

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF DECEMBER 4, 2017

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

ROLL CALL:

THE FOLLOWING COMMISSIONERS WERE IN ATTENDANCE: MR CZAPRACKI, MR ROKE, MR ZYLA, MR VISHNEFSKI, AND MS ZALESKI. ALSO IN ATTENDANCE WERE SOLICITOR REPRESENTATIVE ATTORNEY JOHN SOLT, AND TOWNSHIP MANAGE, PETER WANCHISEN

CITIZENS' COMMENTS:

RESIDENT, TINA WRUBLE, 48 SPRUCE STREET, ALDEN, ADDRESSED THE COMMISSIONERS AND QUESTIONED IF HEMLOCK STREET WOULD BE RESURFACED. MS WRUBLE WAS INFORMED THAT THE PAVING ACTIVITIES FOR 2017 HAVE STOPPED DUE TO THE SEASON AND WILL RESUME SPRING OF 2018.

APPROVAL OF MINUTES:

MR ZYLA MADE A MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 6, 2017 COMMISSIONERS MEETING. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN REPORTED THE FOLLOWING FUNDS ON HAND AS OF NOVEMBER 30, 2017:

a. GENERAL FUND	\$138,001.43
b. THEFT RESTITUTION FUND	\$105,389.44
c. RECYCLING FUND	\$5,750.59
d. REFUSE FUND	\$53,979.24
e. UDAG	\$7,747.35
f. PLGIT (liquid fuels)	\$40,282.85
g. FIRE DEPARTMENT CONTROLLED	\$18,370.78
h. POLICE CONTROLLED ACCOUNT	<u>\$0.05</u>
TOTAL	\$401,563.27

NOTE: YEAR TO DATE INTEREST EARNED ON FNCB DEPOSITS = \$1,745.30

MR VISHNEFSKI MADE A MOTION TO APPROVE THE REPORT OF TOWNSHIP FUNDS. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF RECURRING BILLS:

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF RECURRING BILLS THAT WERE PAID DURING NOVEMBER, 2017 TOTALLING \$199,906.01. MR ROKE MADE A MOTION TO APPROVE THE BILLS. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NONRECURRING BILLS:

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS TO BE PAID DURING DECEMBER 2017 TOTALLING \$52,149.69. A MOTION TO PAY THE BILLS WAS MADE BY MR ZYLA. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORT:

THE FOLLOWING REPORTS WERE GIVEN BY THE COMMISSIONERS RESPONSIBLE FOR THEIR RESPECTIVE OVERSIGHT:

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|-------------------------|---------------|
| a. STREET DEPARTMENT | MR CZAPRACKI |
| b. POLICE DEPARTMENT | MR ZYLA |
| c. CODE ENFORCEMENT | MS ZALESKI |
| d. FIRE DEPARTMENT | MR ROKE |
| e. PARKS AND RECREATION | MR VISHNEFSKI |
- i. MR VISHNEFSKI'S ORAL REPORT INCLUDED THE FOLLOWING:
1. THERE WILL BE A GRAND OPENING OF THE WALKING TRAIL. IT IS SCHEDULED FOR SPRING OF 2018
 2. THE WALKING TRAIL IS SHOWING DAMAGE CAUSED BY ATV TRAFFIC. TOWNSHIP POLICE WILL INCREASE SURVAILANCE OF THE PARK.
 3. THERE ARE PLANS TO FIX THE BASKETBALL AREA
 4. THE RECREATION BOARD IS IN THE EARLY STAGE OF PROCURING FUNDS FOR A BUILDING TO HOUSE EVENTS AT THE PARK. FUNDS ARE BEING SOUGHT FROM DCNR.

ALL WRITTEN REPORTS SUBMITTED BY THE COMMISSIONERS ARE INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.

SOLICITOR'S REPORT

ATTORNEY JOHN SOLT HAD NOTHING TO REPORT

FINANCIAL OVERSIGHT REPORT:

MS POLITO UNAVAILABLE, MR WANCHISEN PROVIDED THE FOLLOWING:

- a. THE 2018 BUDGET, AS READ DURING THE REGULAR MONTHLY COMMISSIONERS MEETING OF NOVEMBER 6, 2017 AND REFLECTED IN THE MINUTES THEREOF, WAS ANNOUNCED IN THE CITIZENS VOICE NEWSPAPER AS AVAILABLE FOR PUBLIC INSPECTION AT THE TOWNSHIP MUNICIPAL BUILDING, AND POSTED ON THE TOWNSHIP WEBSITE. BUDGETED HIGHLIGHTS INCLUDED THE FOLLOWING:

a. GENERAL FUND BUDGET	\$951,307
b. REFUSE BUDGET	\$302,867
c. RECYCLING BUDGET	\$58,730
d. LIQUID FUELS	\$150,998
e. TAX RATES	
i. GENERAL PURPOSE	2.9700 MILLS
ii. FIRE PROTECTION	0.12 MILLS
iii. EMERGENCY & MUNICIPAL TAX	\$52.00
iv. EARNED INCOME TAX (PERCENT)	.5000
v. PER CAPITA	\$5.00

- b. A PROFIT & LOSS REPORT FOR PERIOD JANUARY 1, 2017 THROUGH NOVEMBER 30, 2017 WAS SUBMITTED TO THE COMMISSIONERS FOR THEIR REVIEW. THERE WERE NO QUESTIONS REGARDING THE REPORT.

