

# MINUTES

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## NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF SEPTEMBER 5, 2017

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

MR CZAPRACKI ALSO REQUESTED ALL IN ATTENDANCE TO OBSERVE A MOMENT OF SILENCE TO REMEMBER TWO TOWNSHIP RESIDENTS, JOSEPH MILLER AND LENNY STAUB WHO RECENTLY PASSED AWAY. HE ADDED THAT BOTH WERE GOOD PEOPLE AND WILL BE MISSED BY ALL WHO KNEW THEM.

ROLL CALL:

THE FOLLOWING COMMISSIONERS WERE IN ATTENDANCE: MR CZAPRACKI, MR ZYLA, MR VISHNEFSKI, MR ROKE, AND MS ZALESKI. ALSO IN ATTENDANCE WAS TOWNSHIP SOLICITOR, CHRISTOPHER SLUSSER, TOWNSHIP MANAGER, PETER WANCHISEN, AND FINANCIAL OVERSIGHT EMPLOYEE, JENNIFER POLITO.

CITIZENS COMMENTS:

1. FRANK CHEST QUESTIONED WHO WOULD BE RESPONSIBLE FOR THE MAINTENANCE OF THE RUMORED ROAD TO SCI RETREAT. HE WAS INFORMED THAT THE ATTEMPT FAILED BECAUSE THE COST WOULD BE TOO GREAT.
2. LEON BONCZEWSKI COMMENDED THE COMMISSIONERS FOR A JOB WELL DONE WITH REGARD TO POLICE AND STREET DEPARTMENTS. ALSO WAS PLEASE WITH THE SWIFT ACTION TO CONTROL PETS IN THE TOWNSHIP.
3. HELEN WYLIE ADDRESSED THE COMMISSIONERS WITH QUESTIONS ABOUT PAVING ISSUES IN THE PLANDER HILL SECTION OF THE TOWNSHIP. JOE HILLAN INFORMED MS WYLIE THAT HE WOULD ASSESS THE SITUATION IN THE NEAR FUTURE.

APPROVAL OF MINUTES:

MS ZALESKI MADE A MOTION TO APPROVE THE MINUTES OF THE AUGUST 7, 2017 COMMISSIONERS' MEETING WHICH WAS SECONDED BY MR VISHNEFSKI. COMMISSIONER ROKE ABSTAINED. ALL OTHER COMMISSIONERS VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN REPORTED THE FOLLOWING FUNDS ON HAND AS OF AUGUST 31, 2017:

GENERAL FUND	\$209,353.18
THEFT RESTITUTION FUND	\$109,260.49
RECYCLING FUND	\$20,294.36
REFUSE FUND	\$122,761.69

UDAG	\$5,624.36
PLGIT (liquid fuels)	\$75,880.27
FIRE DEPARTMENT CONTROLLED	<u>\$18,352.47</u>
TOTAL:	\$561,526.82

Note: Year to date interest earned on FNCB deposits = \$1,175.87

APPROVAL OF RECURRING BILLS:

MR WANCHISEN SUBMITTED A LIST OF RECURRING BILLS PAID DURING AUGUST TALLING \$101,877.58. A MOTION TO APPROVE PAYMENT WAS MADE BY MR VISHNEFSKI AND SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS TO BE PAID DURING SEPTEMBER, 2017:

MR WANCHISEN SUBMITTED A LIST OF NON RECURRING BILLS TALLING \$35,325.40 FOR APPROVAL. A MOTION TO PAY THE BILLS WAS MADE BY MR VISHNEFSKI AND WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORT:

THE FOLLOWING REPORTS WERE MADE BY THE COMMISSIONERS RESPONSIBLE FOR OVERSIGHT:

STREET DEPARTMENT	MR CZAPRACKI
POLICE DEPARTMENT	MR ZYLA
CODE ENFORCEMENT	MR ZALESKI
FIRE DEPARTMENT	MR ROKE
PARK & RECREATION	MR VISHNEFSKI

ALL WRITTEN REPORTS ARE ATTACHED TO THESE MINUTES AND WILL BE A PERMANENT PART THEREOF.

SOLICITOR'S REPORT:

ATTORNEY CHRISTOPHER SLUSSER HAD NOTHING TO REPORT.

