

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF NOVEMBER 5, 2018

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 ZYLA, MR ROKE, MR VISHNEFSKI, AND MS ZALESKI. ALSO IN ATTENDANCE WERE ATTORNEY JOSEPH BARANKA (REPRESENTING SOLICITOR CHRISTOPHER SLUSSER), AND TOWNSHIP MANAGER, PETER WANCHISEN.

NEW BUSINESS:

A MOTION TO APPROVE THE HIRING OF AUTUMN ATKINSON TO THE POSITION OF PART TIME POLICE OFFICER WAS MADE BY MR ZYLA. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED. THE OATH OF OFFICE WAS THEN ADMINISTERED BY MR ZYLA.

CITIZENS' COMMENTS:

1. RESIDENT, JOE MOLSKI, COMMENDED THE STREET DEPARTMENT FOR THE WORK THEY DID ON DAVID LANE.
2. RESIDENT, PALMIRA MILLER, REPORTED ON THE RESULTS AND NUMBER OF VOLUNTEERS INVOLVED IN THE MOST RECENT FOOD DISTRIBUTION PROGRAM. SHE ALSO PROVIDED A YEAR TO DATE REPORT THAT UNDERScoreD THE EFFECTIVENESS OF THE INITIATIVE.
3. BEN CARD, 190 REAR E. MAIN STREET, COMPLAINED ABOUT NEIGHBOR'S TRASH IN HIS BACK YARD. CODE ENFORCEMENT OFFICIALS WILL FOLLOW UP.

APPROVAL OF MINUTES:

MR ROKE MADE A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 1, 2018 COMMISSIONERS MEETING. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN REPORTED THE FOLLOWING FUNDS TOTALS AS OF OCTOBER 31, 2018:

a. GENERAL FUND	\$212,097.43
b. CONTINGENCY FUND	\$20,046.32
c. RECYCLING FUND	\$12,523.00
d. REFUSE FUND	\$57,698.79
e. UDAG	\$5,432.97
f. PLGIT (liquid fuels)	\$50,008.05
g. HOLDING FUND (police equipment)	\$5,887.58
h. FIRE DEPARTMENT CONTROLLED	<u>\$18,472.57</u>

TOTAL CASH ON HAND as of October 31, 2018 \$382,166.71

Year to date interest earned on FNCB deposits: \$3,237.59

MR VISHNEFSKI MADE A MOTION TO ACCEPT THE REPORT OF FUNDS ON HAND. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF RECURRING BILLS PAID DURING OCTOBER, 2018

MR WANCHISEN PRESENTED THE COMMISSIONERS A LIST OF RECURRING BILLS THAT WERE PAID DURING OCTOBER TOTALLING \$66,371.28 FOR APPROVAL. MR ROKE MADE A MOTION TO APPROVE PAYMENT. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS TO BE PAID DURING NOVEMBER 2018.

MR WANCHISEN PRESENTED A LIST OF NON RECURRING BILLS FOR APPROVAL DUE TO BE PAID DURING NOVEMBER 2018 TOTALLING \$41,643.65. MR VISHNEFSKI MADE A MOTION AUTHORIZING PAYMENT OF THE BILLS. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORTS:

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| a. STREET DEPARTMENT | MR CZAPRACKI |
| b. POLICE REPORT | MR ZYLA |
| c. CODE ENFORCEMENT | MS ZALESKI |
| d. FIRE DEPARTMENT | MR ROKE |
| i. Verbal report – Ladder truck repaired | |
| e. PARKS & RECREATION | MR VISHNEFSKI |
| i. Verbal report – Trunk or Treat event went well | |

- ii. Mr Zyla commented on the outstanding support of all Township departments in support of the Trunk or Treat event. He mentioned his gratitude for the appearance of the maintenance building.

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

SOLICITOR'S REPORT:

ATTORNEY JOSEPH BARANKA REPORTED THAT THERE WAS A SETTLEMENT OFFER FROM THE ATTORNEY OF FORMER CHIEF OF POLICE, ALBERT VANDERMAR, FOR \$15,000. MR VISHNEFSKI MADE A MOTION TO ACCEPT THE SETTLEMENT OFFER. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED. ATTORNEY BARANKA WILL INFORM MR VANDERMARK'S ATTORNEY THAT THE SETTLEMENT AMOUNT WAS APPROVED. WHEN RECEIVED, ATTORNEY'S FEES WILL BE DEDUCTED FROM THE SETTLEMENT AMOUNT. THE REMAINDER WILL BE CREDITED TO THE CONTINGENCY FUND SINCE THIS IS A ONE TIME UNUSUAL EVENT.

