

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF JUNE 5, 2017

PRESIDENT, PAUL CZAPRACKI, CALLED THE MEETING TO ORDER AT 6:00 PM AND STARTED WITH THE PLEDGE OF ALLEGIANCE TO THE FLAG.

ROLE CALL:

THE FOLLOWING COMMISSIONERS WERE IN ATTENDANCE: MR CZAPRACKI, MR ROKE, MR ZYLA, MR VISHNEFSKI, AND MS ZALESKI. ALSO IN ATTENDANCE WAS ATTORNEY JOHN SULT (REPRESENTING ATTORNEY CHRISTOPHER SLUSSER) AND TOWNSHIP MANAGER, PETER WANCHISEN.

CITIZENS COMMENTS:

1. STEVE PHILLIPS COMPLIMENTED THE ENCUMBENT COMMISSIONERS ON THEIR SUCCESSFUL ELECTION CAMPAIGNS. COMMENTED ON THE SENTANCING OF RICHARD ZIKA AS THE BEST OUTCOME AVAILABLE. NOTED THAT THE NEW PIZZA PARLOR ON MAIN STREET IS A POSITIVE SIGN AND MAY BE THE SPARK THAT INFLUENCES OTHER BUSINESSES TO LOCATE IN NEWPORT. HE CONCLUDED BY ENCOURAGING COMMISSIONERS TO DEVELOP AN ECONOMIC EXPANSION PLAN.
2. JOHN DOUGHERTY, OFFICE MANAGER AT FIRST KEYSTONE COMMUNITY BANK, INTRODUCED HIMSELF TO THE COMMISSIONERS AS A NEW AREA REPRESENTATIVE AND INDICATED THAT HIS ORGANIZATION IS A VERY COMPETITIVE LOCAL INSTITUTION. HE WOULD BE GREATFUL FOR ANY CONSIDERATION OF DOING BUSINESS WITH HIM.
3. LEON BONCZEWSKI COMPLAINED ABOUT TRUCKS AND COMING THROUGH TOWN WITH UNCOVERED LOADS AND USING JAKE BREAKS. CHIEF BLANK WAS INSTRUCTED TO LOOK INTO THE COMPLAINT. SECOND ITEM OF CONCERN WAS OPEN BURNING. HE WAS INSTRUCTED TO INVOLVE THE FIRE DEPARTMENT IF THE BACKYARD BARBQUE GETS OUT OF HAND. HE ALSO REQUESTED A "SLOW DOWN, CHILDREN AT PLAY" SIGN AT MARKET AND ENTERPRISE STREETS. JOE HILLAN WILL FOLLOW UP.
4. PALMIRA MILLER REPORTED THE TIRE RECYCLING EVENT WILL TAKE PLACE AGAIN AT THE HANOVER TOWNSHIP HIGH SCHOOL. REPORTED HIGH GRASS AND WEEDS AT 78 RIDGE STREET. STATED RAIN WATER RUNOFF IS ERODING HER PROPERTY. JOE HILLAN WILL ASSESS THE PROBLEM.

APPROVAL OF MINUTES:

MR ROKE MADE A MOTION TO APPROVE THE MINUTES OF THE MAY 1, 2017 COMMISSIONERS MEETING WHICH WAS SECONDED BY MR ZYLA. MS ZALESKI ABSTAINED FROM THE VOTE. ALL OTHER COMMISSIONERS VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN REPORTED THE FOLLOWING CASH ON HAND AS OF MAY 31, 2017:

GENERAL FUND	\$294,677.54
HOLDING TANK	.01
RECYCLING FUND	\$37,714.00
REFUSE FUND	\$213,362.86
UDAG	\$23,319.45
PLGIT (LIQUID FUELS)	\$105,377.77
FIRE DEPARTMENT CONTROLLED	<u>\$18,333.98</u>
TOTAL	\$692,785.61

PAYROLL FUND – LIQUIDATED – NOW DRAWN FROM GENERAL FUND BY ADP

A MOTION TO ACCEPT THE REPORT OF FUNDS ON HAND WAS MADE BY MR ROKE AND SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

MR WANCHISEN ALSO PROVIDED THE COMMISSIONERS WITH A SYSTEM GENERATED PROFIT & LOSS STATEMENT AND A GRAPH SHOWING FULL YEAR 2016 INCOME AND CHECKS WRITTEN FROM THE GENERAL FUND.