FINANCIAL OVERSIGHT REPORT:

1. JENNIFER POLITO REPORTED THAT THE 2016 AUDIT HAS BEGUN WITH AN OVERVIEW OF FINANCIAL RECORDS AND WILL PROGRESS TO THE ACTUAL ONSITE WORK SOON.
2. JENNIFER PROVIDED A GRAPH THAT SHOWED YEAR TO DATE REVENUES & EXPENSES WHICH INDICATED A POSITIVE TREND CONTINUING WITH REGARD TO HIGHER INFLOWS VS EXPENSES.

3. A YEAR TO DATE P&L STATEMENT WAS ALSO DISTRIBUTED TO THE COMMISSIONERS.

PETER WANCHISEN REMINDED THE COMMISSIONERS THAT ANY SPENDING PRIORITIES THAT THEY MAY HAVE FOR 2018 SHOULD BY CONVEYED TO HIM AS SOON AS POSSIBLE TO ENSURE A SMOOTH BUDGETING PROCESS.

TOWNSHIP MANAGER'S REPORT:

1. AS PRESCRIBED BY REGULATION, MR WANCHISEN PROVIDED NOTIFICATION TO THE COMMISSIONERS THAT THE PENSION PLANS FOR THE POLICE, FIREMAN, AND NON UNIFORM EMPLOYEES WERE IN GOOD SHAPE AND WILL REQUIRE VERY LITTLE, IF ANY, MUNICIPAL FUNDS TO BE ALLOCATED DURING 2018. PACKETS CONTAINING SPECIFIC DATA WERE PROVIDED TO EACH COMMISSIONER AND ARE ALSO A PERMANENT PART OF THESE MINUTES.
2. WANCHISEN NOTIFIED THE COMMISSIONERS THAT THE NEW DUMP TRUCK IS BEING FITTED WITH A PLOW AND SPREADER AND SHOULD BE DELIVERED BY MID OCTOBER. FINAL DOCUMENTS TO TAKE POSSESSION OF THE TRUCK WERE SUBMITTED TO GIBBONS FORD.
3. WANCHISEN REQUESTED APPROVAL TO SELL TWO TOWNSHIP OWNED TRUCKS. BOTH ARE IN POOR CONDITION AND ARE CONTINUALLY IN NEED OF REPAIR. A MOTION TO SELL TWO TOWNSHIP TRUCKS (1996 RECYCLING TRUCK & 2005 FORD) ON MINICIBID WAS MADE BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
4. WANCHISEN REQUESTED AUTHORIZATION TO INITIATE A PIB (PA INFRASTRUCTURE BANK) LOAN APPLICATION IN THE AMOUNT OF \$1,000,000 FOR ROAD RESURFACING THROUGHOUT THE TOWNSHIP. A MOTION TO GRANT THAT AUTHORITY WAS MADE BY MR ZYLA AND SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
5. WANCHISEN UPDATED ALL PRESENT ON THE REQUEST MADE BY RESIDENT LEON BONCZEWSKI AT THE AUGUST 7, 2017 COMMISSIONERS MEETING REGARDING CONTROLLING OF PET ANIMALS IN THE TOWNSHIP. AN ARTICLE WAS POSTED ON THE TOWNSHIP'S WEB PAGE AND POSTED IN THE MUNICIPAL BUILDING CAUTIONING RESIDENTS THAT TOWNSHIP ORDINANCE CLEARLY LISTS THE OBLIGATIONS ASSOCIATED WITH PET OWNERSHIP.
6. WANCHISEN PRESENTED THE COMMISSIONERS WITH AN UPDATED PET ORDINANCE (08-2017) FOR APPROVAL. MR VISHNEFSKI MADE A MOTION TO ENACT THE ORDINANCE WHICH WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE ORDINANCE WAS APPROVED AND IMMEDIATELY ENACTED.
7. WANCHISEN REPORTED THAT HE HAS INITIATED WORK ON A GRANT APPLICATION UNDER THE "TRANSPORTATION ALTERNATIVE SET ASIDE PROGRAM". THE PROGRAM HAS THE POTENTIAL OF PROVIDING UP TO \$1,000,000 WITH NO TOWNSHIP PARTICIPATION. MONEY TO BE USED FOR SIDEWALKS, CURBS, ADA RAMPS, AND WALKING TRAILS. MAINS STREET IN GLEN LYON AND ACCESS ROAD TO RIDGEVIEW WERE MENTIONED AS INITIAL TARGETED PROJECTS.