FINANCIAL OVERSIGHT REPORT:

JENNIFER POLITO REPORTED ON THE FOLLOWING:

- a. CASH FLOW THROUGHOUT THE MONTH OF OCTOBER HAS BEEN FAVORABLE WITH REVENUES OUT PACING EXPENDITURES.
- b. 2019 BUDGETING PROCESS IS ON SCHEDULE WITH THE FIRST READING SCHEDULED FOR TODAY AND PUBLIC INSPECTION ANNOUNCEMENT BEING ADVERTIZED ON NOVEMBER 9, 2018. THE BUDGET IS AVAILABLE AT THE TOWNSHIP OFFICE, 351 W. KIRMAR AVE., WANAMIE, PA AND ON THE TOWNSHIP WEB SITE (NEWPORTTOWNSHIP.ORG).

TOWNSHIP MANAGER'S REPORT:

- a. FIRST READING OF THE 2019 BUDGET. NOTICE WILL BE PUBLISHED IN THE CITIZENS VOICE THAT THE PROPOSED BUDGET IS AVAILABLE FOR PUBLIC INSPECTION. COPIES AVAILABLE ON THE TOWNSHIP WEBSITE AND AT THE TOWNSHIP MUNICIPAL BUILDING, 351 WEST KIRMAR AVE., WANAMIE, PA.
- b. A FOUR YEAR COLLECTIVE BARGAINING AGREEMENT WAS NEGOTIATED AND FINALIZED WITH THE NEWPORT TOWNSHIP FIRE DEPARTMENT, AND WILL BE EFFECTIVE JANUARY 1, 2019.
- c. CIVIL SERVICE TESTS FOR THE TWO OPEN FULL TIME POLICE OFFICERS WILL BE ADMINISTERED, AND ALL OTHER EVALUATIONS WILL BE CONCLUDED BY MID NOVEMBER. A TARGET DATE OF DECEMBER 1, 2018 IS SET FOR IDENTIFYING THE SUCCESSFUL CANDIDATES.
- d. REPORT OF GRANT APPLICATIONS:

- iii. RAILROAD STREET – SURVEY WORK COMPLETED. PROJECT SPECIFICATIONS ARE BEING DEVELOPED AND BIDS WILL BE SOLICITED.
- iv. \$1.4 MILLION LUZERNE COUNTY INFRASTRUCTURE IMPROVEMENT – RECEIVED PROCESSING FORMS FROM MARK HURST. A REQUEST FOR ENGINEERING PROPOSAL (RFP) WILL BE PUBLISHED AND RESPONDING ENGINEERING FIRMS WILL BE EVALUATED. THIS IS A FIRST STEP IN A LONG PROJECT PROCESS. NEXT WILL BE THE DEVELOPMENT OF PROJECT SPECIFICATIONS AND PUBLISHING AN ANNOUNCEMENT FOR PROJECT BIDS. ACTUAL SIDEWALKS AND CURB WORK IS EXPECTED TO START MID 2019 AND CONCLUDE FALL OF 2019
- v. MULTIMODAL APPLICATION – DECISION EXPECTED NOVEMBER 14, 2018
- vi. OCD GLEN LYON – DON BOWER CONSTRUCTION INITIATED PROJECT OCTOBER 23, 2018. ESTIMATED FINISH DATE NOVEMBER 10.. WEATHER PERMITTING
- vii. FLOOD MITIGATION PROGRAM – NEWLY IDENTIFIED GRANT TO COMPLETE THE ADDITIONAL / REMAINING WORK AT THE RAILROAD STREET DRAINAGE PROJECT. REQUEST AMOUNT TO BE DETERMINED AFTER THE SUCCESSFUL BIDDER FOR THE PROJECT IS IDENTIFIED.
- viii. 2019 GAMING MONEY GRANT – TWO GAMING MONEY APPLICATIONS WILL BE SUBMITTED FOR COMMISSIONERS’ CONSIDERATION WHEN THE PROGRAM OPENS. REQUESTS WILL BE FOR BUILDING EXPANSION AT 351 W. KIRMAR AVE TO ACCOMMODATE A REGIONAL POLICE PROCESSING CENTER AND A BACKHOE TO REPLACE A TOWNSHIP UNIT NOW IN POOR CONSITION
- e. MOTION TO APPROVE AN \$85.00 PER HOUR AGREEMENT FOR ON CALL SNOW PLOWING DURING THE 2018 – 2019 WINTER SEASON FOR EMERGENCY SITUATIONS. ASSIGNMENTS TO BE MADE BY THE DIRECTOR OF STREET DEPARTMENT OPERATIONS. MR ROKE MADE A MOTION TO APPROVE THE PROPOSAL MADE BY W. PETERS EXCAVATING. THAT MOTION WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- f. MOTION TO REAPPOINT SEAN FARRELL TO A 5 YEAR TERM ON BOARD OF THE NEWPORT TOWNSHIP SEWER AUTHORITY. CURRENT TERM WILL EXPIRE JANUARY 1, 2019. MR ZYLA MADE A MOTION TO REAPPOINT MR FARRELL TO THE 5 YEAR TERM. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- g. 2013 POLICE CRUISER SOLD ON MUNICIBID AUCTION FOR \$4,001. SALE WILL BE COMPLETED AFTER A DUPLICATE TITLE IS RECEIVED FROM HARRISBURG.
- h. A MOTION WAS MADE BY MR ZYLA TO APPROVE LUZERNE COUNTY, TAX CLAIM BUREAU AS TAX COLLECTOR FOR NEWPORT TOWNSHIP AT THE SAME FEE STRUCTURE CURRENTLY IN PLACE. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- i. APPROVAL OF ORDINANCE NO 2018-6 AUTHORIZING REFUND OF REALTY TRANSFER TAX OF \$3,108.89 THAT WAS ERRONEOUSLY PAID BY NORFOLK SOUTHERN RAILWAY COMPANY. THEY WERE A TAX EXEMPT ENTITY ON OCTOBER 22, 2015 WHEN THE TAX WAS COLLECTED. NEWPORT TOWNSHIP SOLICITOR RESEARCHED THIS REFUND

