

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF May, 7, 2018

PRESIDENT, PAUL CZAPRACKI, CALLED THE MEETING TO ORDER AT 6:00 PM

ROLL CALL:

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

CITIZENS' COMMENTS:

1. MR STEVE PHILLIPS PRESENTED A CHECK FOR \$1,000 FROM THE NEWPORT TOWNSHIP COMMUNITY ORGANIZATION. THE MONEY IS TO BE USED TO HELP DEFRAY THE COSTS ASSOCIATED WITH ASSEMBLING PLAYGROUND EQUIPMENT IN THE WANAMIE RECREATION PARK. ALL COMMISSIONERS EXPRESSED GRATITUDE FOR THE MONEY AND COMMENDED THE NTCO FOR THE GOOD WORK THEY DO TO IMPROVE THE QUALITY OF LIFE IN THE COMMUNITY.
2. HEIDI JARECKI TALKED ABOUT A SPECIAL DAY TO HONOR FALLEN SAILOR, PETTY OFFICER 1ST CLASS, EDWARD F. SLAPIKAS WHO WAS KILLED DURING THE ATTACK ON PEARL HARBOR ON DECEMBER 7, 1941. PETTY OFFICER SLAPIKAS WILL BE LAID TO REST IN NEWPORT TOWNSHIP DURING JUNE OF 2018.
3. TEENA WRUBEL LODGED A COMPLAINT ABOUT CARS IGNORING THE STOP SIGN AT THE INTERSECTION NEAR R.K. FURS. MR ZYLA SAID POLICE PRESENCE WILL BE INCREASED DURING THE TIMES THAT MS WRUBEL NOTED (7:30 TO 8:30 AM) SHE ALSO ASKED ABOUT PAVING OF STREETS AT HEMLOCK & PINE. SHE WAS INFORMED THAT THE 2018 SCHEDULED INCLUDES THOSE STREETS.
4. STAN CALEY COMPLAINED ABOUT QUAD TRAFFIC NEAR TO HIS 90 COAL STREET PROPERTY. HE REPORTED THAT QUADS OFTEN DRIVE ON MAIN STREET TO PATRONIZE CONVENIENCE STORES IN VIOLATION OF ESTABLISHED LAW. COMMISSIONER ZYLA INDICATED THAT POLICE PATROLS WILL BE STEPPED UP TO ADDRESS HIS CONCERNS.

APPROVAL OF MINUTES:

A MOTION TO APPROVE THE MINUTES OF THE APRIL 2, 2018 COMMISSIONERS' MEETING WAS MADE BY MR ROKE AND SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN PROVIDED THE COMMISSIONERS WITH A REPORT OF CASH ON HAND AS OF APRIL 30, 2018 AS FOLLOWS:

a. GENERAL FUND	\$316,345.39
b. THEFT RESTITUTION FUND	\$105,620.83
c. RECYCLING FUND	\$32,651.40
d. REFUSE FUND	\$207,345.52
e. UDAG	\$9,702.43
f. PLGIT (liquid fuels)	\$102,492.89
g. FIRE DEPARTMENT CONTROLLED	<u>\$18,414.61</u>
TOTAL CASH ON HAND	\$792,341.07

Note: INTEREST EARNED ON DEPOSITS AT FNCB YEAR TO DATE: \$1,053.03

A MOTION TO APPROVE THE REPORT OF CASH ON HAND WAS MADE BY MR ZYLA AND SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF RECURRING BILLS:

MR WANCHISEN PRESENTED THE COMMISSIONERS A LIST OF RECURRING BILLS PAID DURING APRIL, 2018 TOTALLING \$97,131.79. MR ZYLA MADE A MOTION TO APPROVE PAYMENT OF THE BILLS WHICH WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS:

MR WANCHISEN PRESENTED THE COMMISSIONERS A LIST OF BILLS DUE TO BE PAID DURING MAY, 2018 TOTALLING \$42,351.22. MR VISHNEFSKI MADE A MOTION TO PAY THE BILLS WHICH WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORTS:

