

# MINUTES

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## NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF APRIL 2, 2018

VICE PRESIDENT JOHN ZYLA CALLED THE MEETING TO ORDER AT 6:00 pm

### ROLL CALL:

THE FOLLOWING COMMISSIONERS WERE IN ATTENDANCE: MR ZYLA, MS ZALESKI, MR ROKE AND MR VISHNEFSKI. ALSO IN ATTENDANCE WERE SOLICITOR, ATTORNEY CHRISTOPHER SLUSSER, FINANCIAL OVERSIGHT EMPLOYEE, JENNIFER POLITO, AND TOWNSHIP MANAGER, PETER WANCHISEN.

ABSENT WAS COMMISSIONER PRESIDENT MR CZAPRACKI.

### CITIZEN COMMENTS:

THERE WERE NO CITIZENS' COMMENTS

### APPROVAL OF MINUTES:

A MOTION TO APPROVE THE MINUTES OF THE MARCH 5, 2018 MINUTES WAS MADE BY MS ZALESKI AND SECONDED BY MR VISHNEFSKI. COMMISSIONERS ZALESKI, VISHNEFSKI, AND ZYLA VOTED YES. MR ROKE ABSTAINED, AND THE MOTION PASSED.

### REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN PROVIDED THE COMMISSIONERS WITH THE FOLLOWING REPORT OF CASH ON HAND AS OF MARCH 28, 2018:

a. GENERAL FUND	\$182,008.13
b. THEFT RESTITUTION FUND	\$105,488.57
c. RECYCLING FUND	\$1,027.95
d. REFUSE FUND	\$256,292.08
e. UDAG	\$9,698.87
f. PLGIT	\$122,257.48
g. FIRE DEPARTMENT CONTROLLED	<u>\$18,391.55</u>
<b>TOTAL</b>	<b>\$695,164.63</b>

**NOTE: Total cash on hand March 31, 2017** **\$640,506.34**

**Interest earned on bank deposits:** **\$456**

### APPROVAL OF RECURRING BILLS:

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF BILLS PAID DURING MARCH 2018 TOTTALLING \$88,209.15. MR VISHNEFSKI MADE A MOTION TO APPROVE PAYMENT OF THE BILLS WHICH WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**APPROVAL OF NON RECURRING BILLS:**

MR WANCHISEN PRESENTED THE COMMISSIONERS A LIST OF NON RECURRING BILLS TO BE PAID DURING APRIL, 2018 TOTTALLING \$31,255.42. MS ZALESKI MADE A MOTION TO PAY THE BILLS WHICH WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**DEPARTMENT REPORTS:**

THE FOLLOWING REPORTS WERE GIVEN BY THE COMMISSIONERS RESPONSIBLE FOR THEIR RESPECTIVE OVERSIGHT:

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

ALL WRITTEN REPORTS SUBMITTED BY THE COMMISSIONERS ARE INCORPORATED IN THESE MINUTES AND WILL BECOME A PERMANENT PART THEREOF.

MR VISHNEFSKI PROVIDED AN ORAL REPORT THAT INCLUDED THE FOLLOWING:

- a. PLANS FOR THE GRAND OPENING OF THE WALKING TRAIL ARE PROGRESSING. SNACKS AND REFRESHMENTS ARE BEING GATHERED FOR THE WALKING PARTICIPANTS.
- b. THE COST OF INSTALLATION OF THE PLAY EQUIPMENT THAT THE TOWNSHIP RECEIVED WHEN MOON LAKE PARK CLOSED IS BEING DEVELOPED, AND WILL DETERMINE WHETHER IF AND WHERE THE EQUIPMENT WILL BE INSTALLED.

**SOLICITOR'S REPORT:**

ATTORNEY, CHRISTOPHER SLUSSER REPORTED THAT HE WILL INITIATE LITIGATION AGAINST FORMER EMPLOYEE, ALBERT VANDERMARK NOW THAT HE HAS RETURNED TO THE AREA.

**FINANCIAL OVERSIGHT REPORT:**

JENNIFER POLITO REPORTED ON THE FOLLOWING:

- a. TOWNSHIP AUDITOR, JOSEPH ALICIENE, WILL BEGIN THE 2017 ANNUAL AUDIT SOON. TARGET START DURING APRIL.
- b. TOWNSHIP EXPENDITURES ARE IN LINE WITH THE 2018 BUDGET
- c. INCOME AND EXPENSES ARE TRACKING FAVORABLY COMPARED TO 2017
- d. A GRAPH OF INCOME AND EXPENSES WAS PROVIDED TO THE COMMISSIONERS
- e. TWO REQUESTS FOR INTER FUND TRANSFERS WERE SUBMITTED TO THE COMMISSIONERS FOR APPROVAL:

- 1. \$13,390.00 FROM RECYCLING TO GENERAL FUND
- 2. \$7,293.75 FROM REFUSE TO GENERAL FUND

MR ROKE MADE A MOTION TO APPROVE BOTH TRANSFER REQUESTS. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

**TOWNSHIP MANAGER'S REPORT:**

MR WANCHISEN REPORTED ON THE FOLLOWING:

- a. AS OF MARCH 29, 2018 THERE WERE 1526 REFUSE STICKERS SOLD VS 1499 SOLD DURING 2017.
- b. RESOLUTION 2-2018 AUTHORIZING PETER WANCHISEN TO APPLY FOR, AND EXECUTE DOCUMENTS TO APPLY FOR GRANT MONEY AND SUBSEQUENT A LOAN TO PURCHASE A NEW POLICE CRUISER. MR ROKE MADE A MOTION TO APPROVE THE RESOLUTION WHICH WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- c. THE S.P.C.A. HAS MODIFIED THEIR STANCE ON THE COST PARTICIPATION REQUEST THAT IS MORE TRANSPARENT AND ACCEPTABLE. NEWPORT TOWNSHIP WILL CONTINUE TO UTILIZE THE SERVICES OF BLUE CHIP FARM AS AN ALTERNATIVE TO S.P.C.A.. A MOTION TO APPROVED THE S.P.C.A. CONTRACT WAS MADE BY MR VISHNEFSKI AND SECONDED BY ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- d. NEWPORT TOWNSHIP IS IN THE PROCESS OF GATHERING PHONE BIDS FOR THE INSTALLATION OF AN EMERGENCY GENERATOR TO SUPPLY ELECTRICAL SERVICE TO 351 W. KIRMAR AVE IN THE EVENT OF POWER FAILURE. INITIAL ESTIMATES ARE THAT THE TOTAL COST OF INSTALLATION WILL BE UNDER \$20,000 THUS AVOIDING THE THRESHOLD THAT WOULD REQUIRE A FORMAN POSTING AND BIDDING PROCESS.
- e. NEWPORT TOWNSHIP HAS BEEN AWARDED \$150,000 UNDER THE GAMING MONEY SHARED GRANT PROGRAM. THIS MONEY WILL BE USED TO PARTIALLY FUND THE RAILROAD STREET DRAINAGE PROJECT CURRENTLY IN THE PLANNING STAGE. PENNEASTERN WILL MODIFY THE SPECIFICATIONS AND BUDGET FOR THE SCALED BACK PROJECT. REQUEST FOR BIDS WILL FOLLOW.
- f. APPLICATION FOR A PORTION OF THE \$15 MILLION LUZERNE COUNTY O.E.C.D. GRANT PROGRAM IS BEING PRPARED. FUNDS FROM THIS PROGRAM WILL BE EARMARKED FOR THE REMAINDER OF THE RAILROAD STREET DRAINAGE PROJECT AND THE FOLLOWING INITIATIVES:
  - i. PAVING GLEN LYON STREETS
  - ii. DEMOLITION OF BLIGHTED PROPERTIES
  - iii. SIDEWALK REPAIR & REPLACEMENTFORMER TOWNSHIP COMMISSIONER, JOHN WILKES, IS SERVING AS A VOLUNTEER CONSULTANT IN THIS INITIATIVE.
- g. A WISH LIST IS BEING DEVELOPED FOR MONEY AVAILABLE UNDER THE MULTIMOGLAL GRANT PROGRAM. PROGRAM APPLICATION DEADLINE IS JULY 2018 AND THE REQUEST WILL CONSIST OF FUNDING FOR ANY IMPROVEMENTS NOT COVERED BY THE LUZERNE COUNTY PROGRAM.
- h. A VERY SERIOUS SITUATION CONCERNING THE LONG TERM VIABILITY OF THE NEWPORT TOWNSHIP POLICE PENSION FUND HAS BEEN IDENTIFIED. THE PENSION FUND IS DEMINISHING AT AN ALARMING PACE DUE TO THE NUMBER OF PENSIONEERS DRAWING FROM THE FUND. A MEETING WITH THE FINANCIAL MANAGER AT FNCB WILL TAKE PLACE ON APRIL 17, 2018 TO EXPLORE VARIOUS POSSIBILITIES TO SLOW THE BLEED OFF OF THE PORTFOLIO.


- i. THE FIRE DAMAGED PROPERTY AT 59 RIDGE STREET HAS BEE DEMOLISHED BY LUZERNE COUNTY. IT IS EXPECTED TO BE OFFERED FOR SALE TO THE ADJACENT PROPRTY OWNERS.
- j. MR WANCHISEN OFFERED COMPLIMENTS AND SINCERE THANKS TO THE NEWPORT TOWNSHIP COMMUNITY ORGANIZATION FOR A WELL WRITTEN ARTICLE PUBLISHED IN THE SPRING EDITION OF THEIR NEWS LETTER.

**NEW BUSINESS / COMMISSIONERS COMMENTS:**

THERE WAS NO NEW BUSINESS OR COMMENT FROM THE COMMISSIONERS

**ADJOURNMENT:**

THERE BEING NO FURTHER BUSINESS TO COM BEFORE THE COMMISSIONERS, MR ZYLA ADJOURNED THE MEETING AT 6:32 PM.



PETER F. WANCHISEN  
TOWNSHIP MANAGER