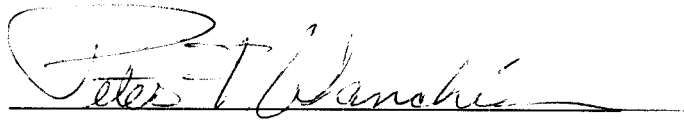
8. DEMOLITION PROJECTS AT 1 DEPOT STREET AND 68 W. MAIN STREET IN GLEN LYON ARE NOW 100% COMPLETE
9. COST OF ELECTRICITY DROPPED SLIGHTLY DUE TO OUR DECISION TO USE SOUTH JERSEY ELECTRIC AS A POWER SOURCE.
10. WANCHISEN WILL BE ATTENDING A CYBER SECURITY SEMINAR AT THE HILTON HOTEL, SCRANTON, ON SEPTEMBER 28 CONDUCTED BY TWO F.B.I. AGENTS TO BUILD AWARENESS AS TO THREATS AND PREVENTION.
11. WANCHISEN NOTIFIED THE COMMISSIONERS THAT THE NEXT TARGETED PROPERTY FOR DEMOLITION WOULD BE 116 / 118 WEST MAIN STREET. THAT WAS AN ERROR. THE CORRECT PROPERTY IS LOCATED AT 144 / 146 WEST MAIN STREET, GLEN LYON. THE OWNER OF THAT PROPERTY HAS AGREED (THROUGH THEIR LAWYER) TO THE AMICABLE TRANSFER OF OWNERSHIP AFTER ALL TAXES ARE PAID.
12. THERE WAS DISCUSSION ABOUT LOWERING THE SPEED LIMIT ON TOWNSHIP STREETS TO 20 MPH, BUT THAT SUGGESTION WAS REJECTED BECAUSE OF REGULATORY CONCERNS AND COST IMPLICATIONS.
13. WANCHISEN REQUESTED AUTHORIZATION TO DO A ONE TIME VACATION PAY ADJUSTMENT FOR THE TWO FULL TIME POLICE OFFICERS. THIS REQUEST WAS A RESULT OF INITIAL COLLECTIVE BARGAINING AGREEMENT NEGOTIATIONS WHICH MODIFY THE VACATION CLAUSE. THE PAYMENT WOULD ONLY OCCUR UPON FINAL APPROVAL AND RATIFICATION OF THE FOUR YEAR CONTRACT. MR ZYLA ADDED HIS COMMENTS IN SUPPORT OF THE REQUEST. MS ZALESKI MADE A MOTION TO APPROVE THE PAYMENT UPON CONTRACT RATIFICATION WHICH WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
14. MR WANCHISEN NOTIFIED THE COMMISSIONERS OF A REQUEST TO SOLICIT DONATIONS IN THE TOWNSHIP AT BUSINESSES AND DOOR TO DOOR BY A PENN STATE ORGANIZATION CALLED "LIVE FOR EVERY VICTORY". THE ORGANIZATION RAISES MONEY FOR WORTHWHILE ENTITIES AND HAS BEEN RECOGNIZED AS AN "OUTSTANDING STUDENT ORGANIZATION". THE GROUP FALLS UNDER THE ELIGIBLE ENTITIES IN TOWNSHIP PEDDLERS ORDINANCE.
15. MR WANCHISEN REPORTED THAT LUZERNE COUNTY'S TAX ASSESSORS OFFICE HAS 351 PROPERTY OWNERS WHO HAVE YET TO PAY THEIR 2017 REAL ESTATE TAXES. A REMINDER LETTER WAS SENT TO THEM AND PAST DUE PAYMENTS ARE EXPECTED TO BE GENERATED.

NEW BUSINESS / COMMISSIONERS' COMMENTS:

THERE WERE NO NEW ITEMS OR ISSUES RAISED BY THE COMMISSIONERS.

ADJOURNMENT:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD OF COMMISSIONERS,  
PRESIDENT PAUL CZAPRACKI ADJOURNED THE MEETING AT 6:51 pm AND CALLED FOR  
EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION ISSUES.

A handwritten signature in cursive script, reading "Peter F. Wanchisen", written over a horizontal line.

PETER F. WANCHISEN

TOWNSHIP MANAGER