

MINUTES

- Pittston Township
- Board of Supervisors Meeting
- December 20, 2021
- Pittston Township Municipal Building

Call Meeting To Order 7:00 PM

- Pledge of Allegiance

Supervisor Slezak welcomed back Joseph Hawk after his brief illness.

- Roll Call Slezak P Hawk P Rinaldi P

Minutes: minutes of the Supervisors regularly scheduled November 15, 2021 was presented to Supervisors for their review comments and/or corrections.

Questions/Corrections -

- **Motion:** To ACCEPT minutes of November 15, as presented to the Supervisors for their review, comments and/or corrections.

• Slezak Hawk S Rinaldi M
 Roll Call: Slezak Y Hawk Y Rinaldi Y

Supervisors Comments

REORGANIZATION MEETING - Annual Reorganization meeting will be held Monday January 3, 2022. Schedules of Planning Commission and Monthly Supervisors Meetings were advertised in the Citizens Voice and posted on the Twp. web-site.

RESOLUTION 12-24 OF 2021 to execute Amendment A of Commonwealth of Pennsylvania Department of Transportation Multimodal Transportation Fund Grant Agreement number 04R255 which reflects the removal of the Pennsylvania Department of Transportation requirement of Pittston Township to provide matching funds for the Pittston Township Infrastructure Improvement Project.

QUESTIONS/CONCERNS

- **Motion:** To adopt RESOLUTION 12-24 OF 2021

• Slezak M Hawk S Rinaldi
 Roll Call: Slezak Y Hawk Y Rinaldi Y

RESOLUTION NO. 12-23 OF 2021 Municipality of Pittston Township, Luzerne County, Pennsylvania a resolution of the Township to provide premium pay to essential employees. Township will submit a Memorandum of Understanding to the Police Union representatives and the Firefighters Association as prepared by Attorney Sciandra.

QUESTIONS/CONCERNS

MINUTES

- Pittston Township
- Board of Supervisors Meeting
- December 20, 2021
- Pittston Township Municipal Building

- **Motion:** To adopt RESOLUTION 12-23 OF 2021 and to execute Memorandum of Understanding with the Police Union representatives and the Firefighters Association as prepared by Attorney Sciandra

• Slezak __ Hawk __M__ Rinaldi _S__
 Roll Call: Slezak _Y__ Hawk _Y__ Rinaldi __Y__

RESOLUTION 12-25 OF 2021 Supervisors received notification that \$150,000 would be allocated to the Township on the DCED Multi Modal Grant applied for in the amount of \$883,148 requesting that the Twp. scale down the project. . Supervisor Slezak suggested that , instead, the Twp. try to secure another project which the funds allocated could be transferred too. Based on his discussion with CNA Engineers and Representative Michael Carroll and Senator Flynn an application was prepared and submitted to DCED. for Langan Road Bridge Replacement There are no assurances that these funds can be transferred.

QUESTIONS/CONCERNS

- **Motion:** To adopt RESOLUTION 12-25 OF 2021 and to submit application to DCED Multi Modal Program to secure funding for Langan Road Bridge Replacement

• Slezak _M__ Hawk _S__ Rinaldi ____
 Roll Call: Slezak _Y__ Hawk _Y__ Rinaldi Y

RESOLUTION 12-26 OF 2021 Municipality of Pittston Township, Luzerne County, Pennsylvania a resolution of the Township to provide premium pay to the workers of the Ambulance Association who provided essential services to the residents and commercial business' during the pandemic period March 13, 2020 to June 30, 2020. Township will submit a Agreement of Understanding to the Ambulance as prepared by Attorney Sciandra.

QUESTIONS/CONCERNS

- **Motion:** To adopt RESOLUTION 12-26 OF 2021 providing premium pay to the workers of the Ambulance Association who provided essential services to the residents and commercial business' during the pandemic period March 13, 2020 to June 30, 2020.

• Slezak _S__ Hawk _M__ Rinaldi ____
 Roll Call: Slezak _Y__ Hawk _Y__ Rinaldi Y

STORM WATER RUNOFF

Based on the citizen concerns regarding a water runoff situation in the Parnell St area from the St. Rocco Cemetery Mr. Bonita contacted a professional geologist/soil specialist and asked to have him submit an engagement letter to assess the problem with our engineer.