APPROVAL OF RECURRING BILLS PAID DURING MAY, 2017:

MR WANCHISEN SUBMITTED A LIST OF RECURRING BILLS PAID DURING MAY TOTALLING \$64,087.26. MR VISHNEFSKI MADE A MOTION TO APPROVE THE PAYMENT. MR ROKE SECONDED THE MOTION. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS:

MR WANCHISEN PRESENTED A LIST OF BILLS TO BE PAID DURING JUNE, 2017 TOTALLING \$41,740.37. MR ROKE MADE A MOTION TO PAY THE BILL. THE MOTION WAS SECONDED BY MRZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORT:

THE FOLLOWING REPORTS WERE PROVIDED BY THE COMMISSIONER RESPONSIBLE FOR OVERSIGHT:

STREET DEPARTMENT	MR CZAPRACKI
POLICE DEPARTMENT	MR ZYLA

CODE ENFORCEMENT	MS ZALESKI
FIRE DEPARTMENT	MR ROKE
PARKS & RECREATION	MR VISHNEFSKI

COPIES OF THE WRITTEN REPORTS ARE INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.

SOLICITOR'S REPORT:

ATTORNEY JOHN SOLT REPRESENTED ATTORNEY CHRISTOPHER SLUSSER. HE UPDATE THE COMMISSIONERS ON THE FOLLOWING:

- PARKING ORDINANCE. AFTER DISCUSSION IT WAS DETERMINED THAT FINE TUNING WAS NEED AND A MEETING WAS SCHEDULED FOR JUNE 14 AT 9:00.
- STORM WATER INITIATIVE WITH THE WYOMING VALLEY SEWER AUTHORITY. TWO PARTNERING DOCUMENTS WERE DELIVERED WHICH, WHEN RATIFIED AND DELIVERED WITH A CHECK FOR \$3,000, WILL FINALIZE OUR MEMBERSHIP IN THE COALITION.
- ABANDON VEHICLE ORDINANCE. LIKE THE PARKING ORDINANCE, CLEARER AND MORE RESTRICTIVE LANGUAGE IS NEEDED.
- CHARLES HAYES HAS BEGUN WORK TO BRING HIS PROPERTY UP TO CODE. CLOSE MONITORING WILL BE DONE TO ENSURE ADEQUATE PROGRESS IS MADE.

FINANCIAL OVERSIGHT REPORT:

JENNIFER POLITO NOTIFIED THE COMMISSIONERS THAT THE ANNUAL AUDIT WILL BEGIN DURING JUNE. SPECIAL EMPHASIS WILL BE PLACED ON CASH TRANSACTIONS DURING THE PERIOD JANUARY 1, 2016 THROUGH MAY 31, 2016, THE PERIOD PRIOR TO NEW SECURITY MEASURES WERE PUT IN PLACE. JENNIFER ALSO DESCRIBES THE BORROWING PROCESS UNDER THE PENNSYLVANIA INFROSTRUCTURE BANK (PIB LOAN PROGRAM) AS THE TOWNSHIP EMBARKS ON A SWEEPING ROAD INROVEMENT INITIATIVE FOR THE YEAR 2018.

TOWNSHIP MANAGER'S REPORT:

TOWNSHIP MANAGER PETER WANCHISEN REPORTED ON THE FOLLOWING:

- MURPH FLETCHER REQUESTED THE USE OF THE TOWNSHIP'S COMMUNITY ROOM ON JUNE 10, 2017 FROM 10:00 AM TO 1:00 PM FOR SUMMER RECREATIONAL PROGRAM SIGN UP. MR VISHNEFSKI MADE A MOTION TO GRANT THE REQUEST WHICH WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- AS OF MAY 31, 2017 THERE WERE 1652 REFUSE STICKERS SOLD. THAT WAS 40 STICKERS MORE THAN WAS SOLD AT THAT SAME DATE IN 2016. 45 HOME OWNERS HAVE YET TO PAY AND HAVE BEEN SENT TO THE MAGISTRATES OFFICE FOR COLLECTION.