TOWNSHIP MANAGER'S REPORT:

PETER WANCHISEN REPORTED ON THE FOLLOWING:

- a. THE NEW SALT/CINDER SHED IS NOW 100% COMPLETED AND LOADED WITH MATERIAL TO ADDRESS ANTICIPATED WINTER ROAD CONDITIONS.
- b. THE TOWNSHIP OWNED PROPERTY AT 68 WEST MAIN STREET WILL BE SOLD BY SEALED BID. SUCCESSFUL BID TO BE ANNOUNCED AND AWARDED ON DECEMBER 21, 2017 AT THE REGULAR MEETING OF THE NEWPORT TOWNSHIP AUTHORITY. THE SALE WAS LEGALLY ANNOUNCED IN THE CITIZENS VOICE NEWSPAPER AND POSTED AT THE 68 W. MAIN STREET PROPERTY.
- c. A COST MODIFICATION FOR THE WALKING TRAIL AT THE RECREATION PARK WAS SUBMITTED TO HARRISBURG DUE TO REMAINING FUNDS AVAILABLE AND ADDITIONAL ENGINEERING COSTS INCURRED AND COVERED UNDER THE GRANT. THE NET RESULT WILL BE AN ADDITIONAL \$4,033 COMING TO NEWPORT.

THE FOLLOWING ITEMS WERE ADDRESSED BY MR CZAPRACKI:

- d. REQUESTED A MOTION TO APPROVE RESOLUTION #10 2017, APPLICATION FOR A SINGLE APPLICATION GAMING GRANT UP TO \$1,728,000 FOR A DRAINAGE CORRECTION PROJECT (1,200 LINEAR FEET OF COLLAPSING SIDEWALK) ALONG

- RAILROAD STREET, GLEN LYON. THE PROJECT WILL CORRECT A LONG TIME AND DANGEROUS SITUATION. MOTION MADE BY MR ROKE AND SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- e. REQUEST FOR A MOTION TO APPROVE RESOLUTION 9-2017 APPOINTING ASHLEY BOROUGH TO ACT AS LEAD APPLICANT FOR A LOCAL SHARE GRANT FOR COUNSEL OF GOVERNMENT ROAD CONSTRUCTION MACHINERY IN THE AMOUNT OF APPROXIMATELT \$517,000. MOTION WAS MADE BY MR ZYLA AND SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
 - f. A REQUEST FOR MOTION TO APPROVE EMPLOYEE RECOGNITION AWARD OF \$250 FOR JOSEPH HILLAN AND \$250 FOR POLICE CHIEF JEREMY BLANK FOR SERVICE TO THE TOWNSHIP ABOVE AND BEYONG NORMAL JOB DESCRIPTION, TO WIT IDENTIFYING COST REDUCTIONS AND REVENUE ENANCEMENTS THROUGHOUT THE YEAR. A MOTION WAS MADE BY MR ZYLA AND SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
 - g. REQUEST FOR A MOTION TO RECOGNIZE MR JOHN ELMY FOR COUNTLESS HOURS OF VOLUNTEER WORK PERFORMED DURING 2017 WITH A \$500 APPRECIATION AWARD PAYABLE 1/1/2018. MS ZALESKI MADE THAT MOTION WHICH WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
 - h. REQUESTED A MOTION TO APPROVE A 3% SALARY INCREASE FOR TOWNSHIP ADMINISTRATION AND OPERATIONS DIRECTOR, JOSEPH HILLAN, EFFECTIVE 1/1/2018. THAT MOTION WAS MADE BY MR ROKE AND SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
 - i. REQUESTED A MOTION TO APPROVE A 3% SALARY INCREASE FOR TWO FULL TIME DPW EMPLOYEES EFFECTIVE 1/1/2018. THAT MOTION WAS MADE BY MR ZYLA AND SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
 - j. REQUESTED A MOTION TO APPROVE A 3% SALARY INCREASE FOR THE SCHOOL CROSSING GUARD EFFECTIVE 1/1/2018. THAT MOTION WAS MADE BY MS ZALESKI AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

NEW BUSINESS / COMMISSIONRS' COMMENTS:

- a. RECEIVED A LETTER OF RESIGNATION FROM MR NORMAN BODEK EFFECTIVE DECEMBER 31, 2017. AFTER SOME DISCUSSION REGARDING A SUITABLE AND EXPERIENCED REPLACEMENT FOR MR BODEK, MR ZYLA MADE A MOTION TO APPROVE MR JASON KOWALSKI TO REPLACE MR BODEK IN THAT POSITION. THAT MOTION WAS SECONDED BY MS ZALESKI. THE MOTION PASSED WITH ONLY MR ROKE VOTING NO. STEPS WILL BE TAKEN IMMEDIATELY TO GET APPROVAL FROM THE GOVERNOR'S OFFICE, COMMONWEALTH OF PENNSYLVANIA.

- b. A MOTION TO AUTHORIZE LUZERNE COUNTY TO ACT AS TAX COLLECTOR FOR NEWPORT TOWNSHIP FOR 2018 AT THE SAME PRICE STRUCTURE AS 2017 WAS MADE BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- c. A MOTION TO APPROVE THE 2018 TOWNSHIP BUDGET, AS DESCRIBED IN ITEM a IN THE FINANCIAL OVERSIGHT REPORT ABOVE, AND APPROVE ORDINANCE #9 2017 WAS MADE BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS VOTED YES, AND THE MOTION PASSED.
- d. A MOTION TO APPROVE THE ONE YEAR EMPLOYMENT CONTRACT BETWEEN NEWPORT TOWNSHIP AND PETER F. WANCHISEN, TOWNSHIP MANAGER, IN THE AMOUNT OF \$43,500 WAS MADE BY MR ROKE AND SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

ADJOURNMENT:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 7:04 pm

A handwritten signature in black ink, appearing to read "Peter F. Wanchisen", written over a horizontal line.

PETER F. WANCHISEN,
TOWNSHIP MANAGER