

# MINUTES

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## NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF DECEMBER 3, 2018

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

### ROLL CALL:

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

### CITIZENS COMMENTS:

THERE WERE NO RESIDENTS REGISTERED TO DELIVER COMMENTS AT THE MEETING

### APPROVAL OF MINUTES:

MR ROKE MADE A MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 5, 2018 COMMISSIONERS' MEETING. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

### REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN REPORTED CASH ON HAND AS OF NOVEMBER 31, 2018 AS FOLLOWS:

a. GENERAL FUND	\$240,052.00
b. CONTINGENCY FUND	* \$39,074.24*
c. RECYCLING FUND	\$12,966.76
d. REFUSE FUND	\$34,760.02
e. UDAG	\$5,439.87
f. PLGIT (liquid fuels)	\$47,669.95
g. POLICE HOLDING FUND	\$5,891.52
h. FIRE DEPARTMENT CONTROLLED	\$18,495.73

**TOTAL CASH ON HAND AS OF NOVEMBER 30, 2018: \$404,350.09**

NOTE: \* CONTINGENCY FUND BALANCE INCLUDES THE \$4,000 RECEIVED FROM THE SALE OF THE 2013 POLICE CRUISER AND THE TOTAL \$15,000 FOR VANDERMARK SETTLEMENT. BOTH WERE ONE-TIME UNUSUAL EVENTS.

MR WANCHISEN DREW THE COMMISSIONERS' ATTENTION TO THE SPIKE IN REVENUE AND EXPENDITURES DURING OCTOBER AND NOVEMBER, 2017, AND INFORMED THE COMMISSIONERS THAT CASH FLOW FROM GRANT MONEY AND PAYOUT FOR EXPENSES ASSOCIATED WITH THE NEW POLE BARN CONSTRUCTION WAS A ONE TIME EVENT.

MR WANCHISEN ALSO NOTED THAT THE YEAR TO DATE INTEREST EARNED ON DEPOSITS HELD AT FNCB BANK TOTALED \$3,471.04

MR VISHNEFSKI MADE A MOTION TO ACCEPT 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 PAID DURING NOVEMBER, 2018:**

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF RECURRING BILLS PAID DURING NOVEMBER TOTALLING \$69,573.60. MR VISHNEFSKI MADE A MOTION AUTHORIZING THE PAYMENTS. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**APPROVAL OF NON RECURRING BILLS DUE FOR PAYMENT IN DECEMBER:**

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS DUE FOR PAYMENT IN DECEMBER TOTALLING \$41,654.70. MR ZYLA MADE A MOTION TO APPROVE THE PAYMENTS. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**DEPARTMENT REPORTS:**

a. STREET DEPARTMENT

MR CZAPRACKI

MR CZAPRACKI GAVE PRAISE TO THE STREET DEPARTMENT FOR AN EXCELLENT JOB OF ROAD MAINTENANCE DURING THE RECENT UNEXPECTED SNOW EVENT. HE STATED THAT THERE WERE NO COMPLAINTS FROM RESIDENTS ABOUT UNATTENDED STREETS IN THE TOWNSHIP

b. POLICE DEPARTMENT

MR ZYLA

c. CODE ENFORCEMENT

MR WANCHISEN FOR MS ZALESKI

d. FIRE DEPARTMENT

MR ROKE

e. PARKS & RECREATION

MR VISHNEFSKI

ALL WRITTEN REPORTS WILL BE INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.

**SOLICITOR'S REPORT:**

ATTORNEY JOHN SOLT INDICATED THAT THERE WAS NOTHING TO REPORT AT THIS MEETING

**FINANCIAL OVERSIGHT REPORT:**

IN THE ABSENCE OF FINANCIAL OVERSIGHT CONSULTANT, JENNIFER POLITO, MR WANCHISEN PROVIDED THE FOLLOWING UPDATE TO THE COMMISSIONERS:

- a. THE BUDGET FOR 2019 IS READY FOR COMMISSIONERS' APPROVAL. ALL REQUIRED POSTINGS HAVE BEEN COMPLETED, AND THE DOCUMENT WAS AVAILABLE FOR PUBLIC REVIEW.
- b. A REVIEW OF THE PROFIT & LOSS STATEMENT INDICATES THAT NEWPORT TOWNSHIP IS ON SOLID FOOTING WITH INCOME AND EXPENSE NUMBERS TRACKING FAVORABLE TO THE 2018 BUDGET.

