

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF OCTOBER 1, 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, MS ZALESKI, MR VISHNEFSKI, AND MR ROKE. ALSO IN ATTENDANCE WAS ATTORNEY JOHN SOLT (REPRESENTING SOLICITOR, CHRISTOPHER SLUSSER, AND TOWNSHIP MANAGER, PETER WANCHISEN.

CIIZENS' COMMENTS:

1. CAROL AND JOHN JARECKI, 160 EAST MAIN STREET, GLEN LYON ADDRESSED THE COMMISSIONERS TO REPORT RECENT ACTIVITY AT 162 / 164 EAST MAIN STREET, GLEN LYON. THEY STATED THAT GRASS WAS CUT BY A MAINTENANCE COMPANY HIRED BY M&M MORTGAGE COMPANY, BUT NO OTHER REPAIR WORK WAS AUTHORIZED. JOE HILLAN WILL INSPECT THE PROPERTIES TO DETERMINE IF ANY CODE VIOLATIONS EXIST.
2. AMY SARAKA, 121 CENTER STREET, WANAMIE, NOTIFIED THE COMMISSIONERS OF AN UPCOMING EMERGENCY MANAGEMENT INFORMATION SESSION THAT WILL TAKE PLACE ON OCTOBER 5 AT 12:00 NOON. IT WILL BE HOSTED BY NEWPORT TOWNSHIP E.M.A. AND THE CRIME WATCH GROUP.

APPROVAL OF MINUTES:

MR ZYLA MADE A MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 4, 2018 COMMISSIONERS' MEETING. THAT MOTION WAS SECONDED BY MR ROKE. COMMISSIONERS VISHNEFSKI, ZYLA, ROKE, AND CZAPRACKI VOTED YES. COMMISSIONER ZALESKI ABSTAINED. BY MAJORITY VOTE, THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN REPORTED THE FUNDS ON HAND AS OF SEPTEMBER 30, 2018 AS FOLLOWS:

a. GENERAL FUND	\$315,504.00 *
b. CONTINGENCY FUND	\$20,046.32 *
c. RECYCLING FUND	\$11,375.86
d. REFUSE FUND	\$102,222.58
e. UDAG	\$9,732.97
f. PLGIT (liquid fuels)	\$70,405.22
g. HOLDING FUND (police equipment)	\$5,887.58
h. FIRE DEPARTMENT CONTROLLED	\$18,472.57

NOTE: * GENERAL FUND BALANCE REFLECTS A \$63,524.00 TRANSFER FROM THE CONTINGENCY FUND FOR ANTICIPATED STREET PAVING EXPENSES

TOTAL CASH ON HAND as of September 30, 2018 \$553,647.10

MR ZYLA MADE A MOTION TO APPROVE THE REPORT. THAT MOTION WAS SECONDED BY MR. ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF RECURRING BILLS PAID DURING SEPTEMBER

MR WANCHISEN PRESENTED THE COMMISSIONERS WITH A LIST OF RECURRING BILLS TOTALLING \$63,477.37 THAT WAS PAID DURING SEPTEMBER 2018. MR VISHNEFSKI MADE A MOTION TO APPROVE THE PAYMENT. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NON RECURRING BILLS DUE TO BE PAID DURING OCTOBER, 2018.

MR WANCHISEN PRESENTED THE COMMISSIONERS A LIST OF BILLS TO BE PAID DURING OCTOBER 2018 TOTALLING \$113,467.94. MR VISHNEFSKI MADE A MOTION TO APPROVE PAYMENT. THAT MOTION WAS SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

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

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

DURING MR VISHNEFSKI'S VERBAL REPORT HE COMPLIMENTED THE COMMISSIONERS FOR THEIR DECISION TO INSTALL AN EMERGENCY GENERATOR THAT FUNCTIONED WELL DURING A RECENT POWER OUTAGE.

SOLICITOR'S REPORT:

ATTORNEY JOHN SOLT UPDATED THE COMMISSIONERS ON THE STATUS OF THE PENDING LITIGATION REGARDING FORMER POLICE CHIEF, ALBERT VANDERMARK. A LETTER WILL BE DRAFTED AND SENT TO MR VANDERMARK NOTIFYING HIM OF THE NEXT STEP WE WILL TAKE TO RECOVER THE FULL AMOUNT OF HEALTH CARE PAYMENTS HE INAPPROPRIATELY RECEIVED AFTER RETIREMENT.

FINANCIAL OVERSIGHT REPORT:

- a. JENNIFER POLITO PRESENTED THE COMMISSIONERS A CASH FLOW REPORT INDICATING THAT THE TOWNSHIP CONTINUES TO BE ON SOLID FINANCIAL FOOTING THROUGH SEPTEMBER, 2018.
- b. SHE ALSO PROVIDED A LIST OF ACCOUNT TRANSFERS THAT WILL ALIGN EXPENSES WITH THE APPROPRIATE CONTROL ACCOUNTS. MR ROKE MADE A MOTION TO APPROVE THE TRANSFERS. THAT MOTION WAS SECONDED BY MS ZALESKI. ALL COMMISSIONERS VOTED YES, AND THE MOTION PASSED.
- c. JENNIFER STATED THAT THE BUDGET PROCESS IS ON TRACK AND PUBLIC INSPECTION WILL BE POSSIBLE DURING NOVEMBER AND READY FOR ADOPTION DURING DECEMBER.

