DESIGNATION OF AUTHORIZED SIGNER'S CERTIFICATE FOR PLAN TRUSTEES

Motion by Lewis, secc. Mazur that for the ASCO Financial Group Inc. / AFG Pension Administration the following individuals are authorized to execute on behalf of the Hanover Township Police Pension Plan any certificate or other written direction pertaining to the pension plan, its trust and its investment accounts in accordance with the plan document/ordinance adopted by the governing body of the Township of Hanover:

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Chief Albert Walker, Trustee
Sgt. Dean Stair, Trustee
Donna M. Makarczyk, Township Secretary
Albert J. Bagusky, Chairman, Board of Commissioners
Samuel T. Guesto, Jr., Township Manager
On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

DESIGNATION OF AUTHORIZED SIGNER'S CERTIFICATE FOR PLAN TRUSTEES

Motion by Lewis, secc. Mazur that for the ASCO Financial Group Inc. / AFG Pension Administration the following individuals are authorized to execute on behalf of the Hanover Township Non- uniformed Pension Plan any certificate or other written direction pertaining to the pension plan, its trust and its investment accounts in accordance with the plan document/ordinance adopted by the governing body of the Township of Hanover:

Edward Zwiebel, Trustee
Donna M. Makarczyk, Township Secretary
Albert J. Bagusky, Chairman, Board of Commissioners
Samuel T. Guesto, Jr., Township Manager

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

FINANCING OF POLICE VEHICLE

Motion by Lewis, secc. Mazur to approve financing from Essa Bank at a rate of 1.42 % for a three (3) year term in the amount of \$37,476.00 plus terms and conditions for the 2015 All-Wheel Drive Police Vehicle. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

2014 LSA GRANT

Motion by Lewis, secc. Mazur to approve the modification of the 2014 LSA Grant #20131231962 budget application to include a Skid Steer with Sweeper and Brush Hog attachments and a 1 ton Roller. This is due to the lower approved grant award from DCED. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Bowers that Debra Castrignano be hired as a substitute crossing guard effective February 10, 2015 pending proper paperwork. On the motion the following voted yes: Bowers, Ciavarella, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

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Motion by Lewis, secc. Bowers that Albert Broody, Code Enforcement Officer be terminated for cause effective immediately. The Township Manager is directed to notify Mr. Broody of his termination and further notify him of his right to request a record hearing before the Board of Commissioners with his council present within 10 days. On the motion the following voted yes: Bowers, Howatt, Lewis, Mazur, Bagusky. Voting No: Ciavarella. MOTION CARRIED.

Commissioner Bowers stated that the students at the Hanover Area School District with the SRO Officer were all handed a pamphlet describing all the benefits of the SRO Officer. The programs, goals and objectives, that I think is a great thing. Great work by the Chief, Township Manager and Commissioners on the board for working with the school board. This is a great asset to the community with having this SRO Officer in the school.

ADJOURNMENT

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

Donna M. Makarczyk, Secretary