**TOWNSHIP MANAGER'S REPORT:**

MR WANCHISEN PROVIDED THE FOLLOWING REPORT:

- a. NEWSPAPER ADS WERE PLACED IN THE CITIZEN'S VOICE ANNOUNCING THE FOLLOWING:
  - i. ORDINANCE #5-2018, 2019 BUDGET AND TAX RATES WILL BE DISCUSSED AND VOTED ON AT THE DECEMBER 3, 2018 NEWPORT TOWNSHIP COMMISSIONERS' MEETING
  - ii. ORDINANCE #7-2018, NON MOTORIZED VEHICLE PARKING ON TOWNSHIP STREETS WILL BE DISCUSSED AND VOTED ON AT THE DECEMBER 3, 2018 NEWPORT TOWNSHIP COMMISSIONERS' MEETING
  - iii. REQUEST FOR PROPOSAL FOR STANDBY SNOW PLOWING AGREEMENTS FOR THE 2018 / 2019 WINTER SEASON
  - iv. 2019 MEETING SCHEDULE FOR THE MONTHLY NEWPORT TOWNSHIP BOARD OF COMMISSIONERS AND WORK SESSIONS
- b. TWO PART-TIME NEWPORT POLICE OFFICERS, BLAKE BROWN AND WILLIAM KISHBAUGH, SUCCESSFULLY COMPLETED THE CIVIL SERVICE TESTING AND WILL BEGIN FULL TIME STATUS EFFECTIVE JANUARY 1, 2019. REQUEST FOR MOTION TO APPROVE THE FULL TIME STATUS OF BOTH OFFICERS. MR ZYLA MADE A MOTION TO MOVE POLICE OFFICERS BLAKE BROWN AND WILLIAM KISHBAUGH FROM PART-TIME TO FULL-TIME POSITIONS EFFECTIVE JANUARY 1, 2019. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- c. DARYL PAWLUSH REPORTED THAT THE RAILROAD STREET DRAINAGE PROJECT AND THE DEMOLITION OF 144/146 W. MAIN STREET SPECIFICATIONS WILL BE ADVERTIZED AND READY FOR BID APPROVAL AT THE JANUARY 7, 2018 COMMISSIONERS' MEETING. A MOTION TO WAIVE THE MUNICIPAL AND FIRE PROTECTION TAXES OF \$336.84. MR ROKE MADE A MOTION TO WAIVE THE TOWNSHIP TAXES FOR SAID PROPERTY. THAT MOTION WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

