

# MINUTES

## NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

SEPTEMBER 5, 2023

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 MICHAEL ROKE AND MS. DEBORAH FORGACH -ZALESKI. ALSO IN ATTENDANCE WERE TOWNSHIP MANAGER JOSEPH HILLAN, ATTORNEY CHRISTOPHER SLUSSER AND FINANCIAL CONSULTANT JENNIFER POLITO.

### CITIZENS COMMENTS:

MS.VICKI FRACE PRESENTED A LIST OF POTENTIAL QUALITY OF LIFE VIOLATIONS TO THE BOARD FOR MR .HILLAN TO INVESTIGATE.

**APPROVAL OF MINUTES:** MR.ROKE MOVED THAT THE MINUTES OF THE COMMISSIONERS MEETING FROM AUGUST 7<sup>TH</sup> BE APPROVED. MS.ZALESKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ROKE, ZYLA, CZAPRACKI, "NAYS" NONE

### REPORT OF TOWNSHIP FUNDS:

MR HILLAN REPORTED CASH ON HAND AS OF AUGUST 31 2023 AS FOLLOWS:

GENERAL FUND	(FNCB)	\$455,233.81
CONTINGENCY FUND	(PLGIT)	\$929,369.38
CAPITAL PURCHASE FUND	(PLGIT)	\$36,204.20
RECYCLING FUND	(PLGIT)	\$22,174.63
REFUSE FUND	(PLGIT)	\$121,811.65
REFUSE FUND	(FNCB)	\$5,847.06
LIQUID FUELS	(PLGIT)	\$68,143.53
RECREATION USE FUND	(FNCB)	\$4,934.38
WVSA STORM WATER FUND		\$42,268.88
<b>TOTAL CASH ON HAND AS OF AUGUST 31 2023</b>		<b>\$1,685,987.52</b>

MR. VISHNEFSKI MOVED TO ACCEPT THE REPORT OF TOWNSHIP FUNDS. MR.ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS, VISHNEFSKI, ZYLA, ROKE AND CZAPRACKI "NAYS" NONE

**APPROVAL OF NON RECURRING BILLS PAID DURING AUGUST 2023:**

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF NON RECURRING BILLS PAID DURING THE MONTH OF AUGUST TOTALING \$664,723.23. MR. ROKE MOVED THAT THE LIST BE APPROVED FOR PAYMENT. MR.ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ZYLA, ROKE AND CZAPRACKI "NAYS" NONE

**APPROVAL OF RECURRING BILLS DUE FOR PAYMENT IN SEPTEMBER 2023:**

MR HILLAN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS DUE FOR PAYMENT IN SEPTEMBER TOTALING \$64,483.65. MS.ZALESKI MOVED THAT THE LIST BE APPROVED FOR PAYMENT. MR.VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MS. ZALESKI MESSERS, VISHNEFSKI, ROKE, ZYLA AND CZAPRACKI. "NAYS" NONE

**DEPARTMENT REPORTS:**

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

**SOLICITOR'S REPORT:** ATTORNEY SLUSSER HAD NO REPORT

**FINANCIAL OVERSIGHT REPORT:** JENNIFER POLITO REPORTED THAT THE INCOME YEAR TO DATE WAS \$2,667,732.05 AND THE EXPENSES ARE \$2,399,422.63. THE 2024 BUDGET PROCESS WILL BEGIN NEXT WEEK AND SHOULD BE COMPLETE BY THE END OF OCTOBER.

**TOWNSHIP MANAGER'S REPORT:**

- A. THE 2024 MMO'S FOR THE THREE PENSION PLANS ARE COMPLETED AS REQUIRED UNDER THE PROVISIONS OF ACT 205 AND ARE AS FOLLOWS: POLICE-\$60,399.96, NON-UNIFORM \$22,925.83. FIREMANS \$00. A LETTER IS ATTACHED TO THE WORKSHEETS THAT ARE INCLUDED IN EACH COMMISIONERS MEETING PACKET.
- B. A PRE-CONSTRUCTION MEETING WAS HELD ON WEDNESDAY AUGUST 30<sup>TH</sup> WITH PENNEASTERN ENGINEERS AND THE CONTRACTORS FOR THE NEWPORT TOWNSHIP RECREATION IMPROVEMNET PROJECT. CONSTRUCTION IS EXPECTED TO BEGIN THE WEEK OF SEPTEMBER 11<sup>TH</sup>.

