

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF NOVEMBER 6, 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, CHRISTOPHER SLUSSER, AND TOWNSHIP MANAGER, PETER WANCHISEN.

CITIZENS COMMENTS:

THOMAS KASHATUS, GLEN LYON, ADDRESSED THE COMMISSIONERS AND ASKED IF THE MILLING MATERIAL FROM THE PENN DOT ROAD RESURFACING CAN BE USED TO REPAIR THE DAMAGED ACCESS ROAD TO THE CEMETARY. MR HILLAN, OPERATIONS/ADMIN DIRECTOR, INDICATED THAT HE WOULD LOOK INTO THE SUGGESTION, AND INFORM MR KASHATUS OF THE OUTCOME.

APPROVAL OF MINUTES:

MR ZYLA MADE A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 2, 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 OCTOBER 31, 2017:

| | | | |
|-------------------------------|--------------------|----|---------------------------|
| a. GENERAL FUND | \$136,838.40 | | |
| b. THEFT RESTITUTION FUND | \$109,333.54 | | |
| c. RECYCLING FUND | \$5,746.71 | | |
| d. REFUSE FUND | \$71,798.81 | | |
| e. UDAG | \$7,458.54 | | |
| f. PLGIT (liquid fuels) | \$58,140.77 | | |
| g. FIRE DEPARTMENT CONTROLLED | <u>\$18,364.74</u> | | |
| TOTAL | \$407,681.51 | VS | \$300,121.77 (10-31-2016) |

NOTE: Year to date interest earned on FNCB deposits = \$1,587.94

MR VISHNEFSKI MADE A MOTION TO ACCEPT THE REPORT 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 OCTOBER WHICH TOTALED \$107,052.33. MR VISHNEFSKI MADE A MOTION TO APPROVE THE PAYMENTS. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NONRECURRING BILLS:

MR WANCHISEN PRESENTED A LIST OF NONRECURRING BILLS TO BE PAID DURING NOVEMBER 2017 TOTTALLING \$74,809.63. MR VISHNEFSKI MADE A MOTION TO PAY THE BILLS. THAT MOTION 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 DEPARTMENTS:

| | |
|--------------------|---------------|
| 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:

SOLICITOR, CHRISTOPHER SLUSSER, HAD NOTHING TO REPORT.

FINANCIAL OVERSIGHT REPORT:

JENNIFER POLITO REPORTED ON THE FOLLOWING:

1. REQUESTED APPROVAL FROM THE COMMISSIONERS TO TRANSFER FUNDS FROM RECYCLING AND REFUSE ACCOUNTS TO COVER ASSOCIATED COSTS PAID OUT OF THE GENERAL FUND. AN ITEMIZED LIST OF THE TRANSFERS IS INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF. MR VISHNEFSKI MADE A MOTION TO APPROVE THE TRANSFERS WHICH WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

2. MS POLITO REPORTED THAT THE 2016 AUDIT CONDUCTED BY CPA JOSEPH ALICIENI WAS COMPLETED AND FOUND NO ISSUES WITH THE OPERATION OF THE TOWNSHIP SINCE JUNE 2016. THAT DATE MARKS THE TIME WHEN PETER WANCHISEN WAS HIRED AS NEWPORT TOWNSHIP MANAGER.
3. MS POLITO PROVIDED THE COMMISSIONERS WITH P&L AND CASH FLOW CHARTS WHICH INDICATED THAT NEWPORT TOWN SHIP IS STILL ON SOUND FINANCIAL FOOTING AS OF OCTOBER 2017. YEAR TO DATE REVENUES AND EXPENSES ARE IN FAVORABLE POSITIONS EVEN THOUGH NUMEROUS AND COSTLY PROJECTS WERE UNDERTAKEN AND PAID FOR.
4. THE FIRST READING OF THE 2018 BUDGET WHICH IS NOW READY FOR PUBLIC REVIEW. IT WILL BE AVAILABLE AT THE NEWPORT TOWNSHIP OFFICE, POSTED ON THE TOWNSHIP WEB SITE, AND NOTIFICATION WILL BE ADVERIZED IN THE CITIZENS VOICE NEWSPAPER. ADOPTION OF THE FINAL VERSION IS SCHEDULED FOR DECEMBER 4, 2017 COMMISSIONERS MEETING.

TOWNSHIP MANAGER'S REPORT:

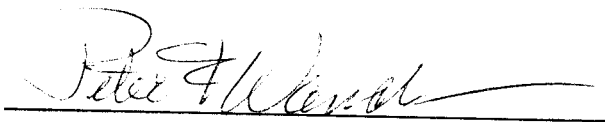
1. ROAD PAVING UPDATE: ENGINEER COST ESTIMATE FOR PAVING RAYMOND AND JOHN STREET WERE APPROXIMATELY \$70,000. THROUGH THE PRUDENT USE OF RESOURCES FROM PLYMOUTH TWOWNSHIP, WE WERE ABLE TO DO THE BOTH STREETS AT A COST OF \$11,700. THANKS TO THE COOPERATION AND HELP FROM MR JOSEPH YUDICHAK AND USE OF THE COUNSEL OF GOVERNMENT EQUIPMENT. MR ZYLA COMMENTED ON THE EFFECTIVENESS OF THE COG AND HOW EFFORTS WILL BE MADE TO LEVERAGE THAT RELATIONSHIP IN FUTURE PAVING INITIATIVES.
2. CONSTRUCTION OF A NEW SALT / CINDER SHED ON THE LAND ADJACENT TO THE MUNICIPAL VEHICLE STORAGE BUILDING IS UNDERWAY. SITE PREPARATION HAS BEGUN AND CONSTRUCTION MATERIALS WILL BE DELIVERED WITHIN THE WEEK. COMPLETION DATE IS EXPECTED TO BE APPROXIMATELY 2 WEEKS.
3. MR WANCHISEN REQUESTED APPROVAL FOR THE UDAG PAYOFF OF \$1,518.23 FOR THE PROPERTY AT 16 OVERLOOK DR. OWNED BY JUDY CASTANO. MR VISHNEFSKI MADE THAT MOTION WHICH WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS VOTED YES, AND THE MOTION PASSED.
4. MR WANCHISEN REQUESTED COMMISSIONERS' APPROVAL TO TRANSFER \$4,000 FROM THE THEFT RESTITUTION FUND TO THE REFUSE FUND THEREBY AVOIDING THE NEED FOR A TRASH FEE INCREASE FOR 2018. MR ZYLA MADE THAT MOTION WHICH WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
5. MR WANCHISEN REPORTED THAT THE 2018 SCHEDULE FOR NEWPORT TOWNSHIP COMMISSIONERS MEETINGS WILL BE POSTED ON DECEMBER 1, 2017 IN THE CITIZENS VOICE NEWSPAPER AND WILL ALSO BE AVAILABLE ON THE TOWNSHIP'S WEB SITE.
6. THE NEWPORT TOWNSHIP AUTHORITY WILL BE ADVERTIZING THE SEALED BID SALE OF THE VACANT LOT AT 68 WEST MAIN STREET IN GLEN LYON ON NOVEMBER 15, 2017. BIDS WILL BE ACCEPTED UNTIL 3:00 PM ON DECEMBER 21, 2017 AND WILL BE OPENED AT THE NEWPORT TOWNSHIP AUTHORITY MEETING ON DECEMBER 21, 2017 AT 7:00.

7. MR WANCHISEN REPORTED THAT WE HAVE ENTERED INTO A TENTATIVE AGREEMENT WITH THE OWNER OF 144/146 WEST MAIN STREET, GLEN LYON, TO TAKE OWNERSHIP OF THE TWO PARCEL PROPERT FOR \$1.00. THE STRUCTURE WILL BE DEMOLISHED AND THE VACANT LAND SOLD VIA A CLOSED BID PROCESS.
8. OUR 2005 FORD DUMP TRUCK WAS SOLD FOR \$7,102.00 HIGH BID ON MUNICIBID.
9. MR WANCHISEN REQUESTED APPROVAL TO HIRE PART TIME FIREFIGHTER, JOSHUA BUKOFSKI AT AN HOURLY RATE OF \$13.84. BACKGROUND CHECK CAME BACK CLEAN AND HIS EXPERIENCE QUALIFIES HIM FOR THE POSITION. MR ROKE MADE A MOTION TO APPROVE THE HIRING WHICH WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

NEW BUSINESS / COMMISSIONERS COMMENTS:

1. MR CZAPRACKI REQUESTED A MOTION TO APPROVE THE 4 YEAR COLLECTIVE BARGAINING AGREEMENT BETWEEN NEWPORT TOWNSHIP AND THE NEWPORT TOWNSHIP POLICE DEPARTMENT. THAT MOTION WAS MADE BY MS ZALESKI AND SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
2. MR CZAPRACKI REQUESTED A MOTION TO REAPPOINT PETER WANCHISEN TO A 5 YEAR TERM ON THE NEWPORT TOWNSHIP SEWER AUTHORITY BOARD. CURRENT APPOINTMENT WILL EXPIRE ON JANUARY 1, 2018. A MOTION TO REAPPOINT MR WANCHISEN WAS MADE BY MS ZALESKI AND SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
3. MR CZAPRACKI REQUESTED A MOTION TO HIRE MR BRIAN STASHAK AS A PART TIME STREET DEPARTMENT EMPLOYEE AT AN HOURLY RATE OF \$11.00. THAT MOTION WAS MADE BY MR VISHNEFSKI AND SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
4. MR CZAPRACKI READ A REQUEST FROM THE NANTICOKE AREA LITTLE LEAGUE TO USE THE NEWPORT TOWNSHIP COMMUNITY ROOM FOR LETTLE LEAGUE SIGNUP FOR THE 2018 SEASON. MR VISHNEFSKI MADE A MOTION TO ALLOW THE USEAGE WHICH WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

THERE BEING NO FURTHER BUSINES TO COME BEFORE THE COMMISSIONERS, PRESIDENT CZAPRACKI ADJOURNED THE MEETING AT 6:31 PM. AND CALLED THE COMMISSIONERS INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES.



PETER F. WANCHISEN, TOWNSHIP MANAGER