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# MINUTES

## NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF FEBRUARY 2, 2026

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. RONALD JONES, MR. MICHAEL ROKE, MR. DAVID SARAKA, MR. JOHN ZYLA AND MR. PAUL CZAPRACKI. ALSO IN ATTENDANCE WERE FINANCIAL CONSULTANT, JENNIFER POLITO, TOWNSHIP MANAGER, JOSEPH HILLAN AND ATTORNEY CHRIS SLUSSER.

### CITIZENS COMMENTS:

MS. HEIDI JARECKI INQUIRED ABOUT THE STATUS OF THE OLD STAPINSKI BUILDING ON WEST MAIN STREET IN GLEN LYON

**APPROVAL OF MINUTES:** MR. SARAKA MOVED THAT THE MINUTES OF JANUARY 5, 2026 REORGANIZATION MEETING BE APPROVED. MR. JONES SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSER'S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI "NAYS" NONE

MR. ZYLA MOVED THAT THE MINUTES OF JANUARY 5, 2026, SPECIAL MEETING BE APPROVED. MR. ROKE SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSER'S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI "NAYS" NONE

MR. SARAKA MOVED THAT THE MINUTES OF JANUARY 5, 2026, COMMISSIONERS MEETING BE APPROVED. MR. ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSER'S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI "NAYS" NONE

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**REPORT OF TOWNSHIP FUNDS:**

MR HILLAN REPORTED CASH ON HAND AS OF JANUARY 30,2026 AS FOLLOWS:

GENERAL FUND	(PSBT)	\$105,127.74
CONTINGENCY FUND	(PLGIT)	\$525,343.90
RECYCLING FUND	(PLGIT)	\$4,204.24
REFUSE FUND	(PLGIT)	\$104,296.65
REFUSE FUND	(PSBT)	\$63,260.61
LIQUID FUELS	(PLGIT)	\$33,390.31
RECREATION USE FUND	(PSBT)	\$100.12

**TOTAL CASH ON HAND AS OF JANUARY 30,2026 \$835,723.57**

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

**APPROVAL OF NON-RECURRING BILLS PAID DURING JANUARY 2026:**

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF NON-RECURRING BILLS PAID DURING THE MONTH OF JANUARY TOTALING \$118,847.82. MR. ZYLA MOVED THAT THE LIST BE APPROVED FOR PAYMENT. MR. ROKE SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSER'S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI "NAYS" NONE

**APPROVAL OF RECURRING BILLS DUE FOR PAYMENT IN FEBRUARY 2026:**

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS DUE FOR PAYMENT IN FEBRUARY TOTALING \$102,330.30. MR. ROKE MOVED THAT THE LIST BE APPROVED FOR PAYMENT. MR. JONES SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSER'S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI "NAYS" NONE

**DEPARTMENT REPORTS:**

- a. STREET DEPARTMENT MR. CZAPRACKI

MR. CZAPRACKI COMMENDED THE DPW EMPLOYEES FOR THE EXCELLENT JOB THAT THEY HAVE BEEN DOING THIS WINTER ESPECIALLY DURING THIS PAST STORM.

- b. POLICE DEPARTMENT MR. ZYLA
- c. CODE ENFORCEMENT MR. SARAKA
- d. FIRE DEPARTMENT MR. ROKE
- e. PARKS & RECREATION MR. JONES

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**SOLICITORS REPORT:**

ATTORNEY SLUSSER HAD NOTHING TO REPORT

**FINANCIAL OVERSIGHT REPORT:**

MS. POLITO REPORTED THAT ALL OF THE DCED REPORTS HAVE BEEN FILED AND THAT THE TOWNSHIP WILL BE RECEIVING THE LIQUID FUELS FUNDS IN THE FIRST WEEK OF MARCH. MS POLITO ALSO STATED THAT THE YEAR-TO-DATE INCOME WAS \$79,293.61 AND THE EXPENSES WERE \$145,971.93.