- d. APPROVE ORDINANCE #5-2018, 2019 TOWNSHIP BUDGET AND TAX RATES. MR ROKE MADE A MOTION TO APPROVE ORDINANCE #5-2018 WHICH WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- e. APPROVE ORDINANCE #7-2018, NON MOTORIZED VEHICLES PARKING ON TOWNSHIP STREETS. MR ROKE MADE A MOTION TO APPROVE ORDINANCE #7-2018 WHICH RESTRICTS PARKING OF NON MOTORIZED VEHICLES ON TOWNSHIP STREETS. THAT MOTION WAS SECONDED BY MR.ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- f. APPROVE RESOLUTION #9-2018, AUTHORIZING PETER WANCHISEN TO APPLY FOR A GAMING MONEY DISTRIBUTION GRANT FOR THE PURCHASE OF A NEW BACKHOE IN THE AMOUNT OF \$123,688.66. MOTION TO AUTHORIZE WAS MADE BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- g. APPROVE RESOLUTION #10-2018, AUTHORIZING PETER WANCHISEN TO APPLY FOR A GAMING MONEY DISTRIBUTION GRANT OF \$544,650 FOR THE EXPANSION OF THE MUNICIPAL BUILDING TO ACCOMMODATE A REGIONAL POLICE PROCESSING CENTER. A MOTION TO AUTHORIZE WAS MADE BY MR ZYLA AND SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- h. APPROVE RESOLUTION 11-2018 AUTHORIZING PETER WANCHISEN TO APPLY FOR A GAMING MONEY DISTRIBUTION GRANT OF \$125,000 FOR THE PURPOSE OF ACQUIRING THE PROPERTY AT 125 / 133 EAST MAIN STREET AND DEMOLISHING THE STRUCTURES ON THAT PROPERTY. A MOTION TO AUTHORIZE WAS MADE BY MR VISHNEFSKI AND SECONDED BY MR ROKE. VOTING YES WERE MR VISHNEFSKI, MR ROKE, AND MR CZAPRACKI. VOTING NO WAS MR ZYLA. THE MOTION PASSED BY MAJORITY VOTE.
- i. APPROVE RESOLUTION 12-2018 AUTHORIZING HANOVER TOWNSHIP TO ACT AS LEAD APPLICANT FOR A GAMING MONEY DISTRIBUTION GRANT FOR INFRASTRUCTURE IMPROVEMENTS TO THE NORTH POINT DEVELOPMENT PROJECT IN THE AMOUNT OF \$1,500,000. A MOTION AUTHORIZING RESOLUTION 12-2018 WAS MADE BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- j. APPROVE RESOLUTION #13-2018 AUTHORIZING PETER WANCHISEN TO APPLY FOR A GAMING MONEY DISTRIBUTION GRANT FOR THE PURPOSE OF UPGRADING AND REMODELING THE NEWPORT TOWNSHIP FIRE STATION AT 1002 CENTER STREET, WANAMIE, PA IN THE AMOUNT OF \$431,300. MR ROKE MADE A MOTION AUTHORIZING RESOLUTION 13-2018 WHICH WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- k. APPROVE RESOLUTION #14-2018 AUTHORIZING PETER WANCHISEN TO ACT AS LEAD APPLICANT FOR A GAMING MONEY DISTRIBUTION GRANT FOR THE GREATER NANTICOKE AREA SCHOOL DISTRICT FOR THE PURPOSE OF INSTALLING ASTRO-TURF AND A RUNNING TRACK. THE AMOUNT REQUESTED WILL BE \$870,000. MR ZYLA MADE A MOTION AUTHORIZING RESOLUTION 14-2018 WHICH WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

- I. REQUEST A MOTION TO APPROVE A SALARY INCREASES OF 3% FOR FULL TIME STREET DEPARTMENT EMPLOYEES, OPERATIONS/ADMINISTRATIVE DIRECTOR, AND 2% SALARY INCREASE FOR PART TIME STREET DEPARTMENT EMPLOYEES AND THE SCHOOL CROSSING GUARD. A MOTION WAS MADE BY MR ZYLA AND SECONDED BY MR VISHNEFSKI TO INCREASE THE SALARIES AS REQUESTED. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**COMMUNICATIONS:**

MR CZAPRACKI READ THE FOLLOWING LETTERS:


1. THANK YOU LETTER FROM COMMISSIONER ZALESKI FOR A GET WELL CARD WISHING HER A SPEEDY RECOVERY
2. THANK YOU LETTER FROM THE NEWPORT TOWNSHIP WOMENS ACTIVITY GROUP FOR THE FINE WORK GETTING AN ALTERNATIVE SITE FOR THE TRUNK OR TREAT EVENT. PREPARING THE MAINTENANCE BUILDING WAS DONE QUICKLY SO THE INCLEMENT WEATHER DID NOT CAUSE A CANCELLATION.

**NEW BUSINESS / COMMISSIONER'S COMMENTS:**

MR CZAPRACKI WISHED A MERRY CHRISTMAS AND A SAFE HOLIDAY SEASON

**ADJOURNMENT:**

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 6:47PM



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PETER F. WANCHISEN  
TOWNSHIP MANAGER