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- Board of Supervisors Meeting
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- Pittston Township Municipal Building

QUESTIONS/CONCERNS

Supervisor Slezak had some concerns about hiring a consultant. He felt that he should meet with the Twp. Engineer and see if they could come up with a solution to the problem. Supervisor Rinaldi voiced his opinion as to why the water runoff exists and stated that this has been a problem for many years. Why it is getting worse? After much discussion it was decided to table the above until Supervisor Slezak meets with the Twp engineer and discuss the matter on site.

- Motion - **TO TABLE** Agreement to Retain Professional Soil Scientist / Professional Geologist Services B.F. Environmental Consultants Inc 15 Hillcrest Drive, Dallas, PA Rates are as follows:

Professional Soils Scientist \$ 160.00 per hour
Professional Geologist \$ 160.00 per hour
Office /Clerical Assistance \$ 65.00 per hour
Mileage \$ 0.56 per mile
Supplies Cost, plus 15%

• Slezak _M__ Hawk ___ Rinaldi _S___
Roll Call: Slezak _Y__ Hawk _Y__ Rinaldi _Y__

Elected Auditors Report - Mr. Bonita has been in contact with the elected auditors concerning employee positions of Supervisors for 2022 and their related salaries and has presented them with a schedule for 2022. Auditors agreed with the recommendations of the Administrator.

QUESTIONS/CONCERNS

- **Motion:** To ACCEPT recommendations of the elected auditors concerning employee positions and related salaries of Supervisors for 2022

• Slezak _M__ Hawk _S__ Rinaldi _____
Roll Call: Slezak Y__ Hawk _Y_ Rinaldi _Y__

Financial

Township was notified that it received \$351,375 under American Rescue Plan and received the first of two installments in the amount of \$175,687 in July, 2021. Mr. Bonita prepared the first accounting of eligible expenses in the amount of \$125,117 which will be transferred from the Special Revitalization Account to the General Fund.

- **Motion:** To approve transfer of funds in the amount of \$125,117 from Special Revitalization account to general fund account

• Slezak _M__ Hawk _S__ Rinaldi _____
Roll Call: Slezak _Y__ Hawk _Y_ Rinaldi ___Y_

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- Board of Supervisors Meeting
- December 20, 2021
- Pittston Township Municipal Building

- **Motion:** To ratify November - December pre-paid bills in the amount \$166,056.64 and bills payable in the amount of \$42,050.26 and payroll and related expenses for payroll period ending

11-24-2021	67630.54
12-08-2021	60035.51
12-18-21 Bonus American Revitalization	99735.98

AFLAC	66.86
PLSIC - Disability	655.68
Hartford - Life	994.17
Neo Post	100.00
Professional Licensing	100.00

Grant Expenditures	2019 & 2020 LSA Grants	\$128,809.25
	MS-4 Reimbursements	6,613.50
	American Revitalization	15,783.60

QUESTIONS/CONCERNS

- Motion to approve payment of bills and unpaid bills.

Slezak _ S__ Hawk ___ Rinaldi _M___
 Roll Call: Slezak __Y_ Hawk _Y_ Rinaldi _ Y_____

Resolutions which must be re-adopted for 2022

- 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
- 12-07 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

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- Board of Supervisors Meeting
- December 20, 2021
- Pittston Township Municipal Building

12-17	Banking Resolution
12-18	Re-Enactment of Longevity Resolution
12-19	Re-Enact all previously passed ordinances -not addressed
12-20	Ambulance Rebate
12-21	Sewer Reimbursement
12-22	Budget Resolution

Mr. Bonita read into the minutes the title of each resolution and at the end asked for questions.

QUESTIONS/CONCERNS

- Motion to ratify **Resolutions 12-01 of 2021 to 12-22 of 2021** to be effective for calendar year 2022

Slezak ___M___ Hawk _S___ Rinaldi ___
 Roll Call: Slezak ___Y___ Hawk ___Y___ Rinaldi Y___

2nd Reading 2022 Proposed Budget

**PITTSTON TOWNSHIP
 PROPOSED 2022 BUDGET**

	General Fund	Emergency Service	Liquid Fuels	Capital Reserve	(memo)
Beginning Fund Balance	\$ 206,425			\$ 260,411	\$ 466,836
Operating Revenue	<u>3,397,300</u>	<u>\$ 225,000</u>	<u>130,300</u>	<u>1,293,881</u>	<u>5,046,481</u>
Total Available	<u>\$ 3,603,725</u>	<u>\$ 225,000</u>	<u>130,300</u>	<u>1,554,292</u>	<u>\$ 5,513,317</u>
Administration	\$ 242,200				\$ 242,200
Tax Collector	64,000				64,000
Legal & Professional	40,000				40,000
Building	31,800			25,000	56,800
Police	918,770	66,000		171,668	1,156,438
Fire	535,640	72,000		79,925	687,565
Ambulance	31,930	87,000		27,730	146,660
Zoning	375,460				375,460
EMA Services	32,200			129,715	161,915
Sewer	136,800				136,800
Recycling	88,600				88,600
Refuse	288,400				288,400
Streets & Roads	501,625		130,300	1,120,254	1,752,179
Storm Water Management	82,900				82,900
Recreation	36,800				36,800
Retirement Expense	33,800				33,800

