

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF OCTOBER 2, 2017

PRESIDENT, PAUL CZAPRACKI, CALLED THE MEETING TO ORDER AT 6:00pm 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, CHRISTOPHER SLUSSER, AND TOWNSHIP MANAGER, PETER WANCHISEN.

CITIZENS' COMMENTS:

1. DAVID FINOGLE, 99 W. MAIN ST., GLEN LYON ADDRESSED THE COMMISSIONERS REGARDING 3 ITEMS. 1) WOULD LIKE A ONE DAY BURNING BAN SO THAT HE COULD OPEN HIS DOORS & WINDOWS WITHOUT HAVING SMOKE ENTER HIS HOME. 2) REQUESTED "NO PARKING" SIGNS TO BE PLACED NEAR HIS HOME, AND 3) ONE-WAY TRAFFIC IN THE AREA OF APPLE & CHESTNUT STREETS. THE COMMISSIONERS AGREED TO CONSIDER EACH OF MR FINOGLE'S CONCERNS.
2. FRANK CHEST, GLEN LYON, QUESTIONED THE SOLICITOR'S REPORT SECTION OF THE AUGUST 7, 2017 COMMISSIONERS MEETING. ATTORNEY SLUSSER INFORMED MR CHEST THAT THE MINUTES WERE FACTUALLY ACCURATE.
3. PALMIRA MILLER UPDATED THE COMMISSIONERS ABOUT THE FOOD DISTRIBUTION PROGRAM AND THANKED ALL OF THE VOLUNTEERS. ALSO QUESTIONED THE DRAINAGE STATUS ALONG HER PROPERTY AT RIDGE STREET. MR HILLAR, WHO WAS IN THE AUDIENCE, AGREED TO MEET WITH HER AFTER THE MEETING AND PROVIDE SPECIFIC DETAILS AND RECOMMENDATIONS TO FIX THE PROBLEM.

APPROVAL OF MINUTES:

MS ZALESKI MADE A MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 5, 2017 COMMISSIONERS MEETING. MR ROKE SECONDED THAT MOTION. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

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

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|----------------------------|---------------------|
| GENERAL FUND | \$159,556.27 |
| RECYCLE FUND | \$19,901.30 |
| REFUSE FUND | \$102,776.92 |
| UDAG | \$5,910.79 |
| PLGIT | \$76,133.19 |
| THEFT RESTITUTION FUND | \$109,296.41 |
| FIRE DEPARTMENT CONTROLLED | <u>\$18,358.50</u> |
| TOTAL | \$489,933.38 |

MR VISHNEFSKI MADE A MOTION TO ACCEPT THE REPORT OF TOWNSHIP FUNDS WHICH WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF RECURRING BILLS:

MR WANCHISEN SUBMITTED A LIST OF RECURRING BILLS PAID DURING THE MONTH OF SEPTEMBER TOTTALLING \$85,072.88. AFTER REVIEWING THE BILLS, MR ZYLA MOVED TO APPROVE PAYMENT. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS:

MR WANCHISEN PRESENTED A LIST OF NON RECURRING BILLS TO BE PAID DURING OCTOBER, 2017 TOTTALLING \$66,603.67. MR ROKE MOVED TO PAY THE BILLS. MS ZALESKI SECONDED THE MOTION. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORTS:

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

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|--------------------|---------------|
| STREET DEPARTMENT | MR CZAPRACKI |
| POLICE DEPARTMENT | MR ZYLA |
| CODE ENFORCEMENT | MS ZALESKI |
| FIRE DEPARTMENT | MR ROKE |
| PARKS & RECREATION | MR VISHNEFSKI |

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

SOLICITOR'S REPORT:

ATTORNEY CHRISTOPHER SLUSSER HAD NOTHING TO REPORT

FINANCIAL OVERSIGHT REPORT:

MR WANCHISEN PROVIDED THE COMMISSIONERS WITH A P&L REPORT SHOWING FAVORABLE VARIANCE TO YEAR-TO-DATE INCOME BUDGET OF \$300,456.12, AND AN UNFAVORABLE YEAR-TO-DATE VARIANCE OF \$166,875.26 IN THE EXPENSE PORTION FOR THE 2017 BUDGET. NET INCOME WAS \$133,580.86 FAVORABLE YEAR-TO-DATE AS OF SEPTEMBER 30, 2017.

TOWNSHIP MANAGER'S REPORT:

MR WANCHISEN REPORTED ON THE FOLLOWING:

1. A UNIFORM SUPPLY AND MAINTENANCE AGREEMENT WAS SIGNED TO PROVIDE CLEAN UNIFORMS FOR THE POLICE AND STREET DEPARTMENTS. THE COST WILL BE DEFRAID BY USING EXISTING BUDGETED UNIFORM ALLOWANCE CAUSING VIRTUALLY NO NEGATIVE IMPACT TO THE 2017 BUDGET. THIS IS SEEN AS AN IMAGE AND MORALE BUILDER IN THAT OUR WORK FORCE WILL HAVE A BETTER APPEARANCE AS THEY ARE OUT IN THE COMMUNITY.
2. THE NEW DUMP TRUCK IS BEING FITTED WITH THE PLOW AND SPREADER AS PER THE ORDER SPECIFICATIONS. FINAL DELIVERY IS EXPECTED MID OCTOBER. A 6 YEAR LEASE WITH M&T BANK WAS NEGOTIATED. FINAL SIGNOFF REQUIRED A RESOLUTION THAT WAS CALLED FOR BY PRESIDENT, PAUL CZAPRACKI, THE RESOLUTION WAS OFFERED BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS APPROVED THE RESOLUTION WHICH WAS SENT TO M&T BANK FOR PROCESSING. COPY OF THE RESOLUTION AND THE 6 YEAR LEASE AGREEMENT ARE INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.
3. MR WANCHISEN REQUESTED RESOLUTION 9 OF 2019, AUTHORIZATION TO APPOINT PENNEASTERN ENGINEERS TO DEVELOP AND SUBMIT A SINGLE APPLICATION GRANT APPLICATIONS (GAMING MONEY) FOR THREE SEPARATE TOWNSHIP INITIATIVES. 1) DRAINAGE REPAIR WORK ALONG RAILROAD STREET, GLEN LYON, 2) A PICKUP TRUCK WITH SNOW PLOW & SPREADER FOR USE IN NARROW ALLEYS, AND 3) A BACKHOE FOR TOWNSHIP MAINTENANCE WORK. THE RESOLUTION WAS OFFERED BY MR VISHNEFSKI AND SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE RESOLUTION WAS APPROVED AND ENACTED. A COPY OF THE RESOLUTION IS INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.
4. MR WANCHISEN UPDATED THE COMMISSIONERS ON REPEATED EFFORTS BY THE S.P.C.A. OF LUZERNE COUNTY TO ENROLL NEWPORT TOWNSHIP IN A COST SHARING AGREEMENT THAT WOULD ULTIMATELY RESULT IN THE TOWNSHIP PAYING 40% OF THE COSTS OF ANIMAL PROCESSING AND BOARD. DUE TO THE APPARENT LACK OF COST ASSESSMENT CONTROL, AND ACCOUNTABILITY, THE REQUEST WAS REJECTED BY THE COMMISSIONERS.

5. MR WANCHISEN UPDATED COMMISSIONERS AND THE PUBLIC IN ATTENDANCE THAT ORDINANCE 08-2017, PET CONTROL, WAS POSTED ON THE NEWPORT TOWNSHIP WEB PAGE AND IN THE MUNICIPAL BUILDING. ENFORCEMENT WILL BEGIN IMMEDIATELY.
6. MR WANCHISEN REPORTED THAT THE WALKING TRAIL PROJECT IS NOW 100% COMPLETE. \$15,900 REIMBURSEMENT WAS RECEIVED FROM THE COMMONWEALTH OF PENNSYLVANIA WHICH REPRESENTS 85% OF THE INSALLATION COSTS. A FOLLOW UP REQUEST FOR INCIDENTAL EXPENSES WILL BE SUBMITTED DURING OCTOBER, 2017.
7. A MOTION TO APPROVE ROAD REPAIR WORK, NOT TO EXCEED \$750, AT THE INTERSECTION OF VISTA AND OVERLOOK DRIVES WAS MADE BY MR VISHNEFSKI AND SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
8. MR WANCHISEN NOTIFIED THE COMMISSIONERS THAT THE SALT/CINDER SHED IS IN NEED OF COSTLY REPAIR AND A DETERMINATION NEEDS TO BE MADE AS WHETHER TO FIX THE EXISTING STRUCTURE OR ERECT A NEW STORAGE SHED ADJACENT TO THE POLE BARN. AN EXTENSION OF THE POLE BARN ZONING PERMIT WAS GRANTED BY THE LUZERNE COUNTY ZONING OFFICE AT NO COST. THE PERMIT EXPIRES IN ONE YEAR. PRICES FOR NEW CONSTRUCTION AND ALSO REPAIR COSTS TO THE OLD BUILDING WILL BE COMPARED BEFORE A DECISION IS MADE.

NEW BUSINESS / COMMISSIONERS' COMMENTS::

1. PRESIDENT, PAUL CZAPRACKI, DISTRIBUTED A 2018 CONTRACT PROPOSAL FOR THE CONTINUATION OF EMPLOYMENT AS TOWNSHIP MANAGER. THE COMMISSIONERS WILL REVIEW THE CONTRACT AND HOLD DISCUSSION AT AN EXECUTIVE SESSION AFTER THE COMMISSIONERS WORK SESSION SCHEDULED FOR OCTOBER 17, 2017.
2. MR VISHNEFSKI INFORMED THE COMMISSIONERS THAT THE ANNUAL TRUNK OR TREAT EVENT WILL BE HELD AT THE RECREATION PARK; A RESIGNATION OF A MEMBER OF THE REC BOARD WILL NOT BE REPLACED; WORKING WITH THE POLICE TO LOCK THE PARK GATE DURING EVENING HOURS; THERE WILL BE VARIOUS FUND RAISING EVENTS EXECUTED DURING THE YEAR TO HELP DEFRAY THE COST OF OPERATION; AND A GRAND OPENING OF THE WALKING TRAIL IS BEING PLANNED FOR THE SPRING OF 2018.
3. MR VISHNEFSKI ALSO VOICED CONCERN ABOUT OUE EMERGENCY MANAGEMENT DEPARTMENT DOES NOT HAVE AN ELECTRICITY GENERATING SYSTEM TIED INTO THE MUNICIPAL BUILDING. ALL COMMISSIONERS AGREE THAT THIS IS A VITAL ITEM IN TIMES OF POWER OUTAGES, AND DIRECTED MR WANCHISEN TO LOOK INTO VARIOUS SOURCES TO FUND AND INSTALL A POWER GENERATOR.

ADJOURNMENT:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, PRESIDENT, PAUL CZAPRACKI ADJOURNED THE MEETING AT 6:51 PM.



PETER F. WANCHISEN, TOWNSHIP MANAGER