

# MINUTES

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## NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF JANUARY 7, 2019

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 WERE IN ATTENDANCE: MR CZAPRACKI, MR ROKE, MR ZYLA, AND MR VISHNEFSKI. ALSO IN ATTENDANCE WERE ATTORNEY JOHN SOLT (REPRESENTING TOWNSHIP SOLICITOR, ATTORNEY CHRISTOPHER SLUSSER, TOWNSHIP MANAGER, PETER WANCHISEN, AND FINANCIAL OVERSIGHT ANALYST, JENNIFER POLITO. ABSENT WAS COMMISSIONER DEBORAH ZALESKI.

### **OATH OF OFFICE:**

PART-TIME POLICE OFFICERS BLAKE BROWN AND WILLIAM KISHBAUGH WERE SWORN IN AS FULL-TIME OFFICERS. THE OATH OF OFFICE WAS ADMINISTERED BY DISTRICT MAGISTRATE DONALD WHITTAKER. COMMISSIONERS AND CITIZENS GAVE THE OFFICERS A ROUND OF APPLAUSE AND WISHED THEM WELL IN THEIR NEW POSITIONS.

### **CITIZENS' COMMENTS:**

1. MUPHY FLETCHER ADDRESSED THE COMMISSIONERS WITH CONCERNS REGARDING THE FOLLOWING:
  - a. HIS DISCUSSIONS WITH CHRISTINE DENORA, DCNR, REGARDING UPGRADES TO THE NEWPORT TOWNSHIP REC PARK AND PLAN FOR A MEETING TO IDENTIFY OPPORTUNITIES FOR GRANT PROGRAMS
  - b. BROWN ROW PAVING DETERIORATION AND THE NEED FOR MAINTENANCE OF CERTAIN SECTIONS.

2. TONY MOLSKI, GLEN LYON PUT FORTH FOUR ITEMS OF CONCERN:
  - a. REFUSE FEES NOT BEING PAID BY RESIDENTS, PARTICULARLY ON ENTERPRISE STREET. MR MOLSKI WAS INFORMED THAT THERE IS A VIGOROUS COLLECTION PROCESS FOR RESIDENTS WHO DO NOT PAY FOR THEIR TRASH REMOVAL FEE. THE PROBLEM MAY BE A RESULT OF PEOPLE PAYING FOR THE SERVICE, BUT NOT DISPLAYING THE STICKERS IN VIEW OF THE STREET. HE WAS INFORMED THAT THE DELINQUENCY RATE FOR PAYMENT IS LESS THAN 2%. THOSE WHO DO NOT PAY ARE SUBJECT TO MAGISTRATE COLLECTION.
  - b. HE HAS A PROBLEM WITH PERMITS WHEN ERECTING A FENCE TO CONTAIN HIS DOG(S)
  - c. STONES ON THE ROADWAY NEAR THE VARIETY STOP.
  - d. ABANDON PROPERTY AND THE LACK OF SECURITY FOR THE STRUCTURES
3. HEIDI JARECKI INFORMED THE COMMISSIONERS OF A RUMOR THAT THE GLEN LYON POST OFFICE MAY BE CLOSING. NO COMMISSIONERS HAD ANY KNOWLEDGE OF THAT BEING TRUE. SHE WAS ALSO CONCERNED ABOUT THE DISAPPEARANCE OF DOCUMENTS WHEN THE ALDEN METHODIST CHURCH WAS DEMOLISHED.

**APPROVAL OF MINUTES:**

MR ZYLA MADE A MOTION TO APPROVE THE MINUTES OF THE DECEMBER 3, 2018 COMMISSIONERS' MEETING. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**REPORT OF TOWNSHIP FUNDS:**

MR WANCHISEN REPORTED CASH ON HAND AS OF DECEMBER 31, 2018 AS FOLLOWS:

a. GENERAL FUND	\$180,804.11
b. CONTINGENCY FUND	\$39,099.11
c. RECYCLING FUND	\$12,974.72
d. REFUSE FUND	\$11,780.72
e. UDAG	\$5,443.34
f. PLGIT (liquid fuels)	\$44,559.66
g. POLICE HOLDING FUND	\$6,893.65
h. FIRE DEPARTMENT CONTROLLED	<u>\$18,507.51</u>

**TOTAL CASH ON HAND AS OF DECEMBER 31, 2018      \$320,062.84**

**NOTE: ANNUAL INTEREST EARNED ON FNCB DEPOSITS:    \$3,686.84**

MR ROKE MADE A MOTION TO ACCEPT THE REPORT OF CASH ON HAND. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**APPROVAL OF RECURRING BILLS PAID DURING DECEMBER 2018**

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF RECURRING BILLS PAID DURING DECEMBER 2018 TOTALLING \$187,526.92 WHICH INCLUDED A \$113,852.15 PASS THROUGH PAYMENT TO DAN E. BOWER EXCAVATING FROM A LUZERNE COUNTY COMMUNITY DEVELOPMENT GRANT FOR PAVING AND DRAINAGE WORK. MR VISHNEFSKI MADE A MOTION APPROVING THE PAYMENTS. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**APPROVAL OF NONRECURRING BILLS DUE FOR PAYMENT DURING JANUARY 2019**

