

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

DECEMBER 1, 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 JOHN VISHNEFSKI, MR. PAUL CZAPRACKI, MR. DAVID SARAKA AND MR. MICHAEL ROKE. ALSO IN ATTENDANCE WERE TOWNSHIP MANAGER JOSEPH HILLAN, AND ATTORNEY CHRIS SLUSSER. FINANCIAL CONSULTANT JENNIFER POLITO WAS ABSENT.

CITIZENS COMMENTS: THERE WERE NO COMMENTS

SPECIAL DEDICATION: MR ROKE MOVED TO APPROVE RESOLUTION #17 OF 2025 A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NEWPORT TOWNSHIP, LUZERNE COUNTY, PENNSYLVANIA NAMING THE RECENTLY PAVED WALKING TRAIL THE “JOHN VISHNEFSKI WALKING TRAIL” AFTER COMMISSIONER JOHN VISHNEFSKI. MR. ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: “AYES” MESSERS, ROKE, SARAKA, ZYLA AND CZAPRACKI. “NAYS” NONE

MR. CZAPRACKI READ THE RESOLUTION PROCLAMING THE NAMING OF THE WALKING TRAIL IN HONOR OF MR. VISHNEFSKI’S TWENTY-THREE YEARS OF DEDICATED SERVICE TO THE COMMUNITY AS THE RECREATION COMMISSIONER. MR. HILLAN THEN PRESENTED MR. VISHNEFSKI WITH THE SIGN THAT READS “JOHN VISHNEFSKI WALKING TRAIL” WHICH WILL BE INSTALLED IN THE SPRING.

MR. VISHNEFSKI WAS HONORED WITH THE RECOGINTION AND EXPRESSED HIS SINCERE GRATITUDE AND APPRECIATION FOR HIS TIME AND WORK.

APPROVAL OF MINUTES: MR. VISHNEFSKI MOVED THAT THE MINUTES OF THE COMMISSIONERS MEETING FROM NOVEMBER 5TH BE APPROVED. MR. SARAKA SECONDED THE MOTION AND IT CARRIED

WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSERS. SARAKA, VISHNEFSKI, ZYLA, CZAPRACKI, "NAYS" NONE. MR. ROKE ABSTAINED.

REPORT OF TOWNSHIP FUNDS:

MR HILLAN REPORTED CASH ON HAND AS OF NOVEMBER 26,2025 AS FOLLOWS:

GENERAL FUND	(PSBT)	\$153,291.74
CONTINGENCY FUND	(PLGIT)	\$671,032.72
RECYCLING FUND	(PLGIT)	\$20,458.73
REFUSE FUND	(PSBT)	\$5,258
REFUSE FUND	(PLGIT)	\$21,211.05
LIQUID FUELS	(PLGIT)	\$55,730.57
RECREATION USE FUND	(PSBT)	\$100.10
TOTAL CASH ON HAND AS OF NOV. 26,2025		\$927,082.99

MR. ROKE 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, ROKE, SARAKA, ZYLA, VISHNEFSKI, AND CZAPRACKI "NAYS" NONE

APPROVAL OF NON-RECURRING BILLS PAID DURING NOVEMBER 2025:

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF NON-RECURRING BILLS PAID DURING THE MONTH OF NOVEMBER TOTALING \$121,574.20. 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. VISHNEFSKI, ROKE, ZYLA AND CZAPRACKI "NAYS" NONE

APPROVAL OF RECURRING BILLS DUE FOR PAYMENT IN DECEMBER 2025

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS DUE FOR PAYMENT IN DECEMBER TOTALING \$68,080.19. 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, ROKE, SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI. "NAYS" NONE

DEPARTMENT REPORTS:

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

SOLICITOR'S REPORT: ATTY. SLUSHER HAD NOTHING TO REPORT

FINANCIAL OVERSIGHT REPORT: TOWNSHIP MANAGER JOSEPH HILLAN PRESENTED THE COMMISSIONERS WITH THE ELEVENTH MONTH REVENUES \$2,398,916.26 AND EXPENSES \$2,353,912.73

TOWNSHIP MANAGER'S REPORT:

