

- MINUTES
 - Pittston Township
 - Board of Supervisors Meeting
 - December 19, 2022
 - Pittston Township Municipal Building

Call Meeting To Order 7:00 PM

- Pledge of Allegiance
- Roll Call Slezak ___P___ Hawk ___P___ Steve Rinaldi _P_ (by phone)_____

Minutes: minutes of the Supervisors regularly scheduled November 21, 2022 were distributed to Supervisors for their review, comments and/or corrections.

Any Questions/Corrections

- **Motion:** To accept minutes of November 21, 2022 as presented to the Supervisors for their review, comments and/or corrections.

- Slezak _M___ Hawk _S___ Rinaldi _____
- Roll Call: Slezak _Y___ Hawk ___Y___ Rinaldi _Y_____

Supervisor Comments

A reorganization meeting will be held on January 3, 2023. The Annual meeting of the elected auditors will take place on January 4, 2023. Sewer Authority reorganization will be held on January 5, 2023.

Mercantile Tax - Regulations of Pittston Township interpreting Pittston Township Mercantile Tax was presented to the Supervisors. Mr. Bonita outlined the necessity of enacting these regulations regarding the current mercantile tax. The regulations are necessary in conjunction with the Ordinance to be later discussed. Supervisors have been discussing these changes to the Twp. Mercantile tax on several occasions. . These Regulations provide a formal interpretation of the Township’s Mercantile Tax Ordinances (the “Ordinances”). These Regulations provide an administrative interpretation of the Township’s Mercantile Tax Ordinances, referred to collectively herein as the “Tax Ordinances.” These Regulations do not, and are not intended to, expand the subject or rates of the taxes as stated and intended in the Tax Ordinances. These Regulations shall be interpreted, whenever possible, to be consistent with the Tax Ordinances. In the event that a provision of these Regulations is inconsistent with the Tax Ordinances, the provisions of the Tax Ordinances shall prevail.

QUESTIONS

- **Motion:** To ADOPT Regulations of Pittston Township interpreting Pittston Township Mercantile Tax

Slezak ___ ___ Hawk _S___ Rinaldi _M___
Roll Call: Slezak _Y___ Hawk _Y___ Rinaldi ___Y_____

Mercantile Tax - Ordinance 12-01 of 2022 providing a formal interpretation of the Mercantile Tax and clarifying the procedure for its administration. Reviewed by the Solicitor and acceptable.

- **Motion:** To ADOPT Ordinance 12-01 of 2022 providing a formal interpretation of the Mercantile Tax and clarifying the procedure for its administration

Slezak _S___ Hawk _M___ Rinaldi _____
Roll Call: Slezak ___Y___ Hawk _Y___ Rinaldi _Y_____

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Grant Application

Parnell Street has minimal stormwater infrastructure in place which is not functioning to the intended capabilities due to it being undersized and impaired. Grant is to replace the aging and deteriorated stormwater infrastructure with new stormwater pipes and inlets. This project is in conjunction with the Lincoln St. Stormwater grant and project. Resolution 12-02 of 2022 was prepared to submit to DCED for a grant in the amount of \$384,374.25 with a Township match of \$ 48,876.75 for Parnell St. Stormwater Improvement Project

- **Motion:** To ADOPT Parnell St. Stormwater Improvement Project Resolution 12-23 of 2022 in the amount of \$384,374.25
 - Slezak _M___ Hawk _S___ Rinaldi _____
 - Roll Call: Slezak _Y___ Hawk __Y_ Rinaldi __Y___

Housing Authority Sub-grantee Agreement

Pittston Redevelopment Authority submitted a sub-grantee agreement whereby in conjunction with the Authority the Township agrees to participate with the Authority in a grant application

- **Motion** to adopt Resolution 12-04 of 2022 accepting the terms of the sub-grantee agreement
 - Slezak _S___ Hawk _M___ Rinaldi _____
 - Roll Call: Slezak _Y___ Hawk __Y_ Rinaldi __Y___

Refuse Contract

Notice advertising RFP for refuse/recycling contract which expires March 31, 2023 was advertised in the Citizens Voice on November 22, November 30, 2022 and December 6, 2022. Bids were due on 12-16-2022. One bid was received from JP Mascaro covering a one, two and three year period. Supervisors reviewed the bid with the business manager and decided to table the bid. Representatives from JP Mascaro were present and asked if they could make a brief presentation to the board. They handed out letters justifying the increases in their RFP. Since the current contract with JP Mascaro expires March 31, 2023 supervisors still felt that the bid should be discussed further.