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- **Pittston Township**
- **Board of Supervisors Meeting**
- **December 20, 2021**
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Insurances & Other	162,800			162,800
Total Expenditures	\$ 3,603,725	\$ 225,000	130,300	1,554,292
	-	-	-	-

Complete line item proposed budget was made available for public inspection at the Twp. Business office beginning November 17, 2021 between the hours of 9:00 AM to 4:00 PM and on the township website *pittstontownship.org*

Mr. Bonita read into the minutes the categories and related revenue and expenditures for the 2022 budget.

QUESTIONS/CONCERNS

- Motion to ADOPT the Operating Budget for 2022 containing the following:

Tax General Operation .50 Mill (1/2Mill)
 Tax Emergency Services .50 Mill (1/2 Mill)
 3.5% Salary Increase -
 Ptvfd - Annual Contribution - Specific Use
 Ptv Ambulance - Annual Contribution - Specific Use
 Reimbursement - 2 Qtrs. WVSA & LLSA, \$10 Ptn Twp., Septic
 Ambulance Membership - \$35.
 No Charge For Garbage Bags
 \$0 Sticker Cost And Bulk \$ 0 for 6 stickers, Max 12 Stickers

Slezak___ Hawk_M__ Rinaldi _S_
 Roll Call: Slezak___Y__ Hawk __Y_ Rinald Y ___

Emergency Management

Supervisor Hawk stated he had little time to prepare a report but wished to thank all who expressed concern over his recent illness and wished everyone a happy holiday. He stated he did receive notification that the Halloween party and other holiday events were a success.

Supervisor Rinaldi addressed the issue of Long Range Planning which was discussed at the last meeting. He made the motion to appoint Joe Hawk chairman which, according to the Solicitor, could not be made until a motion was made to add this to the posted agenda.

- Motion - to add to the posted agenda appointing a chairman for the long range planning committee.

Slezak_M__ Hawk ___ Rinaldi _S_
 Roll Call: Slezak___Y__ Hawk __Y_ Rinald Y ___

MINUTES

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- Pittston Township Municipal Building

- Motion - to APPOINT JOSEPH HAWK as chairman for the long range planning committee.

Slezak__M__ Hawk ___ Rinaldi _S_
 Roll Call: Slezak___Y__ Hawk __Y_ Rinald Y

Fire Department

Incident Report was read into the minutes by Mr. Bonita.

QUESTIONS/CONCERNS

- Motion to approve incident report.

Slezak___ Hawk ___M__ Rinaldi _S_
 Slezak _Y_ Hawk __Y_ Rinaldi ___Y__

Road Department

Hiring part time Employee - Based on applications received for full time/part time workers Supervisor Slezak is making the recommendation to hire Dan Sullivan, 613 Langans Road to a part time position in the Road Department at an hourly rate of \$20 with no benefits.

QUESTIONS/CONCERNS

- Motion to hire Dan Sullivan, 613 Langans Road to a part time position in the Road Department at an hourly rate of \$20 with no benefits.

Slezak___ Hawk ___S_ Rinaldi _M_
 Slezak _Y__ Hawk _Y__ Rinaldi __Y__

Grass Cutting Bids -Request for bids was advertised December 6, 2021 and are due January 15, 2021. At this time the Supervisors are undecided as to whether or not this will be contracted out or handled by the road department

Recreation - Parks –

Police

CBA Negotiations - both parties and the FOP have agreed to establish a position in the CBA effective January 1, 2022 a rank of Lieutenant and Detective and to promote Officer Hockenberry to the rank of Lieutenant effective January 1, 2022

MINUTES

- **Pittston Township**
- **Board of Supervisors Meeting**
- **December 20, 2021**
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Chief Angelella commented on Sgt. Hockenberry's performance which she stated was outstanding.