- A. ON MONDAY NOVEMBER 24TH NEWPORT TOWNSHIP SUBMITTED THREE APPLICATIONS FOR STATEWIDE LSA GRANTS.1) EAST MAIN STREET EMERGENCY ACCESS ROAD 2) WHITNEY POINT PAVING PROJECT 3) JAMES AND MARK STREET PAVING PROJECT
- B. THE ACT 537 PLAN WAS SUBMITTED TO DEP FOR REVIEW ON NOVEMBER 18TH
- C. THE 2026 COMMISSIONERS MEETING AND WORK SESSION SCHEDULE WAS ADVERTISED IN THE CITIZENS VOICE ON THURSDAY NOVEMBER 20TH

NEW BUSINESS

MR. SARAKA MOVED TO APPROVE THE KILMER GROUP AS THE INSURANCE AGENT FOR NEWPORT TOWNSHIP FOR 2024 FOR RISK MANAGEMENT AND AUTO INSURANCE. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS, ROKE, SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI. "NAYS" NONE

MR. SARAKA MOVED TO APPROVE THE 2026 EMPLOYMENT AGREEMENT BETWEEN JOSEPH HILLAN AND NEWPORT TOWNSHIP AS TOWNSHIP MANAGER/BUILDING CODE OFFICIAL FROM JANUARY 1, 2026, TO DECEMBER 31, 2026. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS, ROKE, SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI. "NAYS" NONE

MR. ROKE MOVED TO PASS ORDINANCE #6 OF 2025 APPROVING THE BUDGET AND SETTING THE TAX RATES FOR 2026. MR. ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS, ROKE, SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI. "NAYS" NONE

MR. SARAKA MOVED TO APPROVE RESOLUTION #14 OF 2025 A RESOLUTION OF THE NEWPORT TOWNSHIP BOARD OF COMMISSIONERS URGING OPPOSITION TO ANY INCREASE IN FEDERAL TRUCK SIZE AND WEIGHT LIMIT. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS, ROKE, SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI. "NAYS" NONE

MR. ZYLA MOVED TO APPROVE RESOLUTION #15 OF 2025 A RESOLUTION OF NEWPORT TOWNSHIP, LUZERNE COUNTY, PENNSYLVANIA, IN SUPPORT OF THE PENNSYLVANIA HOUSING AFFORDABILITY AND REHABILITATION ENHANCEMENT (PHARE) FUND APPLICATION SUBMITTED BY ECUMENICAL

ENTERPRISES, INC. TO IMPROVE HOUSING SAFETY, ACCESSIBILITY. MR. SARAKA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MESSERS, ROKE, SARAKA, ZYLA, VISHNEFSKI, AND CZAPRACKI "NAYS" NONE

MR. SARAKA MOVED TO APPROVE RESOLUTION #16 A RESOLUTION OF NEWPORT TOWNSHIP, LUZERNE COUNTY, PENNSYLVANIA, ENACTING A REFUSE FEE OF \$345.00 AND A RECYCLING FEE OF \$45.00 FOR 2026. MR. VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS, ROKE, SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI. "NAYS" NONE

MR. ZYLA MOVED TO ACCEPT A LETTER OF RESIGNATION FROM TOWNSHIP COMMISSIONER DAVID SARAKA EFFECTIVE JANUARY 4TH 2026. MR. ROKE SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MESSERS, ROKE, SARAKA, VISHNEFSKI, ZYLA AND CZAPRACKI. "NAYS" NONE

COMMISSIONERS COMMENTS:

MR. ZYLA THANKED MR. VISHNEFSKI FOR HIS TWENTY-THREE YEARS OF SERVICE ON THE BOARD OF COMMISSIONERS ESPECIALLY DURING THE MANY YEARS WHEN THE RECREATION DEPARTMENT HAD TO YIELD THEIR FUNDING TO COVER COSTS IN THE POLICE, FIRE AND STREET DEPARTMENTS.

MR CZAPRACKI ALSO THANKED MR. VISHNEFSKI FOR HIS YEARS OF DEDICATION TO THE TOWNSHIP.

ADJOURNMENT:

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 6:20 PM



JOSEPH HILLAN
TOWNSHIP SECRETARY



PAUL CZAPRACKI
PRESIDENT BOARD OF COMMISSIONERS