**TOWNSHIP MANAGER’S REPORT:**

- A. ON THURSDAY JANUARY 8<sup>TH</sup> CHRIS GOETZ FROM THE DEPARTMENT OF MUNICIPAL SERVICES RECONCILED THE TOWNSHIP’S MS-965 LIQUID FUELS REPORT FOR 2025. NEWPORT TOWNSHIP WILL BE RECEIVING THEIR 2026 LIQUID FUELS FUNDS DURING THE FIRST WEEK OF MARCH.
- B. AS OF JANUARY 30<sup>TH</sup> 502 REFUSE STICKERS HAVE BEEN SOLD THAT IS A DECREASE OF 78 FROM THE SAME TIME PERIOD LAST YEAR.
- C. ON JANUARY 22<sup>ND</sup> WE RECEIVED OUR ENGAGEMENT LETTER FROM KOHANSKI COMPANY PC FOR THE 2025 AUDIT. THE 2025 AUDIT WILL BEGIN IN MARCH.

**NEW BUSINESS:**

MR. ROKE MOVED TO ADOPT RESOLUTION #2 OF 2026 A RESOLUTION OF NEWPORT TOWNSHIP ADOPTING A REVISION TO THE ACT 537 PLAN OF NEWPORT TOWNSHIP. MR. SARAKA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. “AYES MESSER’S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI “NAYS” NONE

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MR. ROKE MOVED TO APPROVE RESOLUTION #3 OF 2026 A RESOLUTION OF THE NEWPORT TOWNSHIP COMMISSIONERS APPOINTING JASON TARNOWSKI, SCOTT BRENNAN AND DAVID STASHIK AS MEMBERS OF THE NEWPORT TOWNSHIP ZONING HEARING BOARD AND ALSO TO APPOINT ROBERT TARNOWSKI AS AN ALTERNATE MEMBER. MR. JONES SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. “AYES” MESSER’S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI “NAYS” NONE

MR. ZYLA MOVED TO ACCEPT THE RESIGNATION OF PAUL CZAPRACKI AS A MEMBER OF THE NEWPORT TOWNSHIP PLANNING COMMITTEE. MR. ROKE SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. “AYES” MESSER’S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI “NAYS” NONE. MR. CZAPRACKI STATED THAT THE REASON FOR HIS RESIGNATION WAS THAT HE FELT MR. SARAKA WOULD BE BETTER QUALIFIED TO SERVE ON THE BOARD WITH HIS BACKGROUND IN ZONING AND CODE ENFORCEMENT.

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MR. ZYLA MOVED TO APPOINT DAVID SARAKA TO THE NEWPORT TOWNSHIP PLANNING COMMITTEE. MR. ROKE SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSER'S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI "NAYS" NONE

MR. ZYLA MOVED TO APPROVE A LEGAL SERVICE PROPOSAL FOR NEGOTIATION OF LOCAL HOST FEES AND/OR COMMUNITY BENEFIT AGREEMENT WITH COMMERCIAL ENTITIES AND/OR INDUSTRIES INTENDING TO LOCATE IN NEWPORT TOWNSHIP. MR. SARAKA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES MESSER'S. JONES, ROKE, SARAKA, ZYLA AND CZAPRACKI "NAYS" NONE

**COMMISSIONERS COMMENTS:**

MR. ZYLA ASKED MR. HILLAN TO SEND A LETTER TO CAPTAIN LEONARD PACZKOWSKI OF THE NEWPORT TOWNSHIP FIRE POLICE THANKING THEM FOR THEIR COMMITMENT TO THE COMMUNITY. ESPECIALLY DURING THE RECENT SNOW REMOVAL EVENT IN THE FRIGID TEMPERATURES.

MR. ZYLA AND MR. SARAKA PROVIDED A BRIEF SUMMARY OF THE RECENT TOUR OF OFFICIALS AT THE FORMER RETREAT STATE PRISON WHICH IS OWNED BY THE DEPARTMENT OF GENERAL SERVICES. THE PROPERTY IS SCHEDULED TO GO UP FOR SALE IN THE SPRING OF 2026.

**ADJOURNMENT:**

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR. CZAPRACKI ADJOURNED THE MEETING AT 6:23 PM

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JOSEPH HILLAN  
TOWNSHIP SECRETARY

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PAUL CZAPRACKI  
PRESIDENT BOARD OF COMMISSIONERS

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