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS TO BE PAID DURING JANUARY 2019 TOTALLING \$19,772.75. MR VISHNEFSKI MADE A MOTION TO PAY THE BILLS. MR ZYLA SECONDED THAT MOTION. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**DEPARTMENT REPORTS:**

- |                       |                             |
|-----------------------|-----------------------------|
| a. STREET DEPARTMENT  | MR CZAPRACKI                |
| b. POLICE DEPARTMENT  | MR ZYLA                     |
| c. CODE ENFORCEMENT   | MR WANCHISEN FOR MS ZALESKI |
| d. FIRE DEPARTMENT    | MR ROKE                     |
| e. PARKS & RECREATION | NOTHING TO REPORT           |
|                       | MR VISHNEFSKI               |

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

**SOLICITOR'S REPORT:**

- a. ATTORNEY SOLT READ ORDINANCE 2019-1, AMENDMENT TO THE QUALITY OF LIFE ORDINANCE. MR ROKE MADE A MOTION TO ENACT ORDINANCE 2019-1. THAT MOTION WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- b. ATTORNEY SOLT READ ORDINANCE 2019-2, CONSOLIDATED PARKING AMENDMENT. MR ROKE MADE A MOTION TO ENACT ORDINANCE 2019-2. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**FINANCIAL OVERSIGHT REPORT:**

JENNIFER POLITO PROVIDED THE FOLLOWING REPORTS:

- a. YEAR END BUDGET RECAP INDICATING THAT NEWPORT TOWNSHIP FINISHED THE YEAR WELL WITHIN BUDGET EXPECTATIONS. REVENUES WERE IN LINE WITH EXPECTATIONS AND EXPENSES WERE WELL CONTROLLED WITH ONLY A FEW MINOR AND EXPLAINABLE OVERAGES.
- b. JENNIFER PRESENTED A LIST RECOMMENDED FUND TRANSFERS TO RECOGNIZE GENERAL FUND PAYMENTS ATTRIBUTABLE TO RECYCLING AND REFUSE ACTIVITIES AS FOLLOWS:
  - i. TRANSFER \$7,293.75 FROM REFUSE FUND TO GENERAL FUND
  - ii. TRANSFER \$13,390.00 FROM RECYCLING FUND TO GENERAL FUND

A MOTION TO APPROVE THE TRANSFER OF FUNDS WAS MADE BY MR ZYLA. THAT MOTION WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED. MS POLITO'S RECOMMENDATION DOCUMENT WILL BE INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.

#### **TOWNSHIP MANAGER'S REPORT:**

MR WANCHISEN PROVIDED THE FOLLOWING:

1. GRANT APPLICATIONS UPDATE:
  - a. APPLICATION FOR GAMING MONEY TO PURCHASE A NEW BACKHOE IS BEING PROCESSED. A CONFERENCE CALL WITH OCED, HARRISBURG WAS HELD TO RESPOND TO SPECIFIC FINE POINTS WAS HELD ON JANUARY 3<sup>RD</sup>.
  - b. MUNICIPAL BUILDING EXPANSION REQUEST IS BEING PROCESSED BY ANALYST BRETT ENNIS. ALL DOCUMENTS SUPPORTING THE REQUEST ARE SUBMITTED. DECISION EXPECTED BY MAY 2019
  - c. FIRE STATION REMODEL. WORKING WITH BUILDING COMMITTEE MEMBER, LEN PACZKOWSKI. ALL APPLICATION DOCUMENTS ARE SUBMITTED AND AWAITING DECISION.
  - d. GREATER NANTICOKE AREA SCHOOL DISTRICT FOOTBALL FIELD AND TRACK IMPROVEMENT APPLICATION. APPLICATION SUBMITTED HOWEVER UPDATED COST ESTIMATES ARE NEEDED. KEN BARTUSHKA IS WORKING WITH THE NEW ENGINEERING FIRM TO DEVELOP REQUIRED UPDATES.
2. REFUSE FEE NOTICES WERE MAILED TO 1,783 NEWPORT TOWNSHIP PROPERTY OWNERS. PAYMENTS OF THE FEE HAVE BEGUN AT A BRISK PACE WITH 280 STICKERS ISSUED AS OF JANUARY 7.
3. THE BLIGHTED PROPERTY THAT WAS DEMOLISHED BY THE NEWPORT TOWNSHIP AUTHORITY HAS FINALLY BEEN SOLD AFTER NUMEROUS SETBACKS DURING THE PROCESS.
4. POLICE OFFICER STANLEY DREVENAK SUBMITTED A LETTER OF RESIGNATION. OFFICER DREVENAK WILL BE MISSED BY NEWPORT TOWNSHIP SINCE HE WAS A VALUED MEMBER OF THE POLICE FORCE FOR SEVERAL YEARS.
5. MR WANCHISEN REQUESTED THE FOLLOWING APPOINTMENTS TO TOWNSHIP POSITIONS:

- a. REAPPOINTMENT OF POLICE CHIEF JEREMY BLANK FOR 2019. MOTION MADE BY MR ZYLA AND SECONDED BY MR ROKE. ALL COMMISSIONERS VOTED YES, AND THE MOTION PASSED
- b. REAPPOINT PENNEASTERN AS TOWNSHIP ENGINEER FOR 2019. MR ROKE MADE THAT MOTION WHICH WAS SECOND BY ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- c. REAPPOINT ATTORNEY SLUSSER LAW FIRM AS TOWNSHIP SOLICITOR FOR 2019. THAT MOTION WAS MADE BY MR ROKE AND SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- d. REAPPOINT FIRE CHIEF JOHN FLORYSHAK FOR A TWO-YEAR TERM FOR THE YEAR 2019 AND 2020. THAT MOTION WAS MADE BY MR ROKE AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- e. COMMISSIONER ROKE MADE A MOTION TO APPOINT FIREMAN JAMES HOFFMAN TO A POSITION OF ASSISTANT FIRE CHIEF FOR A TWO-YEAR TERM 2019 AND 2020. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS VOTED YES, AND THE MOTION PASSED.
- f. A MOTION TO REAPPOINT TOWNSHIP AUDITOR JOSEPH ALICIENI FOR THE YEAR 2019 WAS MADE BY MR ZYLA. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- g. A MOTION TO REAPPOINT TOWNSHIP CODE ENFORCEMENT OFFICER JEFFEREY PISANCHYN WAS MADE BY MR ZYLA. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES AND THE MOTION PASSED.
- h. GLEN LYON CURBING & SIDEWALK PROJRCT. THE FIRST STEP IN FREEING UP LUZERNE COUNTY GRANT MONEY FOR THE GLEN LYON CURB & SIDEWALK PROJECT IS TO SOLICIT BIDS AND AWARD THE PROJECT TO AN ENGINEERING FIRM. THAT PROCESS WAS INITIATED AND COMPLETED WITH THE FINAL DECISION BEING TO ENLIST PENNEASTERN AS PROJECT ENGINEER. THAT DECISION WAS MADE BASED ON NUMEROUS CONSIDERATIONS THAT INCLUDED EXPERIECE WITH SIMILAR PROJECTS; SIZE AND SCOPE OF PREVIOUS PROJECTS, FAMILIARITY WITH THE NEWPORT TOWNSHIP WORK SITE, CURRENT GOOD RELATIONSHIP AND COMFORT LEVEL WITH PENNEASTER.
- i. IN CONNECTION WITH THE GLEN LYON CURB AND SIDEWALK PROJECT A MOTION WAS MADE BY MR VISHNEFSKI TO AUTHORIZE PETER WANCHISEN TO EXECUTE ANY AND ALL DOCUMENTS ASSOCIATED WITH THE GLEN LYON CURB AND SIDEWALK PROJECT ON BEHALF OF NEWPORT TOWNSHIP. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- j. RAILROAD STREET DRAINAGE PROJECT – BIDS WERE RECEIVED FROM EIGHT COMPANIES, ALL OF WHICH EXCEEDED THE \$150,000 GRANT RECEIVED FROM GRANT MONEY DEDICATED TO THE PROJECT. PENNEASTERN ENGINEERS HAVE REVIEWED THE BIDS AND THE LOW BIDDER, M&J EXCAVATION INC, HAD AN ISSUE WITH THEIR BID BOND WHICH WILL REQUIRE A REVIEW BY THE TOWSHIP SOLICITOR BEFORE AN AWARD CAN BE MADE. THIS SITUATION RESUKTED IN A POSTPONEMENT IN THE DECISION BY THE COMMISSIONERS UNTIL THE FEBRUARY 2019 COMMISSIONERS MEETING. MR ZYLA

REQUESTED THAT MR WANCHISEN REACH OUT TO ATTORNEY CHRISTOPHER SLUSSER TO EXPLORE THE POSSIBILITY OF THE SOUTH VALLEY COUNCIL OF GOVERNMENT DOING THE PAVING WORK IN AN EFFORT TO BRING DOWN THE COST OF THE PROJECT.

- k. MR WANCHISEN INFORMED THE COMMISSIONERS THAT NEWPORT TOWNSHIP RESIDENT RONALD JONES WAS AGREEABLE TO SERVE ON THE BOARD OF THE NEWPORT TOWNSHIP AUTHORITY TO FILL ONE OF TWO CURRENT VACANCIES. MR ZYLA MADE A MOTION TO APPOINT RONALD JONES TO ONE OF THE OPEN POSITIONS. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOYED YES, AND THE MOTION PASSED.
  
- l. MR WANCHISEN REMINDED THE COMMISSIONERS AND ALL RESIDENTS IN ATTENDANCE THAT THE TOWNSHIP WORK SESSION MEETINGS FOR THE ENTIRE 2019 YEAR WILL START AT 4:00 PM RATHER THAN 4:30 PM.

**NEW BUSINESS / COMMISSIONERS' COMMENTS**

NO NEW BUSINESS OR COMMISSIONERS' COMMENTS

**ADJOURNMENT:**

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONS, MR CZAPRACKI ADJOURNED THE MEETING AT 6:53 PM

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PETER F. WANCHISEN  
TOWNSHIP MANAGER