QUESTIONS/CONCERNS

- Motion to establish a position of Lieutenant and Detective in the CBA effective January 1, 2022 and to promote Officer Hockenberry to the rank of Lieutenant effective January 1, 2022

Slezak __S__ Hawk __M__ Rinaldi __
Slezak __Y__ Hawk __Y__ Rinaldi __Y__

Newly appointed Lt. Hockenberry was on hand and received a round of applause. He will officially receive his Lt. Badge which is on order and be sworn in as Lt. in the near future.

POLICE REPORT - submitted and read aloud by Mr. Bonita

- Motion ACCEPT police report as submitted

Slezak ____ Hawk __M__ Rinaldi _S_
Slezak __Y__ Hawk _Y__ Rinaldi __Y__

Chief Angelella mentioned the Food Drive which is being conducted by the Police Department. Flyers were printed and the event was posted on the web-site.

Zoning/Code Enforcement**Planning Commission -**

Kipp/Kremitskie Minor Subdivision - e mail from Matt Walsh, CNA engineering recommending the approval of the Kipp/Dremitskie Lot Line Adjustment/Minor Subdivision

QUESTIONS/CONCERNS

- Motion ACCEPT recommendation of Matt Walsh, CNA Engineering recommending the approval of the Kipp/Kremitskie Lot Line Adjustment/Minor Subdivision Approved by the Planning Commission.

Slezak ____ Hawk __M__ Rinaldi _S_
Slezak _AB__ Hawk _Y__ Rinaldi __Y__

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Supervisor Slezak abstained due to a family relationship.

Mericle - Lot 45A - Received e mail stating that all concerns of CNA Engineering have been satisfied and Solicitor Dean will have to forward his approval of the Operation & Maintenance Agreement before final approval by the Supervisors. Solicitor Dean reviewed the changes and recommends that the O&M agreement be accepted by the Twp. Also a question relating to fencing around the retention ponds recommended by CNA that that be approved also

QUESTIONS/CONCERNS

Supervisor Rinaldi felt that a hold harmless agreement should be drawn up between the Twp. and Mericle. Solicitor felt it was not necessary since this land would be owned by Mericle and he would be responsible. Discussion took place about the fence surrounding the entire property which was in disrepair. Bryan McMannis, Mericle, stated that the fence would be secured temporarily and permanently when the project is finished.

- Motion - to accept the recommendations of CNA Engineering granting the waiver of fencing around the stormwater basins. Approval of waiver was recommended by Planning Commission and CNA recommends granting the approval.

Slezak __M__ Hawk __S__ Rinaldi __
Slezak __Y__ Hawk __Y__ Rinaldi __NO__

- Motion to approve the final land development plan submission for Lot 45A of Centerpoint East, Phase II as recommended by Planning Commission and CNA engineering

Slezak __M__ Hawk __S__ Rinaldi __
Slezak __Y__ Hawk __Y__ Rinaldi __Y__

Engineering Report - November - December highlights were read for the general public and will be attached to the minutes.

QUESTIONS/CONCERNS

- Motion ACCEPT engineering rport

Slezak____ Hawk __M__ Rinaldi __S__
Slezak __Y__ Hawk __Y__ Rinaldi __Y__

MINUTES

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- December 20, 2021
- Pittston Township Municipal Building

MS-4 Report

MS4 Project Completion Report for 2021 was read into minutes by Terry Best outlining projects and services provided by WVSA and capital projects for 2021. Mr. Best stated that a audit was performed by WVSA and DEP and Steve Egenski and the MS-4 Dept. was found to be in compliance. Mr. Bonita asked if a report was issued and Mr. Best stated that not as of yet but he would inquire and get one for the Twp. records.

Mr. Bonita will submit the third and final accounting for storm water related expenses for 2021 in the amount of \$12, 031.24. The first accounting was for \$8100, the second for \$34,208.96 and the third \$12,031.24 - a total of \$54340.20. These funds are reimbursed to the Township from our portion of the Rain Tax collected by WVSA. In addition, the Twp. has received in kind services for repairs to storm drains, etc. as mentioned by Mr. Best in his report.

QUESTIONS/CONCERNS

- **Motion** to submit third and final accounting for storm water related expenses for 2021 in the amount of \$12, 031 and to accept MS4 Project Completion Report for 2021

Slezak_M___ Hawk __S___ Rinaldi ___
Slezak _Y__ Hawk _Y__ Rinaldi __Y___

Public Comment

NO PUBLIC COMMENT

Adjournment: Motion to Adjourn

• Slezak__S__ Hawk ___ Rinaldi _M___
Roll Call: Slezak_Y__ Hawk ___Y__ Rinaldi _Y__