

MINUTES

NEWPORT TOWNSHIP BOARD OF COMMISSIONERS

MEETING OF FEBRUARY 5, 2018

PRESIDENT, PAUL CZAPRACKI, CALLED THE MEETING TO ORDER AT 6:00 PM

ROLL CALL:

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

CITIZENS' COMMENTS:

RESIDENT PALMIRA MILLER PROVIDED HER MONTHLY UPDATE ON THE FOOD DISTRIBUTION PROGRAM AND THANKED ALL VOLUNTEERS FOR THEIR ONGOING SUPPORT FOR THE PROGRAM.

APPROVAL OF MINUTES:

1. A MOTION TO APPROVE THE MINUTES OF THE JANUARY 2, 2018 REORGANIZATION MEETING WAS MADE BY MR ZYLA AND SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.
2. A MOTION TO APPROVE THE MINUTES OF THE JANUARY 2, 2018 REGULAR MONTHLY MEETING WAS MADE BY MS ZALESKI AND SECONDED BY MR ROKE. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

REPORT OF TOWNSHIP FUNDS:

MR WANCHISEN PROVIDED THE COMMISSIONERS WITH THE FOLLOWING REPORT OF CASH ON HAND AS OF JANUARY 31, 2018:

GENERAL FUND	\$49,560.58
THEFT RESTITUTION FUND	\$105,441.05
RECYCLING FUND	\$1,062.29
REFUSE FUND	\$206,690.87
UDAG	\$9,184.07
PLGIT (liquid fuels)	\$12,782.31
FIRE DEPARTMENT CONTROLLED	<u>\$18,383.26</u>
TOTAL	\$403,104.43

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

APPROVAL OF RECURRING BILLS:

MR WANCHISEN PRESENTED A LIST OF BILLS PAID DURING JANUARY, 2018 TOTALLING \$71,248.34. MR ROKE MADE A MOTION TO APPROVE THE BILLS WHICH WAS SECONDED BY MR ZYLA. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

APPROVAL OF NONRECURRING BILLS:

MR WANCHISE PRESENTED A LIST OF NONRECURRING BILLS TO BE PAID DURING FEBUARY, 2018 TOTALLING \$40,047.34. MR ZYLA 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:

STREET DEPARTMENT	MR CZAPRACKI
POLICE DEPARTMENT	MR ZYLA
CODE ENFORCEMENT	MS ZALESKI
FIRE DEPARTMENT	MR ROKE
PARKS & RECREATION	VISHNEFSKI MR VISNEFSKI

HAD NOTHING TO REPORT BUT DEFERRED TO RECREATION BOARD MEMBER HEIDI JEREKI WHO STATED THERE ARE PRELIMINARY PLANS TO HOLD AN ARBOUR DAY EVENT IN THE SPRING.

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

SOLICITOR'S REPORT:

ATTORNEY SLUSSER REPORTED THAT A LETTER WAS SENT TO FORMER EMPLOYEE ALBERT VANDERMARK STATING. THE LETTER INFORMED MR VANDERMARK THAT ACTION WOULD BE TAKEN TO RECOVER OVERPAYMENT OF HEALTH BENEFIT COSTS. COMMISSIONER ZYLA INFORMED ATTORNEY SLUSSER THAT MR VANDERMARK MAY BE OUT OF OUR AREA DURING THE WINTER MONTHS. ATTORNEY SLUSSER WILL SEND A LETTER VIA CERTIFIED MAIL TO ENSURE AND VERIFY DELIVERY AND THEN COMMENCE COLLECTION ACTIVITY.

FINANCIAL OVERSIGHT REPORT:

JENNIFER POLITO PROVIDED A CASH FLOW GRAPH AND STATED THAT REVENUES FOR THE MONTH OF JANUARY WERE SLIGHTLY UNDER JANUARY OF 2017, BUT IMPROVEMENT IS EXPECTED AS THE TAX COLLECTION INCREASES DURING FEBRUARY AND MARCH. SHE STATED THAT SOLID FINANCIAL CONTROL IS IN PLACE AND EXPENDITURES ARE WELL WITHIN BUDGETED PARAMETERS.

TOWNSHIP MANAGER'S REPORT:

TOWNSHIP MANAGER, PETER WANCHISEN, PROVIDED THE FOLLOWING REPORT:

1. EMERGENCY MANAGEMENT OFFICE WILL BE PRESENTING A 2 HOUR TRAINING SESSION AND ALL COMMISSIONERS ARE WELCOME TO PARTICIPATE. JASON KOWALSKI, EMERGENCY COORDINATOR, ENCOURAGED THEM TO ATTEND EITHER ONE OF TWO SESSIONS AND EXPLAINED THE BENEFITS TO THE TOWNSHIP.
2. MR WANCHISEN REPORTED THAT THE REFUSE FEE DISCOUNT PERIOD ENDED ON JANUARY 31, 2018 AND THE FEE IS NOW \$200. AFTER FEBRUARY 28, 2018 THE FEE WILL BE \$250. MR WANCHISEN ALSO NOTED THAT 1078 REFUSE STICKERS WERE SOLD AS OF JANUARY 31, 2018 WHICH IS 22 MORE THAN THE SAME TIME LAST YEAR.
3. MR WANCHISEN INFORMED THE COMMISSIONERS OF A LETTER OF RESIGNATION RECEIVED FROM POLICE OFFICER TYLER EDWARDS, WHO FOUND FULL-TIME EMPLOYMENT WITH THE BERWICK POLICE FORCE. THERE ARE CURRENTLY TWO VACANCIES THAT CHIEF BLANK WILL ATTEMPT TO FILL.
4. THE NANTICOKE CONSERVATION CLUB WILL BE CONDUCTING A TRASH CLEAN UP IN THE AREA OF #2 PUMP STATION ON SPRING STREET. IT WAS NOTED THAT THIS CLUB HAS CONDUCTED NUMEROUS CLEAN UPS OVER THE YEAR DURING WHICH THEY HAVE AMOUNTED TO MANY TONS OF ILLEGALLY DUMPED MATERIAL.
5. MR WANCHISEN MADE A LEGTHLY PRESENTATION OF THE STATUS OF THE S.P.C.A. REQUEST FOR THEIR EXPENSE SHARING PROGRAM. A RECOMMENDATION WAS MADE TO OPT OUT OF THEIR PROGRAM IN FAVOR OF AN AGREEMENT WITH BLUE CHIPS FARM ANIMAL REFUGE FACILITY, DALLAS, PA. THEY WILL ACCEPT STRAY DOGS IN ACCORDANCE WITH STATE LAW AT A FRACTION OF THE FEES ESTABLISHED BY THE S.P.C.A.. COMMISSIONERS AGREED TO CONSIDER THE PROPOSAL AND MAKE A DECISION AT THE MARCH 5, 2018 COMMISSIONERS' MEETING.
6. MR WANCHISEN RECOGNIZED THE GENEROCITY AND COOPERATION OF TOWNSHIP RESIDENTS, STEVE & CAROLYN PHILLIPS. IT WAS NOTED THAT THE PHILLIP'S HAVE PROVIDE STORAGE SPACE IN THEIR GARAGE FOR MANY YEARS. TOWNSHIP EQUIOMENT HAS BEEN MOVED TO A NEW FACILITY ADJACENT TO THE MUNICIPAL BUILDING. THE PHILLIPS'S WERE ALSO RECOGNIZED FOR THE LEADERSHIP ROLES THEY PLAY IN VARIOUS ORGANIZATIONS IN NEWPORT TOWNSHIP.
7. A MOTION TO APPROVE THE ON-CALL HIRING OF FRANCIS (FRANK) PATRONE) WAS MADE BY MR ZYLA AND SECONDED BY MR ROKE TO PUT MR PATRONE ON THE LIST OF ON-CALL EMPLOYEES AT THE HOURLY RATE OF \$11.00 PER HOUR. ALL COMMISSIONERS PRESENT

VOTED YES, AND THE MOTION PASSED. MR WANCHISEN NOTED THAT THE EXPANSION OF THE ON-CALL ROSTER WILL BROADEN THE TOWNSHIP'S ACCESS TO PART TIME RESOURCES AND ENSURE LESS INTERRUPTIONS IN SERVICE TO NEWPORT TOWNSHIP RESIDENTS.

8. A COOPERATIVE AGREEMENT WITH PLYMOUTH TOWNSHIP WILL RESULT IN OUR ACCESS TO THEIR STREET LINE PAINTING EQUIPMENT THEREBY REDUCING THE COST BY AS MUCH AS 75%. LINE PAINTING ACTIVITY IS EXPECTED TO BEGIN DURING SPRING OF THIS YEAR.
9. IT WAS NOTED THAT AN ANNUAL FEE OF \$250 FOR A LETTER OF CREDIT ISSUED BY F.N.C.B. BANK COULD NOT BE AVOIDED BECAUSE REQUIRED ACTIVITIES ASSOCIATED WITH THE MUNICIPAL BUILDING HAVE YET TO BE COMPLETED. THINGS LIKE PAVING AND LINE PAINTING CANNOT BE SCHEDULED UNTIL THE WEATHER IMPROVES.
10. MR WANCHISEN REQUESTED APPROVAL TO APPLY FOR A CREDIT CARD WITH A LIMIT OF \$2,000 TO FACILITATE OVER THE PHONE ORDERS FROM MERCHANTS AND VENDORS WITH WHOM WE DO BUSINESS. HE ASSURED THE COMMISSIONERS THAT THE SAME DISCIPLINE WILL BE APPLIED TO THE USE OF SAID CREDIT CARD, ESPECIALLY THE MONTHLY APPROVAL AS REFLECTED IN THE APPROVAL OF BILLS AT THE MONTHLY COMMISSIONERS MEETING. MR ROKE MADE A MOTION TO APPROVE THE APPLICATION FOR THE CREDIT CARD. THAT MOTION WAS SECONDED BY MR VISHNEFSKI. ALL COMMISSIONERS PRESENT VOTED YES, AND THE MOTION PASSED.

NEW BUSINESS/ COMMISSIONERS' COMMENTS:

MR WANCHISEN ANNOUNCED TWO REQUESTS FOR COMMISSIONERS CONSIDERATION:

1. A REQUEST FOR A PROCLAMATION REGARDING TOWNSHIP'S SUPPORT FOR EDUCATION CHOICE.
2. AN ANTI CORRUPTION RESOLUTION STATING THE TOWNSHIP'S POSITION ON SPECIFIC VIOLATIONS.

NO ACTION WAS TAKEN SO THAT COMPLETE REVIEW OF THE REQUESTS CAN BE MADE.

3. A THANK YOU LETTER WAS RECEIVED FROM THE NEWPORT TOWNSHIP WOMENS ACTIVITY GROUP FOR SUPPORT AND EQUIPMENT PROVIDED BY THE NEWPORT TOWNSHIP FIRE DEPARTMENT ON DECEMBER 17, 2017.

ADJOURNMENT:

THEREBEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSIONERS, MR CZAPRACKI ADJOURNED THE MEETING AT 6:43 PM

PETER F. WANCHISEN, TOWNSHIP MANAGER