- **Motion** to TABLE bid for refuse and recycling from JP Mascaro covering a one, two and three year period
 - Slezak ___ Hawk _S___ Rinaldi __M___
 - Roll Call: Slezak _Y___ Hawk __Y_ Rinaldi __Y___

Sale of Equipment

2005 F-150 Ford Pick-Up (Zoning Truck) was advertised for sale in the Citizens Voice. One bid received from Galli Service and Sales in the amount of \$1,025. Truck will be sold AS IS.

- **Motion** to accept bid for F-150 Ford Pick-Up (Zoning Truck) advertised for sale in the Citizens Voice from Galli Service and Sales for \$1,025 Sold AS IS.
 - Slezak ___ Hawk _S___ Rinaldi __M___
 - Roll Call: Slezak _Y___ Hawk __Y_ Rinaldi __Y___

Appointment of Auditor - advertised in the Citizens Voice for an audit by an independent Certified Public Accountant to perform the audit on the 2022 books and records. All other functions of the elected auditors will continue.

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Financial Business

- **Motion:** To ratify November-December pre-paid bills in the amount \$ 211,617.34 and bills payable in the amount of \$ 51,695.03,
- payroll and related expenses for payroll period ending

11-23-2022	65,747.06
12-07-2022	66,879.44

AFLAC	66.86
AFLAC	66.86
AMTRUST	4,543.00
Blumburg P	252.30
EZPass	140.00
Hartford Ins.	1,210.68
Malware	37.09
Neopost	100.00
PLIC Insurance	793.23
Positive Pay3	70.00
Pr Transfer	63,804.10
Pr Transfer	65,747.06
Roxy Gas	282.63
Service Chg	25.00
UPS	91.47

Transfer \$ 137,304.06 from Liquid Fuels Account to General Fund reimbursing the General Fund for eligible Liquid Fuels expenses

Transfer \$ 138,048 from Grant Reimbursement Account to General Fund reimbursing the General Fund for eligible 2021 LSA Grant Expenditures

Transfer \$ 3580 from Settlement Account to General Fund reimbursing the General Fund for Engineering Costs associated with Quail Hill

BHW Building Inspector \$9760.68

Slezak___ Hawk__S__ Rinaldi__M_

Roll Call: Slezak__Y__ Hawk__Y__ Rinaldi__Y__

- Motion to waive Compensation of Supervisors at \$25 per meeting for 2023 as authorized by Second Class Township.

Slezak___ Hawk__S__ Rinaldi__M_

Roll Call: Slezak__Y__ Hawk__Y__ Rinaldi__Y__

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• **Motion to Re-affirm the following Resolutions for 2023**

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
12-17	Banking Resolution
12-18	Re-Enactment of Longevity Resolution
12-19	Re-Enact all previously passed ordinances -not addressed

• Motion to ratify **Resolutions 12-01 of 2022 to 12-19 of 2022** to be effective for calendar year 2023

Slezak__M__ Hawk _S__ Rinaldi __
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi _Y__

Budget Presentation

A detailed 2023 proposed budget was available for public inspection beginning 10-22-2022 at the Twp. Municipal Building and was posted on the Twp. webpage, pittstontownship.org

HIGHLIGHTS OF THE PROPOSED BUDGET

1/4 mill General Fund Increase - 3/4 Mill Total \$.075

1/4 Mill EMS Fund Increase 3/4 Mill total \$.075

3.5% Salary Increase - Non CBA Employees

P.Twp. Volunteer Fire Dept. - Annual Contribution - Specific Use \$65,000

P.Pwp. Volunteer Ambulance - Annual Contribution - Specific Use \$169,000

Reimbursement for Sewer, Ambulance limited to \$50

No Charge For Garbage Bags

No Charge For Garbage

Mr. Bonita made the second presentation of the proposed budget for 2023. . Mr. Bonita read a line item of the budget with emphasis on the increase of 1/4 mill in general and 1/4 mill increase in emergency service and the fact that the resident reimbursement would be changed to a

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maximum sum of \$50 per household receiving 2023 permit. A question from the audience was about the increase in millage and what it adds to the revenue and should the refuse/recycling bid be re-advertised.