REQUEST AND FOUND IT TO BE WARRANTED. A MOTION TO APPROVE THE ORDINANCE WAS MADE BY MS ZALESKI. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

- j. NUMEROUS COMPLAINTS FROM RESIDENTS OF THE RIDGEVIEW SECTION REGARDING ON STREET PARKING CAUSING A DANGEROUS SITUATION FOR EMERGENCY VEHICLE FLOW. A REQUEST WILL BE MADE FOR PROFESSIONAL OPINIONS FROM FIRE AND POLICE DEPARTMENTS AS TO THE VALIDITY OF THE COMPLAINT. RESIDENTS ALSO ARE REQUESTING A REVIEW OF THE ORIGINAL COVENANTS THAT EXPIRED 8/31/2015 WHICH REFERENCE THE FORMATION OF A HOME OWNERS ASSOCIATION. MR WANCHISEN WILL SOLICIT INPUT FROM POLICE, FIRE, CODE ENFORCEMENT TO DETERMINE VALIDITY OF THE RESIDENTS' CONCERNS.
- k. A LAND DEDICATION CEREMONY FOR A 1,132 ACRE TRACT OF LAND TO THE PINCHOT STATE FOREST TOOK PLACE ON October 25. THIS EVENT WAS ATTENDED BY COMMISSIONERS JOHN ZYLA AND JOHN VISHNEFSKI AND TOWNSHIP MANAGER, PETER WANCHISEN. ALSO PARTICIPATING WERE REPRESENTATIVES FROM THE BUREAU OF FORESTRY, CINDY ADAMS DUNN, SECRETARY PENNSYLVANIA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES, SENATOR JOHN YUDICHAK, REPRESENTATIVE GERALD MULLERY, REPRESENTATIVES FROM THE NORTH BRANCH LAND TRUST, SEVERAL MEMBERS OF THE NEWPORT TOWNSHIP COMMUNITY ORGANIZATION, AND OTHERS. A MAJOR FEATURE OF THIS LAND IS A MOUNTAIN BIKE / WALKING TRAIL THAT CONNECTS TO PENOBSCOT TRAIL AT A POINT IDENTIFIED AS THE WANAMIE EAST PARKING LOT.

COMMUNICATIONS:

THERE WERE THREE LETTERS OF GRATITUDE FROM TOWNSHIP RESIDENTS FOR TASKS PERFORMED BY TOWNSHIP EMPLOYEES DURING THE MONTH. LETTERS WERE RECEIVED FROM PAT DULE AND FAMILY, LORRIE MATEREWIG AND AL CHESNEY, AND JASON KOWALSKI.

NEW BUSINESS / COMMISSIONERS' COMMENTS:

MR ZYLA REITERATED HIS PRIDE IN THE APPEARANCE OF THE MAINTENANCE BUILDING WHEN THE TRUNK OR TREAT EVENT WAS HELD THERE ON OCTOBER 27TH. HE PRAISED THE TOWNSHIP EMPLOYEES FOR THEIR COLLABORATIVE WORK IN GETTING THE BUILDING READY.

ADJOURNMENT:

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 6:51 PM.



PETER F. WANCHISEN, TOWNSHIP MANAGER