

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS
MEETING OF APRIL 1, 2019

PRESIDENT, PAUL CZAPRACKI, CALLED THE MEEING 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 PRESENT: MR CZAPRACKI, MR ZYLA, MR VISHNEFSKI, MR ROKE AND MS ZALESKI. ALSO INATTENDANCE WERE SOLICITOR, ATTORNEY CHRISTOPHER SLUSSER, TOWNSHIP MANAGER, PETER WANCHISEN, AND FINANCIAL OVERSIGHT ANALYST, JENNIFFER POLIO.

CITIZENS' COMMENTS:

1. KRISSY BLANK, MAIN STREET, GLEN LYON ADDRESSED THE COMMISSIONERS WITH A COMPAIN T ABOUT DISRUPTIVE ACTIVITIES BY NEIGHBORS ON COAL STREET AND UNSIGHTLY CONDITIONS AT ANOTHER NEIGHBOR'S DWELLING WHERE SCAFFOLDING HAS BEEN IN PLACE FOR YEARS. CODE ENFORCEMENT OFFICER, JOSEPH HILLAN WILL ASSESS THE SITUATIONS REGARDING POSSIBLE CODE VIOLATIONS, AND POLICE CHIEF BLANK WILL EVALUATE THE DISTRUPTIVE ACTIVITIES ON COAL STREET.
2. PALMIRA MILLER, GLEN LYON, EXPRESSED THANKS TO THE NUMBER OF VOLUNTEERS WHO PARTICIPATED IN THE MOST RECENT FOOD DISTIBUTION PROGRAM.. SHE NOTED THE HIGHEST NUMBER OF WORKERS EVER. SHE ALSO TALKED ABOUT THE KEEP AMERICA BEAUTIFUL PROGRAM AND THE BENEFIT NEWPORT TOWNSHIP WILL ENJOY REGARDING THE SOON TO BE INSTALLED CIGARETTE BUTT COLLECTION BOXES. SHE BROUGHT TO LIGHT THAT DISGARDED CIGARETTE BUTTS HAVE A HUGE IMPACT ON THE ENVIRONMENT.

APPROVAL OF MINUTES:

MR ZYLA MADE A MOTION TO APPROVE THE MINUTES OF THE MARCH 4, 2019 COMMISSIONERS' MEETING. THAT MOTION WAS SECONDED BY MS ZALESKI. COMMISSIONERS ZALESKI, VISHNEFSKI, ZYLA, AND CZAPRACKI VOTED YES. COMMISSIONER ROKE ABSTAINED. THE MOTION PASSED ON MAJORITY VOTE.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN PROVIDED THE COMMISSIONERS WITH THE FOLLOWING REPORT OF CASH ON HAND AS OF MARCH 31, 2019:

a. GENERAL FUND	(FNCB)	\$200,263.24
b. CONTINGENCY FUND	(PLGIT)	\$97,636.37
c. RECYCLING FUND	(FNCB)	\$44,146.83
d. REFUSE FUND	(FNCB)	\$207,300.97
e. UDAG	(FNCB)	\$5,449.94
f. LIQUID FUELS	(PLGIT)	\$147,370.94
g. POLICE HOLDING FUND	(FNCB)	<u>\$815.99</u>

TOTAL CASH ON HAND AS OF MARCH 31, 2019 \$702,984.28

NOTE: FIRE DEPARTMENT CONTROLLED FUND HAS BEEN LIQUIDATED AND THE MONEY DISTRIBUTED EQUALLY TO THE TWO TOWNSHIP FIRE DEPARTMENT ENTITIES.

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

APPROVAL OF RECURRING BILLS:

MR WANCHISEN PROVIDED THE COMMISSIONERS WITH A LIST OF RECURRING BILLS PAID DURING MARCH 2019 TOTALLING \$97,753.22. THERE WAS NO DISCUSSION REGARDING THE BILLS. MR ROKE MADE A MOTION TO APPROVE THE PAYMENTS. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS:

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF NON RECURRING BILLS DUE TO BE PAID DURING APRIL, 2019 TOTALLING \$41,539.30. MR ZYLA MADE A MOTION TO PAY THE BILLS. THAT MOTION WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS VOTED YES, AND THE MOTION PASSED.

DEPARTMENT REPORT:

WRITTEN REPORTS WERE SUBMITTED BY RESPECTIVE DEPARTMENT HEADS AND READ BY THE COMMISSIONERS RESPONSIBLE AS FOLLOWS:

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**
 - i. WANAMIE RECREATIONAL FACILITY SHORT & MEDIUM RANGE PLANS
 - ii. FUNDING
 - iii. APPROVE RESOLUTION 2-2019 AUTHORIZING PETER WANCHISEN TO PREPARE AND SUBMIT APPLICATIONS FOR MATCHING FUND GRANTS FROM PENNSYLVANIA DCNR AND GREENWAYS TRAILS & RECREATION PROGRAM IN THE AMOUNT OF \$138,314.00 EACH

SOLICITOR'S REPORT:

ATTORNEY CHRISTOPHER SLUSSER

NOTHING TO REPORT

FINANCIAL OVERSIGHT REPORT

JENNIFER POLITO

- a. JENNIFER POLITO PROVIDED A GRAPH AND VERBAL REPORT OF CASH FLOWS AND INDICATED THAT THE TOWNSHIP IS ON SOLID FOOTING WHEN COMPARED TO 2018 FIRST QUARTER.
- b. THE TOWNSHIP AUDIT FOR 2018 DATA IS EXPECTED TO START ON TIME BY TOWNSHIP AUDITOR, JOSEPH ALICIENI.
- c. A MOTION TO APPROVE THE TRANSFER OF FUNDS FROM THE REFUSE IN THE AMOUNT OF \$7,293.75 AND FROM THE RECYCLING FUND IN THE AMOUNT OF \$13,390.00 TO THE GENERAL FUND TO REEMBURSE EXPENSES ASSOCIATED WITH TRASH AND RECYCLING WAS MADE BY MR ZYLA, AND SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

TOWNSHIP MANAGER'S REPORT:

- a. AS OF MARCH 31, 2019 THERE WERE 1,523 REFUSE STICKERS SOLD VS 1,514 SAME TIME LAST YEAR.
- b. BRIAN DRIES, PENNSYLVANIA AUDITOR GENERAL'S OFFICE, CONCLUDED AN AUDIT OF THE PLGIT LIQUID FUELS DEPOSIT ACCOUNT. THE EXIT INTERVIEW NOTED ALL TO BE IN ORDER. THERE WERE NO NEGATIVE COMMENTS.
- c. APPROVE SUCCESSFUL BIDDER FOR THE RAILROAD STREET DRAINAGE PROJECT AND MODIFY RESOLUTION 1 2019 BY INCREASING THE AMOUNT TO \$160,000 IN CONSIDERATION OF THE LOW BID FROM DON E BOWER, INC AT \$247,293. MR VISHNEFSKI MADE A MOTION TO ACCEPT THE LOW BID OF DON E BOWER, INC AND TO APPROVED THE MODIFICATION TO RESOLUTION 1 2019 AUTHORIZING PETER F WANCHISEN TO PREPARE AND SUBMIT AN APPLICATION TO THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, FLOOD MITIGATION PROGRAM, IN THE AMOUNT OF \$160,000. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS VOTED YES, AND THE MOTION PASSED.
- d. DEMOLITION WORK AT 144 / 146 WEST MAIN STREET, GLEN LYON IS NOW COMPLETE. BUILDING IS DOWN, LAND IS REGRADED, AND GRASS PLANTED.

- e. ALL STIPULATIONS FOR THE LETTER OF CREDIT FROM FNCB FOR THE CONSTRUCTION OF THE MUNICIPAL BUILDING HAVE BEEN SATISFIED. THE DEMAND NOTE WAS CANCELLED ON FEBRUARY 28, 2019 WHICH ENDED THE ANNUAL FEE OF \$247 TO FNCB BANK.
- f. GRANT APPLICATION UPDATE:
 - 1. BACKHOE – NOTHING AWARDED
 - 2. MUNICIPAL BUILDING EXPANSION – NOTHING AWARDED
 - 3. FIRE STATION REMODEL – NOTHING AWARDED
 - 4. NANTICOKE AREA SCHOOL FOOTBALL UPGRADE – NOTHING AWARDED
 - 5. FLOOD WATER MITIGATION GRANT – APPLICATION READY FOR SUBMISSION. DEADLINE MAY 31, 2019
- g. A SAVINGS ACCOUNT WAS ESTABLISHED BY THE WYOMING VALLEY SANITARY UNDER THE NEW STORM WATER REDUCTION PROGRAM. INITIAL DEPOSIT OF \$31,339 CAN BE USED FOR ANY STORM WATER RELATED EXPENSES INCURRED BY NEWPORT TOWNSHIP. THAT AMOUNT WAS CALCULATED PROJECTING 100% FEE COLLECTION. SUBSEQUENT YEARS WILL FACTOR IN NEW REVENUES AND DELIQUENCY RATES AND MAY DIFFER FROM THE \$31,339 FIRST YEAR DISTRIBUTION.
- h. PENNSYLVANIA ASSOCIATION OF TOWNSHIP COMMISSIONERS CENTRAL REGION SPRING 2019 MEETING WILL BE HELD AT THE COURTYARD MARRIOTT, WILKES BARRE ON APRIL 26 & 27. MR ZYLA SPOKE IN SUPPORT OF REPRESENTATIVES FROM NEWPORT TOWNSHIP ATTENDING THE EVENT. ALL COMMISSIONERS PRESENT AUTHORIZED PAYMENT OF THE MEETING FEE FOR THOSE WHO COULD FIT IT IN THEIR SCHEDULE.

NEW BUSINESS / COMMISSIONERS' COMMENTS

COMMISSIONER JOHN ZYLA NOTED THAT THE COST OF THE STORM WATER FEE FOR NEWPORT TOWNSHIP WAS IN THE NEIGHBORHOOD OF \$4,000. THAT NUMBER WAS APPROXIMATELY DOUBLE WHAT WAS BUDGETED AND WILL NEED TO COME FROM OTHER LESS CRITICAL EXPENDITURES.

ADJOURNMENT

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 6:57 PM, AND COMMISSIONERS IMMEDIATELY WENT INTO EXECUTIVE SESSION



PETER F. WANCHISEN

TOWNSHIP MANAGER