TOWNSHIP MANAGER'S REPORT:

MR WANCHISEN REPORTED ON THE FOLLOWING:

- a. NEWPORT TOWNSHIP CIVIL SERVICE COMMISSION IS NOW FULLY STAFFED, REORGANIZED, AND FUNCTIONAL. OFFICERS ARE RONALD WOMELSDORF, ALAN YENDRZEIWSKI, AND MICHAEL KMIETOWICZ. NEWSPAPER ADS WERE RUN ANNOUNCING THAT NEWPORT TOWNSHIP IS ACCEPTING APPLICATIONS FOR FULL TIME POLICE OFFICERS. NO RESPONSE TO THE AD. TWO PART TIME NEWPORT POLICE OFFICERS SUBMITTED APPLICATIONS. PART TIME POLICE OFFICER, CHAD CALLAHAN, SUBMITTED A LETTER OF RESIGNATION EFFECTIVE SEPTEMBER 21, 2018.
- b. WE ARE BACK TO FULL STRENGTH WITH REGARD TO POLICE VEHICLES. ONE CRUISER HAS BEEN OUTFITTED WITH A STATE OF THE ART CAMERA SYSTEM. THE 2013 CRUISER WILL BE SOLD USING THE MUNICIBID SYSTEM. A LETTER WAS SENT TO THE MAYOR AND COUNCIL MEMBERS OF NANTICOKE THANKING THEM FOR ALLOWING US TO USE ONE OF THEIR POLICE CRUISERS. (COPY INCLUDED IN PACKETS)

- c. REPORT OF GRANT APPLICATIONS;
 - i. RAILROAD STREET - SPECS BEING DEVELOPED BY PENNEASTERN. SURVEY WORK IS NOW UNDERWAY.
 - ii. LUZERNE COUNTY INFRASTRUCTURE IMPROVEMENT – NEWPORT TOWNSHIP AWARDED \$1,397,850 FOR SIDEWALKS AND CURBS IN GLEN LYON. OUR REQUEST FOR MONEY TO REPAVE ARCH, DEPOT, MAPLE, NEWPORT STREETS, AND STRALKA LANE WAS DENIED.
 - iii. MULTIMODAL APPLICATION IS BEING REVIEWED BY COMMITTEE. AWARD DECISION IS EXPECTED NOVEMBER, 2018.
 - iv. OCD GLEN LYON DRAINAGE – PENNEASTERN IS WORKING WITH DON BOWER TO DETERMINE START DATE FOR THE PROJECT.
- d. WE NOW OWN 144 / 146 WEST MAIN STREET. NEXT STEPS INCLUDE ASBESTOS INSPECTION, DEMOLITION SPECIFICATIONS, AND ADVERTIZING FOR BIDS.
- e. NEWPORT TOWNSHIP RECEIVED \$25,945.15 FROM THE GENERAL MUNICIPAL PENSION SYSTEM AID TO BE CREDITED TO THE POLICE AND NON UNIFORM PENSION FUNDS. A 75% / 25% SPLIT IN FAVOR OF THE AILING POLICE FUNDS WAS DETERMINED TO BE THE BEST APPLICATION OF THE MONEY. IN THE AGENDA PACKET ARE THE REQUIRED MMO NOTIFICATION DOCUMENTS REQUIRED UNDER ACT 205 OF 1984 WHEREBY THE CHIEF ADMINISTRATIVE OFFICER OF THE PENSION PLAN INFORM THE GOVERNING BOARD OF THE MUNICIPALITY’S MINIMAL OBLIGATION TO THE PENSIN FUNDS. A MOTION TO APPROVE THE 75% / 25% SPLIT AS OUTLINED ABOVE WAS MADE BY MR VISHNEFSKI AND SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
- f. RECEIVED A REQUEST FROM THE NEWPORT TOWNSHIP FIRE STATION BUILDING COMMITTEE REQUESTING PERMISSION TO APPLY FOR A PORTION OF THE SINGLE APPLICATION GRANT MONEY (AKA GAMBLING MONEY DISTRIBUTION). COPY OF THE LETTER IN COMMISSIONERS’ MEETING PACKET. THE COMMISSIONERS WILL CONSIDER THE REQUEST AND RENDER A DECISION AT A LATER DATE.
- g. A MOTION TO APPROVE THE 2019 EMPLOYMENT AGREEMENT BETWEEN PETER F. WANCHISEN AND NEWPORT TOWNSHIP WAS MADE BY MR ROKE. THAT MOTION WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED. MR WANCHISEN EXPRESSED HIS GRATITUDE.
- h. MR WANCHISEN REPORTED THAT THE FIRST CONTRACT NEGOTIATING MEETING WITH THE NEWPORT TOWNSHIP FIREMEN OCCURRED ON SEPTEMBER 27. NO MAJOR UNEXPECTED ISSUES WERE ENCOUNTERED PAVING THE WAY FOR A FINAL DRAFT OF THE AGREEMENT DURING OCTOBER.

NEW BUSINESS / COMMISSIONERS' COMMENTS:

MR ZYLA COMMENTED ON THE MANY IMPROVEMENTS TO THE TOWNSHIP'S INFRASTRUCTURE MADE POSSIBLE BY THE PRUDENT USE OF TOWNSHIP REVENUES. GIVING PARTICULAR PRAISE TO THE WORK PERFORMED BY PETER WANCHISEN, JOE HILLAN AND JEREMY BLANK. HE ALSO RECOGNIZED THE FINE VOLUNTEERISM OF TOWNSHIP RESIDENTS JOHN WILKES AND JOHN ELMY SIGHTING A \$1,400,000 GRANT FOR SIDEWALKS AND CURBS IN THE GLEN LYON SECTION OF THE TOWNSHIP.

ADJOURNMENT:

WITH NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 7:49 PM

A handwritten signature in cursive script, appearing to read "Peter F. Wanchisen", is written over a horizontal line.

PETER F. WANCHISEN, TOWNSHIP MANAGER