- C. HEARINGS WERE HELD ON TUESDAY AUGUST 29<sup>TH</sup> AT MAGISTRATE WHITTAKER'S FOR TWENTY RESIDENTS WHO DID NOT PAY THE 2023 REFUSE AND RECYCLING FEE. ALL TWENTY RESIDENTS WERE FOUND GUILTY AND MUST PAY THE FEE PLUS A FINE AND COURT COST.
- D. THE LOWER SOUTH VALLEY LAND BANK ACQUIRED FOUR PROPERTIES AT THE AUGUST LUZERNE COUNTY JUDICIAL TAX SALE. 1. 48 NEWPORT STREET THAT WILL BE DEMOLISHED AS SOON AS THE LAND BANK RECIEVES THE TITLE FOR THE PROPERTY. 2. 5 ARCH STREET THAT WILL BE EVALUATUED FOR EITHER SALE OR DEMOLITION. 3. 69-71 WEST MAIN STREET. THERE IS A GARAGE THAT WILL BE DEMOLISHED AS SOON AS THE LAND BANK RECIEVES THE TITLE FOR THE PROPERTY. 4. 128 WEST MAIN STREET VACANT LOT THAT WILL BE PUT UP FOR SALE.
- E. THIS YEAR THE TOWNSHIP WIL BE SUBMITTING FOUR LSA GRANT APPLICATIONS 1.PAVING OF NINE ROADWAYS 2.ACQUISTION AND DEMOLITION OF BLIGHTED PROPERTIES 3.SIDEWALKS ON MAIN STREET IN GLEN LYON 4. FUNDING FOR THE PROPOSED PARK AT THE CORNER OF STRALKA LANE AND RAILROAD STREET IN GLEN LYON.

## **NEW BUSINESS**

MR.VISHNEFSKI MOVED TO APPROVE CHANGE ORDER REQUESTS #1 AND #2 WITH MULTISCAPE GENERAL CONTRACTORS AMENDING THE CONTRACT FOR THE GLEN LYON SIDEWALK PROJECT MS.ZALESKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ROKE, ZYLA, CZAPRACKI, "NAYS" NONE

MR. ZYLA MOVED TO APPROVE CHANGE ORDER REQUESTS # 1 AND #2 WITH DON E. BOWER INC. AMENDING THE CONTRACT FOR THE NEWPORT TOWNSHIP PAVE, DRAINAGE AND RECREATION IMPROVEMENT PROJECT. MR.VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MS. ZALESKI MESSERS, VISHNEFSKI, ROKE, ZYLA AND CZAPRACKI. "NAYS" NONE

MR.ROKE MOVED TO ACCEPT A LETTER OF RETIREMENT FROM PAUL MIERZWA FROM THE POSITION OF A NEWPORT TOWNSHIP FIRE APPARTUS DRIVER EFFECTIVE JULY 12, 2023. MR.VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MS. ZALESKI MESSERS, VISHNEFSKI, ROKE, ZYLA AND CZAPRACKI. "NAYS" NONE

MR.ZYLA MOVED TO APPROVE RESOLUTION NO.9 OF 2023 A RESOLUTION OF THE COMMISSIONERS OF NEWPORT TOWNSHIP AUTHORIZING TOWNSHIP MANAGER JOSEPH HILLAN TO PREPARE AND SUBMIT AN APPLICATION FOR SINGLE APPLICATION GRANT FUNDING (AKA GAMING SHARE FUNDING),LUZERNE COUNTY,IN THE AMOUNT OF \$1,677,815.70 FOR THE PURPOSE OF FUNDING THE REPAVING OF NINE ROADWAYS IN NEWPORT TOWNSHIP. MR.ROKE SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MS. ZALESKI MESSERS, VISHNEFSKI,ROKE, ZYLA AND CZAPRACKI. "NAYS" NONE

MS.ZALESKI MOVED TO APPROVE RESOLUTION NO.10 OF 2023 A RESOLUTION OF THE COMMISSIONERS OF NEWPORT TOWNSHIP AUTHORIZING TOWNSHIP MANAGER JOSEPH HILLAN TO PREPARE AND SUBMIT AN APPLICATION FOR SINGLE APPLICATION GRANT FUNDING (AKA GAMING SHARE FUNDING),LUZERNE COUNTY,IN THE AMOUNT OF \$295,900.00 FOR THE PURPOSE OF FUNDING THE ACQUISITION AND DEMOLITION OF BLIGHTED PROPERTIES IN NEWPORT TOWNSHIP. MR.VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES: "AYES" MS. ZALESKI MESSERS, VISHNEFSKI, ROKE, ZYLA AND CZAPRACKI. "NAYS" NONE

