

▪ **MINUTES**
 ▪ **Pittston Township**
 ▪ **Board of Supervisors Meeting**
 ▪ **November 21, 2016**
 ▪ **Pittston Township Municipal Building**

Call Meeting To Order 7:00 PM

- Pledge of Allegiance
- Roll Call Frank Sciabacucchi __P__ Barbara Attardo _P__ Steve Rinaldi __P__

Mr. Keilb notified the Supervisors that he would be taping the meeting.

Minutes: minutes of the Supervisors regularly scheduled October 17, 2016 were distributed to Supervisors for their review, comments and/or corrections.

Any Questions/Corrections

- **Motion:** To ACCEPT minutes of October 17, 2016 as presented to the Supervisors for their review, comments and/or corrections.
 - Sciabacucchi _M__ Attardo ____ Rinaldi __S__
 - Roll Call: Sciabacucchi _Y__ Attardo __Y__ Rinaldi __Y__

Three special meeting were held to discuss:

1. Two separate public meetings were held to plans to develop a parcel of land in Pittston Township on which will be constructed infrastructure and construction of 3 story 116 Unit Housing Complex with detached parking garages. Special meetings were held to review an application to allow such construction in a B-2 Zoning District. After hearing the plans and comments from neighbors the Supervisors unanimously approved the application to allow this type of construction in B-2 Zoning District.

- **Motion** to ACCEPT minutes of the special hearing of October 27 and November 15, 2016 as presented to the supervisors for review and comment
 - Sciabacucchi __S__ Attardo ____ Rinaldi __M__
 - Roll Call: Sciabacucchi _Y__ Attardo _Y__ Rinaldi _Y__

2. Application for transfer of Liquor License Special Meeting held November 3, 2016 and November 15, 2016 to consider transfer of Liquor License to a convenience store located at 325 Laurel St., Pittston, Pa.

- **Motion** to ENACT **Resolution 11-01** of 2016 allowing transfer of liquor license #1744 from George Yuhas to Pittston Beer & Deli, Inc. 325 Laurel St., Pittston Township.
 - Sciabacucchi _M__ Attardo _S__ Rinaldi ____
 - Roll Call: Sciabacucchi __Y__ Attardo __Y__ Rinaldi __Y__

Supervisors Comments –

Chapel/Baker Road - PennEastern has prepared two cost estimates for (1) Chapel/Baker Drainage Improvement Project \$230,813 and (2) Chapel/Baker Overlay Project \$154,524.

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- **Motion** to authorize PENN EASTERN ENGINEERING to prepare and advertise bids for Chapel/Baker Drainage Improvement Project \$230,813 and (2) Chapel/Baker Overlay Project \$154,524.

- Sciabacucchi _S___ Attardo ___ Rinaldi _M___
- Roll Call: Sciabacucchi __Y__ Attardo __Y__ Rinaldi __Y__

New Business

Auditor - Recommendation of Mr. Bonita, Financial Administrator to have an audit done on the books and records of the Township. If approved by the Supervisors this will be in addition to the work performed by the elected auditors. This was discussed with elected auditors and they are in agreement to have an independent audit performed on the books and records of the Twp. for 2016

- **Motion:** To ACCEPT the proposal of Michael Fiorielli, CPA \$4125 to have an independent audit performed on the books and records of the Township for 2016

Sciabacucchi__S__ Attardo _M___ Rinaldi ___
 Roll Call: Sciabacucchi__Y__ Attardo __Y___ Rinaldi __Y__

Refuse Bags - Mr. Bonita has advertised for bids on the purchase of refuse bags for 2017 in the Citizens Voice and via e-mail. Bids were due on November 18, 2016 . Bids were opened by the Supervisors on November 21, 2016. Present were three supervisors and John Bonita. Bid tabulation is listed below:

Bid Tabulation:

	1100 Cartons Price Per Bag	1200 Cartons Price Per Bag	1300 Cartons Price Per Bag
InterBoro	0.0984615	0.0984615	0.0984615
DynaPak	0.1000000	0.1000000	0.1000000
Star Poly	0.1124000	0.1112000	0.1099000
Central Poly	0.0962000	0.0962000	0.0962000
Waste Zero	0.1010000	0.1010000	0.1010000

Central Poly was the low bidder.