Supervisor Rinaldi asked for clarification as to the impact the JP Mascaro bid had on the 2023 budget. Mr. Bonita explained that the figures in the budget for refuse/recycling represented a 60% increase and that in spite of the greater increase he felt that his budget could be enacted without any adverse effect even if the % increased to 100%. It would only be for nine months in that JP Mascaro's contract did not end until March 31, 2023. Supervisor Rinaldi asked if we should rebid the contract. Supervisors agreed.

- Motion - to rescind the tabled motion made earlier to table the bids received on November 16, 2022

Slezak____ Hawk _S__ Rinaldi _M_
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi _Y__

- Motion - to reject all bids received on November 16, 2022 and to advertise for new RFP

Slezak__S__ Hawk ____ Rinaldi _M_
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi _Y__

Mr. Bonita then asked about the 2023 proposed budget. There was never a motion to accept the proposed 2023 budget.

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PITTSTON TOWNSHIP 2023 BUDGET						
	General Fund	Emergency Service Tax	Grants	Liquid Fuels	Capital Reserve	(memo)
Beginning Fund Balance			400,000		115,000	515,000
Operating Revenue	<u>3,867,030</u>	<u>337,500</u>	<u>3,070,172</u>	<u>130,000</u>		<u>7,404,702</u>
Available For Expenditure	<u>3,867,030</u>	<u>337,500</u>	<u>3,470,172</u>	<u>130,000</u>	<u>115,000</u>	<u>7,919,702</u>
Expenditures						
Administration	265,065		3,500			268,565
Tax Collector	53,240					53,240
Legal & Professional	41,000					41,000
Building	44,180					44,180
Police	689,345	337,500	81,375			1,108,220
Fire	652,975		241,755			894,730
Ambulance	200,930		1,230,000			1,430,930
Zoning	376,515					376,515
EMA Services	31,085		147,515			178,600
Sewer	65,000					65,000
Recycling	126,370					126,370
Refuse	417,390					417,390
Streets & Roads	575,185		1,537,027	130,000	115,000	2,357,212
Storm Water -MGM	57,750					57,750
Recreation	45,600		229,000			274,600
Retirement Expense	36,950					36,950
Insurances & Other	<u>188,450</u>					<u>188,450</u>
Total Expenditures	<u>3,867,030</u>	<u>337,500</u>	<u>3,470,172</u>	<u>130,000</u>	<u>115,000</u>	<u>7,919,702</u>

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- Motion - to accept the proposed 2023 Budget as final and enact it for 2023
Slezak__S__ Hawk _M__ Rinaldi __
Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi _Y_

Since the 2023 Budget was now enacted Mr. Bonita presented Resolution 12-21 Resident Reimbursement \$50 per household receiving a 2023 permit and returning it to the business office by September 30, 2023 and Resolution 12-22 adopting the 2023 Budget.

- Motion - to adopt Resolution 12-21 and 12-22

Slezak__S__ Hawk ____ Rinaldi _M_
Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi _Y__

Police

Police Report - read into the minutes by Joseph Hawk.

- Motion accept Police Report as submitted.

• Slezak____ Hawk _S____ Rinaldi _M____
Roll Call: Slezak_Y__ Hawk __Y__ Rinaldi ____

Resignation of Anthony Demark - Effective December 18, 2022 Mr. Demark has left the employ of the Township to seek a position with another department. His letter of resignation will be placed in his employment file.

- Motion accept resignation of Officer Anthony Demark effective December 18, 2022.

• Slezak____ Hawk _S____ Rinaldi _M____
Roll Call: Slezak_Y__ Hawk __Y__ Rinaldi ____

Resignation of Edward Sulima - Officer Sulima has been on Heart and Lung and workers compensation since April 9, 2022. He has agreed to settle with the township and resign from employment and as a condition of the settlement not to request disability benefits from the Police Pension Plan. Canine Sasha will also be released from employment by the Township as of December 6, 2022.