MR.ROKE MOVED TO APPROVE RESOLUTION NO.11 OF 2023 A RESOLUTION OF THE COMMISSIONERS OF NEWPORT TOWNSHIP AUTHORIZING TOWNSHIP MANAGER JOSEPH HILLAN TO PREPARE AND SUBMIT AN APPLICATION FOR SINGLE APPLICATION GRANT FUNDING (AKA GAMING SHARE FUNDING), LUZERNE COUNTY,IN THE AMOUNT OF \$261,191.70 FOR THE PURPOSE OF FUNDING THE INSTALLATION OF SIDEWALKS ON MAIN STREET IN GLEN LYON. MR.ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ZYLA, ROKE AND CZAPRACKI "NAYS" NONE.

MR.VISHNEFSKI MOVED TO APPROVE RESOLUTION NO.12 OF 2023 A RESOLUTION OF THE COMMISSIONERS OF NEWPORT TOWNSHIP AUTHORIZING TOWNSHIP MANAGER JOSEPH HILLAN TO PREPARE AND SUBMIT AN APPLICATION FOR SINGLE APPLICATION GRANT FUNDING (AKA GAMING SHARE FUNDING), LUZERNE COUNTY, IN THE AMOUNT OF \$134,750.00 FOR THE PURPOSE OF FUNDING THE INSTALLATION OF FENCING AND PLAYGROUND EQUIPMENT ON PROPERTY LOCATED AT THE CORNER OF STRALKA LANE AND RAILROAD STREET IN GLEN LYON. MS.ZALESKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ROKE, ZYLA, CZAPRACKI, "NAYS" NONE

MR.VISHNEFSKI MOVED TO AWARD A CONTRACT TO DON E BOWER INC FOR \$225,737.00 FOR THE PAVING OF THE PARKING AREA AND THE WALKING TRAIL AT THE NEWPORT TOWNSHIP RECREATION PARK UPON APPROVAL OF THE TOWNSHIP SOLICITOR AND THE TOWNSHIP ENGINEER. MS.ZALESKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ROKE, ZYLA, CZAPRACKI, "NAYS" NONE

MS.ZALESKI MOVED TO AWARD A CONTRACT TO AR POPPLE FOR THE DEMOLITION OF 101 NEWPORT STREET, 100 RAILROAD STREET, AND REAR 4 WEST ENTERPRISE STREET FOR \$65,000.00 UPON APPROVAL OF THE TOWNSHIP SOLICITOR AND THE TOWNSHIP ENGINEER. MR.VISHNEFSKI SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ROKE, ZYLA, CZAPRACKI, "NAYS" NONE

MR.VISHNEFSKI MOVED TO AWARD A CONTRACT TO PENNSY SUPPLY TO PAVE SELECTED STREETS IN NEWPORT TOWNSHIP WITH FUNDS IN THE AMOUNT OF \$231,416.35 FROM THE LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT UPON APPROVAL OF THE TOWNSHIP SOLICITOR AND THE TOWNSHIP ENGINEER. MR.ZYLA SECONDED THE MOTION AND IT CARRIED WITH THE FOLLOWING AYE AND NAY VOTES. "AYES" MS. ZALESKI MESSERS. VISHNEFSKI, ZYLA, ROKE AND CZAPRACKI "NAYS" NONE.

**COMMISSIONERS COMMENTS:**

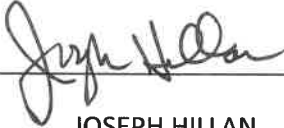
MR.ROKE THANKED MR.PAUL MIERZWA FOR HIS TWENTY YEARS OF SERVICE WITH THE NEWPORT TOWNSHIP FIRE DEPARTMENT AND WISHED HIM WELL IN HIS RETIREMENT.

MR.ZYLA ANNOUNCED THAT NEWPORT UNITED WILL MEET ON TUESDAY SEPTEMBER 12<sup>TH</sup> AT 5:00 PM AT THE MUNICIPAL BUILDING.

MS.ZALESKI THANKED CHIEF BLANK AND OFFICER DUBIAK FOR ASSISTING HER WITH A RECENT PERSONAL ISSUE.

**ADJOURNMENT:**

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRCKI ADJOURNED THE MEETING AT 6:25 PM

  
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JOSEPH HILLAN  
TOWNSHIP SECRETARY

  
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PAUL CZAPRCKI  
PRESIDENT BOARD OF COMMISSIONERS