- Motion to AWARD purchase of refuse bags for 2017 to Central Poly

Sciabacucchi_S___ Attardo _M___ Rinaldi ___
 Roll Call: Sciabacucchi__Y__ Attardo __Y___ Rinaldi __Y__

Navy Way Road - Road maintenance agreement between Ptn Twp and Borough of Dupont for maintenance of .075 miles of road whereby Dupont assumes responsibility for maintenance

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including snow plowing, general road repairs, pot hole filling/patching and street cleaning. Twp. is to return liquid fuels received for .75 miles of road as compensation to Dupont Borough

- Motion to ENACT **Resolution 11-02** of 2016 whereby Ptn Twp. enters into a road maintenance agreement between Ptn Twp and Borough of Dupont for maintenance of .075 miles of road

Sciabacucchi__S__ Attardo _____ Rinaldi _M_
 Roll Call: Sciabacucchi__Y__ Attardo __Y__ Rinaldi __Y__

Grant Application -

Freeport Road Two separate grant applications will be prepared and submitted simultaneously to (1) LSA - Luzerne County and Pa Dept. of Transportation to repair and reconstruct Freeport Road to Tariff Road. Grants will be prepared by Ashburn Advisors. Fees will be \$6500 for preparation of each grant and \$15,000 to administer compliance on the project. Estimated cost of the project will be \$ 638,992 with the Twp. providing matching funds.

- Motion - to authorize ASHBURN ASSOCIATES to submit the Grant(s) on behalf of Pittston Twp. and accept the proposal of Ashburn Associates, Inc. and enact

Resolution 11-03 of 2016 requesting \$460,291 from Local Share - Luzerne County

AND/OR

Resolution 11-04 of 2016 requesting \$455,822 from Pa Dept. of Transportation

Sciabacucchi__S__ Attardo _____ Rinaldi _M_
 Roll Call: Sciabacucchi__Y__ Attardo __Y__ Rinaldi _Y_____

The Twp. will submit both grants for the same project. Estimated total cost of the Freeport Road project if \$ 638,992. Difference between estimated cost and grant submission is Twp.'s matching contribution.

- **Motion:** To ratify October - November pre-paid bills in the amount \$ 67861.43 and bills payable in the amount of \$ 76816.64
- payroll and related expenses for payroll period ending

10-19-16	38616.23
11-02-16	34372.67
11-16-16	37099.03

Harford EFT 504.00
 Principal EFT 341.62
 Hassler EFT 125.00
 AFLAC 95.38

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Advanced Code Group \$18553.91

Sciabacucchi__M__ Attardo __S__ Rinaldi __

Roll Call: Sciabacucchi__Y__ Attardo __Y__ Rinaldi __Y__

Police

POLICE REPORT.

- Motion - To ACCEPT police report as submitted.

• Sciabacucchi____ Attardo _____ Rinaldi ____

Roll Call: Sciabacucchi____ Attardo _____ Rinaldi _____

Zoning & Planning Report

PennEastern Engineers - copy of letter to Planning Commission addressing the propose infrastructure and construction of 3 story 116 Unit Housing Complex with detached parking garages T.Best was not at the meeting to advise as to what action, if any, has been taken by the Planning Commission with regards to PennEastern letter.

Finance

First Reading of 2017 Budget

At this time Mr. Bonita presented his version of the 2017 Proposed Budget. Supervisors have been working in conjunction with Mr. Bonita to prepare a line item budget and the line item budget was included in their paperwork. A summary budget was distributed to residents in the audience and Mr. Bonita read the summarized budget. Basically, there was no change to the services would be received by the residents.

PRELIMINARY 2017 BUDGET

	Operating	Special	Capital	TOTAL	Emergency Svs. Tax
Beginning Fund Balance	\$ 126,810		\$ 701,000	\$ 827,810	
Operating Revenue	<u>2,242,800</u>	<u>133,000</u>	<u>416,500</u>	\$ 2,792,300	100,800
Available For Expenditure	<u>\$ 2,369,610</u>	<u>\$ 133,000</u>	<u>\$ 1,117,500</u>	<u>\$ 3,620,110</u>	<u>\$ 100,800</u>
Administration	\$ 223,025			\$ 223,025	
Tax Collector	39,615			39,615	
Legal & Professional	47,000		6,500	53,500	
Building	17,310		10,000	27,310	
Police	437,835			437,835	\$ 12,800
Fire	270,910			270,910	42,000
Ambulance	37,000			37,000	46,000
Zoning	255,480			255,480	
Ems Services	2,425			2,425	
Sewer	161,000			161,000	
Recycling	63,195			63,195	
Refuse	215,480			215,480	
Streets & Roads	281,570	133,000	1,101,000	1,515,570	
Recreation	51,530			51,530	
Insurances & Other	266,235			266,235	
Total Expenditures	<u>\$ 2,369,610</u>	<u>\$ 133,000</u>	<u>\$ 1,117,500</u>	<u>\$ 3,620,110</u>	<u>\$ 100,800</u>

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- 1 No Tax Increase
- 2 3.5% Salary Increase - Not Including Supervisors
- 3 Ptvfd - Annual Contribution - Specific Use
- 4 Ptv Ambulance - Annual Contribution - Specific Use
- 5 Reimbursement - Two quarters WVSA & LLSA
- 6 \$35 Ambulance Membership
- 7 Maintain Coverage At Suscon Fire Station
- 8 .25 Mill (1/4 Of 1 Mill) For Emergency Service Tax
- 9 Free Garbage Bags, \$5 Sticker \$ 1 Bulk

Mr. Sciabacucchi suggested that since this was his first budget he would recommend that the Supervisors conduct a separate meeting to discuss the budget by line item. All supervisors agreed.