- Motion accept Resignation of Edward Sulima and Sasha as of December 6, 2022

Slezak____ Hawk _M____ Rinaldi _S____
Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Settlement Agreement - a settlement agreement between the Township and Edward Sulima was presented to the Supervisors by the Pension Committee. The Police Pension Committee recommended the approval of the Settlement Agreement

- Motion ACCEPT settlement agreement between the Township and Edward Sulima as presented to the Supervisors by the Police Pension Committee.

• Slezak____ Hawk _M____ Rinaldi _S____
Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Fire Dept.

Fire Dept. Report - read into the minutes by Supervisor Hawk

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- Motion accept Fire Dept report as submitted.

• Slezak___ Hawk __S__ Rinaldi __M__
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Fire Fighters CBA

Supervisors and bargaining unit have agreed with a final CBA contract which will cover the period January 1, 2023 to December 31, 2026

- Motion ACCEPT Fire Dept CBA covering the period January 1, 2023 to December 31, 2026

• Slezak__S__ Hawk __M__ Rinaldi __
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Ambulance

Monthly Report - read into the minutes by Supervisor Hawk

- Motion accept monthly Ambulance Report as submitted.

• Slezak__S__ Hawk __M__ Rinaldi __
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Road Department - Supervisor Slezak commented on the first snow storm and that it was handled by his road department. He asked that residents be tolerant. Roads will be cleared as soon as possible. Streets can only be totally cleaned if parking is limited on the street.

Zoning/Planning

Zoning Report for November, 2022 read into the minutes by Terry Best. Report also included MS-4 summary as prepared by WWSA for the year 2022 outlining the assistance they gave Pittston Twp. during the year.

- Motion accept Zoning Report as submitted.

• Slezak___ Hawk __S__ Rinaldi __M__
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

4RG Group - asking for 90 day extension of time from the current expiration date of January 3, 2023 for the new warehouse project. Original plans were submitted to the Planning Commission and approved and then the property was sold. No change in usage.

- Motion ACCEPT 90 day extension of time from the current expiration date of January 3, 2023 for a new warehouse project..

• Slezak__M__ Hawk __S__ Rinaldi __
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Vacancy on Planning Commission Board - audience was again reminded that the Twp. is accepting letters of interest from residents to sit on the Planning Commission Board.

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Engineers Report - submitted by CNA Engineering outlining work during the month. Attached a part of the minutes.

Sewer Authority

Letters of Resignation from Stephen Valenti effective December 31, 2022 and Roseanne Paglianite effective November 18, 2022

- Motion to accept Resignation from Stephen Valenti effective December 31, 2022

Slezak__M__ Hawk __S__ Rinaldi __
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

- Motion to accept Resignation from Roseanne Paglianite effective November 18, 2022

Slezak__M__ Hawk _S__ Rinaldi __
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Letters of Interest from Will Koons and James Marotto to be considered for position on the Pittston Township Sewer Authority replacing the board members who are resigning

- Motion to APPOINT Will Koons to the Pittston Twp. Sewer Authority Board effective December 19, 2022

Slezak__M__ Hawk _S__ Rinaldi __
 Slezak__Y__ Hawk __Y__ Rinaldi __Y__

- Motion to APPOINT James Marotto to the Pittston Twp. Sewer Authority Board effective January 3, 2023

Slezak__M__ Hawk _S__ Rinaldi __
 Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Pittston Twp. Sewer Authority Board is requesting a service contract be enacted between the Supervisors and Sewer Authority for administrative services.

- Motion ACCEPT service contract be enacted between the Supervisors and Sewer Authority for administrative services.

Slezak__M__ Hawk _S__ Rinaldi __
 Slezak__Y__ Hawk __Y__ Rinaldi __Y__

Public Comment

NONE

Adjournment: Motion to Adjourn

Slezak__ Hawk __S__ Rinaldi _M__
 Roll Call: Slezak__Y__ Hawk __Y__ Rinaldi __Y__