

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

NOVEMBER 5, 2025

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

ROLL CALL:

THE FOLLOWING COMMISSIONERS ATTENDED MR. JOHN ZYLA, MR. DAVE SARAKA, MR. JOHN VISHNEFSKI AND MR PAUL CZAPRACKI. ALSO IN ATTENDANCE WERE TOWNSHIP MANAGER JOSEPH HILLAN, AND ATTORNEY CHRIS SLUSSER. MR. MICHAEL ROKE WAS ABSENT.

CITIZENS COMMENTS: MS. MARCY RAIEWSKI WANTED IT TO BE MADE KNOWN THAT IN THE MINUTES FROM THE OCTOBER 6, 2025, MEETING HER REFERENCE TO A WOODED AREA LOCATED BEHIND HER PROPERTY SHOULD HAVE BEEN A NEGLECTED AREA. MS. RAIEWSKI EXPRESSED HER CONCERNS ABOUT THE PROPERTY TO THE BOARD. THE BOARD WILL REFER HER CONCERNS TO THE CODE ENFORCEMENT OFFICER FOR A DETAILED REVIEW.

APPROVAL OF MINUTES: MR. SARAKA MOVED THAT THE MINUTES OF THE COMMISSIONERS MEETING FROM OCTOBER 6, 2025 BE APPROVED. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

REPORT OF TOWNSHIP FUNDS:

MR HILLAN REPORTED CASH ON HAND AS OF OCTOBER 31, 2025, IS AS FOLLOWS:

GENERAL FUND	(PSBT)	\$352,335.14
CONTINGENCY FUND	(PLGIT)	\$668,633.81
RECYCLING FUND	(PLGIT)	\$20,377.28
REFUSE FUND	(PSBT)	\$21,819.08
REFUSE FUND	(PLGIT)	\$50,141.01
LIQUID FUELS	(PLGIT)	\$58,565.75
RECREATION USE FUND	(PSBT)	\$100.10

TOTAL CASH ON HAND AS OF OCTOBER 31, 2025 \$1,171,972.17

MR. ZYLA MOVED TO ACCEPT THE REPORT OF TOWNSHIP FUNDS. MR. SARAKA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

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APPROVAL OF NON-RECURRING BILLS PAID DURING OCTOBER 2025:

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF NON-RECURRING BILLS PAID DURING THE MONTH OF OCTOBER TOTALING \$129,374.35. MR. SARAKA MOVED THAT THE LIST BE APPROVED FOR PAYMENT. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

• **APPROVAL OF RECURRING BILLS DUE FOR PAYMENT IN NOVEMBER 2025:**

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS DUE FOR PAYMENT IN NOVEMBER TOTALING \$294,381.87. MR. SARAKA MOVED THAT THE LIST BE APPROVED FOR PAYMENT. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

DEPARTMENT REPORTS:

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| a. STREET DEPARTMENT | MR. CZAPRACKI |
| b. POLICE DEPARTMENT | MR. ZYLA |
| c. CODE ENFORCEMENT | MR. SARAKA |
| d. FIRE DEPARTMENT | MR. HILLAN |
| e. PARKS & RECREATION | MR.VISHNEFSKI |

SOLICITOR'S REPORT: ATTORNEY SLUSSER HAD NOTHING TO REPORT

FINANCIAL OVERSIGHT REPORT: MR HILLAN REPORTED THE INCOME FOR THE FIRST TEN MONTHS OF THE YEAR WAS \$2,229,874.63 AND THE EXPENSES WERE \$1 988,283.11

TOWNSHIP MANAGER'S REPORT:

- A. *2026 PROPOSED BUDGETS PRESENTATION.THE PROPOSED BUDGETS WILL BE AVAILABLE FOR PUBLIC INSPECTION ONLINE ON THE TOWNSHIP WEBSITE AND AT THE TOWNSHIP MUNICIPAL BUILDING UNTIL DECEMBER 1,2025.*
- B. *THE 2024 STREET IMPROVEMENT PROJECT WAS COMPLETED ON FRIDAY OCTOBER 24TH*
- C. *NEWPORT TOWNSHIP WILL BE APPLYING FOR THREE STATEWIDE LSA GRANTS 1) THE PAVING OF THE EMERGENCY ACCESS ROAD AT THE END OF EAST MAIN STREET IN GLEN LYON 2) THE PAVING OF VISTA DRIVE AND OVERLOOK ROAD 3) THE PAVING OF MARK AND JAMES STREETS*

NEW BUSINESS:

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MR. SARAKA MOVED TO APPROVE RESOLUTION # 10 OF 2025 A RESOLUTION OF THE NEWPORT TOWNSHIP BOARD OF COMMISSIONERS ADOPTING A REVISION TO THE ACT 537 PLAN OF THE NEWPORT TOWNSHIP SEWER AUTHORITY, LUZERNE COUNTY, PENNSYLVANIA. MR. ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

MR. ZYLA MOVED TO APPROVE RESOLUTION # 11 OF 2025 A RESOLUTION OF THE COMMISSIONERS OF NEWPORT TOWNSHIP AUTHORIZING TOWNSHIP MANAGER JOSEPH HILLAN TO PREPARE AND SUBMIT A REQUEST FOR A STATEWIDE LOCAL SHARE ASSESSMENT GRANT OF \$803,926.20 FROM THE COMMONWEALTH FINANCING AUTHORITY TO BE USED FOR THE PAVING OF TWO STREETS IN THE WHITNEY POINT SECTION OF NEWPORT TOWNSHIP. MR SARAKA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

MR. SARAKA MOVED TO APPROVE RESOLUTION # 12 OF 2025 A RESOLUTION OF THE COMMISSIONERS OF NEWPORT TOWNSHIP AUTHORIZING TOWNSHIP MANAGER JOSEPH HILLAN TO PREPARE AND SUBMIT A REQUEST FOR A STATEWIDE LOCAL SHARE ASSESSMENT GRANT OF \$298,178.87 FROM THE COMMONWEALTH FINANCING AUTHORITY TO BE USED FOR THE PURPOSE OF FUNDING THE NEWPORT TOWNSHIP EAST MAIN STREET EMERGENCY ACCESS ROADWAY IMPROVMENTS. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

MR. SARAKA MOVED TO APPROVE RESOLUTION # 13 OF 2025 A RESOLUTION OF THE COMMISSIONERS OF NEWPORT TOWNSHIP AUTHORIZING TOWNSHIP MANAGER JOSEPH HILLAN TO PREPARE AND SUBMIT A REQUEST FOR A STATEWIDE LOCAL SHARE ASSESSMENT GRANT OF \$293,606.50 FROM THE COMMONWEALTH FINANCING AUTHORITY TO BE USED FOR THE PAVING OF TWO STREETS IN NEWPORT TOWNSHIP. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

MR. ZYLA MOVED TO HIRE PETER METALLO AS A PART TIME FIRE APPARATUS DRIVER. MR. SARAKA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

MR. ZYLA MOVED TO APPOINT DAVE SARAKA TO THE NEWPORT TOWNSHIP AUTHORITY. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI "NAYS" NONE

COMMISSIONERS COMMENTS:

MR. ZYLA ANNOUNCED THAT NEWPORT UNITED WILL BE HOLDING THEIR ANNUAL TREE LIGHTING CEREMONY ON SUNDAY NOVEMBER 30TH AT 4:00PM. FOOD TRUCKS WILL BE ON SITE

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ALONG WITH STORY TELLING FOR THE CHILDREN, COLORING CONTEST, FREE HOT CHOCOLATE FOR CHILDREN FROM THE ALYXZANDER'S COFFEE TRUCK, AND A VISIT FROM SANTA.

ADJOURNMENT:

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR. CZAPRACKI
ADJOURNED THE MEETING AT 6:26 PM

JOSEPH HILLAN
TOWNSHIP SECRETARY

PAUL CZAPRACKI
PRESIDENT BOARD OF COMMISSIONERS