- **Motion to ADVERTISE** the 2017 preliminary budget in accordance with Second Class Township regulations. A notice that the budget is available for public inspection in the Citizens Voice and must be available for public inspection for 20 days before the final budget is adopted. The Budget must be adopted before December 31, 2017 and is scheduled for adoption at the December monthly meeting of the Supervisors.
- Motion to NOTICE OF FIRST READING of the 2017 Preliminary Budget and to have public inspection at the Municipal Building and on the web site.

Sciabacucchi__S__ Attardo __M__ Rinaldi S__
 Roll Call: Sciabacucchi__Y__ Attardo __Y__ Rinaldi __Y_

Mr. Bonita pointed out that the following resolutions must be re-affirmed for 2017.

- | | |
|-----------|--|
| 12-01 | Non Uniformed Pension Plan |
| 12-02 | Uniformed Pension Plan |
| 12-03 | Real Estate Tax Collector |
| 12-04 | Re-Enactment of Real Estate Tax |
| 12-04 (a) | Enactment of Emergency Service Tax |
| 12-05 | Appointment of Financial Administrator |
| 12-06 | Re-Enactment of Amusement Tax |
| 12-07 | Re-Enactment of Real Estate Transfer Tax |
| 12-08 | Re-Enactment of Earned Income Tax |
| 12-09 | Re-Enactment of Mechanical Device Tax |
| 12-10 | Re-Enactment of Mercantile Tax |
| 12-11 | Re-Enactment of Emergency Municipal Svs. Tax |
| 12-12 | Re-Enactment of Sign Tax |
| 12-13 | Re-Enactment of Zoning Fees |
| 12-14 | Resolution to allow Mgr. to Prepay Bills |
| 12-15 | Resolution Establishing Compensation for Boards |
| 12-16 | Appointment of HA Berkheimer - EIT and LST Collector |
| 12-16 (a) | Appointment of e-Collect - Mercantile Tax Collector |
| 12-17 | Banking Resolution |
| 12-18 | Re-Enactment of Longevity Resolution |

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12-19 Re-Enact all previously passed ordinances and resolutions not specifically addressed previously

The resolutions mentioned above contain the following:

Emergency Service Tax		.25 mills
Real Estate Tax		.25 mills
Amusement Tax		10%
Realty Transfer Tax	Percent	0.50%
Resident Earned Income Tax	Percent	0.50%
Non Resident Earned Income Tax	Percent	1%
Mechanical Devices	Dollars	As Per Schedule
Mercantile Tax		
Wholesale	Mills	1
Retail	Mills	1.5
Local Service Tax (EMS)	Dollars	\$47
Sign Tax		\$50
Zoning & Permit Fees		As Per Schedule
Accident Report Fees		\$15
Refuse Collection Fees		\$5
Pave Cut Fees		\$250

Since a separate public meeting will be scheduled to discuss by line item the 2017 proposed budget Mr. Bonita suggested that the above mentioned resolutions be presented for adoption at that time.

Public Comment Speakers are reminded of the 10 minute time allotment

Jason Humenanski - BHW Construction Services, Inc. - Mr. Humenanski presented a proposal for Pa Uniform Construction Code enforcement for 2017. Mr. Humenanski was informed that Advanced Code provides the current code enforcement service and their contract expires on 12-31-16. They are expected to submit a renewal proposal and the Supervisors will review both before making a decision for 2017.

Curt Muffley - questions about wood burning. Supervisors referred him to T. Best/

Ron Kielb - Chairman Rinaldi informed Mr. Kielb that this is a Twp. meeting and not Sewer Authority and any questions about the Sewer Project would not be answered. Mr. Kielb questioned the plaque in the foyer of the municipal building as to why it was not kept up to date. Mr. Bonita pointed out that his plaque represents the officials and professions who were in office and/or built the building. He was advised to submit a Right to Know Request for any information relating to resumes, qualifications, etc. He continued his line of questioning about conflict of interest of Mr. Bonita and Ms. Attardo. Mr. Bonita once again advised him to contact the AICPA and PICPA with questions and concerns about any conflicts involving Mr. Bonita.

Adjournment: Motion to Adjourn

• Sciabacucchi__S__ Attardo _____ Rinaldi _M__
 Roll Call: Sciabacucchi__Y__ Attardo __Y__ Rinaldi _Y__