- A MAJOR STREET PAVING INITIATIVE PLANNED FOR 2018 HAS IDENTIFIED A TOTAL OF 25 TOWNSHIP STREETS AS PRIORITIES. THEY WILL BE EVALUATED AS TO ROAD CONDITION, VOLUME OF TRAFFIC, AND FUNDS AVAILABLE AND THE A FINAL LIST WILL BE REFINED.
- THE CITY OF NANTICOKE SUBMITTED A LETTER REQUESTING A DONATION FOR THEIR JULY 4TH BIG BANG EVENT. NO ACTION TAKEN
- NEWPORT TOWNSHIP FIRE DEPARTMENT WILL SPONSOR A BREAKFAST FUND RAISER ON JULY 16 AT THE R BAR. TICKET \$9.00 FROM ANY FIREMAN OR AT THE EVENT.
- RICHARD ZIKA'S SENTANCING HEARING FOR THEFT OF TOWNSHIP FUNDS WAS HELD AT THE LUZERNE COUNTY COURTHOUSE ON JUNE 5, 2017. JUDGE LUPAS SENTENCED ZIKA TO A FULL 2 YEARS OF HOME CONFINEMENT. HE MUST WEAR AN ELECTRONIC MONITORING DEVICE AND SUBMIT TO REGULAR AND RANDOM DRUG AND ALCOHOL TESTING. AFTER THE 2 YEAR PERIOD HE WILL SERVE 5 YEARS OF PROBATION. PETER WANCHISEN READ A STATEMENT HE WROTE TO THE COURT FOR CONSIDERATION PRIOR TO SENTANCING. A COPY OF THAT STAEMENT IS ATTACHED TO THESE MINUTES AND WILL BE A PERMANENT PART THEREOF.
- THE BUDGET PROCESS FOR 2018 WILL BEGIN DURING JULY 2017. ALL COMMISSIONERS WERE ASKED TO CREATE A LIST OF EXPECTED EXPENSES AS TO NEEDED VERSUS WANTED, AND BE READY TO DISCUSS AS THE PROCESS BEGINS.
- THE LEASE ACQUISITION OF A FORD 550 DUMP TRUCK WITH SNOW PLOW AND SALT SPREADER HAS PROGRESSED. THE SUCCESSFUL, LOW BID DEALERSHIP IS GIBBONS FORD, DICKSON CITY AT \$69,274. THE SUCCESSFUL LEASING COMPANY WAS M&T BANK THEIR 3.31% ANNUAL PERCENTAGE RATE WAS BETTER THAN THE 5.45% OFFERED BY FORD MOTOR CREDIT WHICH RESULTED IN AN ANNUAL SAVINGS OF \$329. A MOTION TO AUTHORIZE PETER WANCHISEN TO SIGN DOCUMENTATION TO FINALIZE THE LEASE WAS MADE BY MR ROKE AND WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED. RESOLUTION #3 OF 2017 WAS RATIFIED BY TOWNSHIP PRESIDENT, PAUL CZAPRACKI, AUTHORIZING PETER WANCHISEN TO ACT AS AGENT FOR THE TRANSACTION.
- WANCHISEN REPORTED A NOTICABLE DECREASE IN VOLUNE OF ACTIVITY AT THE BOTTOM OF THE RIDGEVIEW DEVELOPMENT SINCE THE INSTALLATION TO THE LOCKING GATE AT THE ENTERANCE TO BURMA ROAD, AND THE SETTING OF NO PARKING SIGNS ALONG THAT ROADWAY. MORE AGGRESSIVE POLICE PATROLS WILL ALSO BE ADDED TO THE MIX AND THE OFF ROAD VEHICLE IS USED MORE FREQUENTLY.
- WALKING TRAIL SPECS ARE BEING DEVELOPED BY PENNEASTERN AND WILL BE READY FOR ADVERTIZEMENT VERY SOON.

ADJOURNMENT: THERE BEING NO FURTHER BUSINESS TO BE DISCUSSED MR CZAPRACKI ADJOURNED THE MEETING AT 7:24 PM.



PETER F. WANCHISEN
TOWNSHIP MANAGER