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

- a. STREET DEPARTMENT MR CZAPRACKI
- b. POLICE DEPARTMENT MR ZYLA
- c. CODE ENFORCEMENT MS ZALESKI
- d. FIRE DEPARTMENT MR ROKE
- e. PARKS & RECREATION MR VISHNEFSKI

MR VISHNEFSKI GAVE A VERBAL REPORT ON THE FOLLOWING:

- 1. A NUMBER OF VOLUNTEERS CONDUCTED A CLEANUP OPERATION AT THE RECREATION PARK ON APRIL 1.
- 2. INITIAL PLANS ARE UNDERWAY TO CONVERT A PORTION OF THE STORAGE BUILDING TO A CONCESSION STAND MAKING IT POSSIBLE TO SELL ITEMS TO PEOPLE VISITING THE FACILITY FOR SPORTING EVENTS.
- 3. A DOG PARK AREA IS BEING CONSIDERED FOR THE AREA FORMERLY USED AS TENNIS COURTS.
- 4. THE PLAY EQUIPMENT DONATED BY LUZERNE COUNTY IS FINALLY BEING INSTALLED. COMPLETION DATE IS EXPECTED TO BE END OF MAY.

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

SOLICITOR'S REPORT:

ATTORNEY CHRISTOPHER SLUSSER REPORTED ON THE FOLLOWING:

- 1. THE VANDERMARK CASE IS PROGRESSING WITH A TRIAL DATE SET FOR JUNE 5, 2018
- 2. MINOR MODIFICATIONS WERE RECOMMENDED FOR THE PROPOSED BURN ORDINANCE (2-2018). THE COMMISSIONERS AGREED TO THE CHANGES AND A MOTION TO ENACT THE ORDINANCE WAS MADE BY MR ROKE. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE ORDINANCE WAS APPROVED AND IMMEDIATELY ENACTED.

FINANCIAL OVERSIGHT REPORT:

JENNIFER POLITO REPORTED THAT CASH FLOWS FOR THE MONTH OF APRIL CONTINUED TO BE FAVORABLE IN TERMS OF INCREASED YEAR OVER YEAR INCOME AND WELL CONTROLLED EXPENSE LEVELS. EXPEDITURES CONTINUE TI BE WELL WITHIN BUDGETED PROJECTIONS.

TOWNSHIP MANAGER'S REPORT:

PETER WANCHISEN REPORTED THE FOLLOWING:

1. AS OF APRIL 30, 2018 REFUSE STICKER SALES TOTAL 1,631 COMPARED TO 1,609 AT THIIIS SAME DATE IN 2017.
2. GRANT PROGRAMS:
 - a. \$150,000 GAMING MONEY GRANT
 - i. RAILROAD STREET REFINEMENTS, REVISED BUDGET, AND TIMETABLE ARE BEING DEVELOPED BY PENNEASTERN ENGINEERS. SPECIFICATIONS AND BID REQUESTS WILL BE ADVERTISED SOON.
 - b. LUZERNE COUNTY \$15 MILLION INFRASTRUCTURE IMPROVEMENT PROGRAM
 1. GRANT APPLICATIONS FOR STREET PAVING PROJECTS; RAILROAD STREET DRAINAGE PROJECT SHORTFALL; STRUCTURE DEMOLITION; AND SIDEWALK REPAIR HAVE BEEN SUBMITTED. GRANT AWARDS ARE EXPECTED TO BE ANNOUNCED DURING JUNE, 2018.
 - c. MULTIMODAL
 1. APPLICATION AMOUNT WILL BE DETERMINED AND SUBMITTED AFTER THE DOLLAR AMOUNT OF THE LUZERNE COUNTY GRANT AWARD IS ANNOUNCED. DEADLINE FOR THE MULTIMODAL APPLICATION IS JULY, 2018.
 - d. OCD
 1. PENNEASTERNENGINEERS ARE PREPARING BID SPECIFICATIONS FOR THE STORM DRAINS, PAVING RIDGE STREET, AND PROPERTY DEMOLITION. NEWSPAPER PUBLICATION IS EXPECTED TO TAKE PLACE MID MAY, 2018.
3. EMERGENCY GENERATOR:

THREE BIDS WERE SOLICITED AND RECEIVED AS REQUIRED UNDER THE FIRST CLASS TOWNSHIP CODE. ONLY ONE BID CAME IN UNDER THE \$20,000 THRESHOLD AVOIDING THE NEED FOR A FULL SCALE BIDDING PROCESS. THE BID FROM DIVERSIFIED ELECTRICAL, INC CAME IN AT \$19,875 WHICH INCLUDES SITE PREPARATION,

GENERATOR INSTALLATION, HOOK UP TO ELECTRICAL SYSTEM, AND SECURITY BALLARDS TO PROTECT THE GENERATOR. A MOTION TO APPROVE THE PURCHASE OF THE GENERATOR WAS MADE BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTIONED PASSED.

4. PENSION FUNDS:

- a. MR WANCHISEN REPORTED THAT THE PENSION FUNDS AUDIT REPORT WAS RECEIVED FROM THE AUDITOR GENERAL, COMMONWEALTH OF PENNSYLVANIA WITH NO IRREULARITIES NOTED.
- b. FNCB WEALTH MANAGER, JAMES CHAIRO AND LPL MANAGER, PETER ALBANO, ARE DEVELOPING A REVISED COST STRUCTURE AND PORTFOLIO MIX TO HELP NARROW THE SHORTFALL IN THE POLICE PENSION FUND AND REDUCE MARKET RISK. THEIR PROPOSALIS EXPECTED TO BE DELIVERED MID MAY. WANCHISEN ALSO EXPLAINED THE REASONS WHY THE POLICE PENSION PLAN IS IN SUCH DIRE CONDITION, AND SAID THE MAJOR ISSUE IS THE NUMBER OF PENSIONEERS DRAWING FROM THE FUND VERSUS THE CAPITAL IMPROVEMENT. STATE HELP IS EXPECTED TO BE ANNOUNCED DURING SEPTEMEBR 2018 AT WHICH TIME BUDGET, AND TAX CONSIDERATIONS WILL BE ADDRESSED. NEGOTIATIONS WITH FULL TIME POLICE OFFICERS WILL BE INITIATED TO CONSIDER AND IMPLIMENT A FAIR AND EQUITABLE PARTICIPATION PROPOSAL TO HELP THE STRUGGLING PENSION FUND.

5. RECREATION PARK UPDATE:

- a. ROOF REPAIR TO THE RECREATION PARK MENS ROOM IS COMPLETED.
- b. PLAYGROUND EQUIPMENT RECEIVED FROM LUZERNE COUNTY WHEN MOON LAKE CLOSED IS BEING INSTALLED. \$1,000 DONATIONS WERE RECEIVED FROM THE NEWPORT TOWNSHIP COMMUNITY ORGANIZATION AND THE NEWPORT TOWNSHIP AUTHORITY TO HELP PAY FOR THE INSTALLATION. IT WAS DISCOVERED THAT ONE OF THE SLIDING BOARDS WAS CRACKED AND MUST BE REPLACED. APPROXIMATE COST \$1,800. THE REPLACEMENT PART WAS ORDERED.

6. RECOGNITION OF OUSTANDING CITIZEN

- a. MR WANCHISEN OFFERED PRAISE AND EXPRESSED GRATITUDE TO IRENE BEZDZIECKI FOR COUNTLESS HOURS SHE SPENDS PICKING UP LITTER FROM THE ROADWAYS IN AND AROUND NEWPORT TOWNSHIP.

NEW BUSINESS / COMMISSIONERS' COMMENTS:

MR CZAPRACKI COMMENTED ON THE GRAND OPENING OF THE WALKING TRAIL SAYING IT IS A NICE UPGRADE TO THE REC PARK AND HE SEES MANY RESIDENTS UTILIZING THE FACILITY. REITERATED THE COMMITMENT TO REPAIR STREETS AND ALLEYS IN THE TOWNSHIP, AND

RECOMMENDED A PLAQUE OF APPRECIATION BE ORDERED FOR IRENE BEZDZIECKI FOR THE OUTSTANDING WORK SHE DOES.

ADJOURNMENT:

WITH NO FURTHER BUSINESS TO COME BEFOR THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 7:03 PM.

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

PETER F. WANCHISEN

TOWNSHIP MANAGER