

- MINUTES
  - Pittston Township
    - Board of Supervisors Meeting
      - December 18, 2023
        - Pittston Township Municipal Building

Call Meeting To Order                      7:00 PM

- Pledge of Allegiance
- Roll Call    Slezak \_\_P\_\_    Hawk \_\_P\_\_    Rinaldi \_\_P\_\_

Supervisor Slezak recognized Supervisor Rinaldi for his 55 years of service to the Township, both as Chief of Police and Supervisor. Supervisor Slezak stated that this is the last meeting Supervisor Rinaldi will attend as Supervisor. His term ends December 31, 2023.

Mr. Bonita presented Supervisor Rinaldi a certificate from PSATS recognizing his years of service as Supervisor. He was also presented a recognition award for his years of service to the Township.

A Special Meeting was held on December 6, 2023 to consider the hiring of a Zoning Officer and Business Manager. The meeting was advertised in the Citizens Voice newspaper on December 5, 2023. At that meeting the Supervisors hired Jud Spencer as part time Zoning Officer and Kyle Rozitski as full time Business Manager. Mr. Bonita asked Kyle Rozitski to come sit at the dais.

The December 6, 2023 minutes were to the Supervisors for their questions, corrections and comments

Questions/Corrections - none

- **Motion:**            To accept minutes of Special Meeting held December 6, 2023

Slezak \_\_S\_\_    Hawk \_\_H\_\_            Rinaldi \_\_  
Slezak \_\_Y\_\_    Hawk \_\_Y\_\_            Rinaldi \_\_Y\_\_

**Minutes:** minutes of the Supervisors regularly scheduled November 20, 2023 sent to the Supervisors for their review, comments and/or corrections.

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Questions/Corrections - none

- **Motion:** To accept minutes of November 20, 2023 meeting

Slezak\_\_S\_\_\_ Hawk \_\_H\_\_\_ Rinaldi \_\_\_  
 Slezak \_Y \_\_ Hawk \_Y\_\_ Rinaldi \_Y\_\_\_\_\_

## **Supervisors Comment**

An Executive meeting was held on December 16, 2023 to discuss the status of various construction projects in progress, budget changes and certain personnel issues.

## **Personnel Issues**

### **Renee Menichini-**

Requests the compensation she receives from realtors for certifications or requests for verification be increased from \$10 per event to \$20 per event.

- Motion - to increase compensation of tax collector for requests she receives for certifications or requests from \$10 per event to \$20 per event.

Slezak\_\_\_\_\_ Hawk \_\_S\_\_\_ Rinaldi \_M\_\_\_  
 Slezak \_Y \_\_ Hawk \_\_Y\_ Rinaldi \_Y\_\_\_\_\_

A resolution must be passed replacing prior resolutions relating to the compensation of the tax collector

- Motion - to enact Resolution 12-01 of 2023 replacing all prior resolutions relating to compensation of tax collector relating to collections made by the tax collector for real estate certifications, duplicate bills and returned checks. Dollar amount is increased from \$10 per event to \$20 per event.

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Slezak\_\_\_\_\_ Hawk \_\_S\_\_\_ Rinaldi \_M\_\_  
 Slezak \_Y \_\_ Hawk \_\_Y\_ Rinaldi \_Y\_\_\_\_\_

### **Elected Auditor Meeting**

Meeting was held at the Municipal Building on December 7, 2023 with the current auditors for the Township. Salaries for various positions held by Supervisors were approved. Supervisors to occupy the various positions will be determined at the annual reorganization meeting to be held January 2, 2024.

Treasurer	\$2,500
Public Safety Officer	\$15,000
Roadmaster	\$2,500
MS-4 Coordinator	\$ 10,000

### **2024 Garbage Bags**

Bid for the purchase of 2024 garbage bags advertised as required and bid opening took place on 11-17-2023 with John Bonita and Debbie Taroli present. Bids were tabled at the last meeting pending contact with low bidder to insure the quality of the bags. Mr. Bonita contacted Dyna Pak and was assured that the specifications in the bid were adhered to.

	Price Per Bag	No. Cartons	Total Bags	Total Bid
Waste Zero	0.1536	1600	332800	51,118.08
United Sales	0.1392	1600	332800	46,320.00
Central Poly	0.1289	1600	332800	42,897.92
DynaPak	0.1200	1600	332800	39,936.00
Unipak	0.1436	1600	332800	47,773.44

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Action on this item was tabled at the November meeting. Mr. Bonita did speak to the representative of DynaPak and he discussed the bid requirements and was assured by DynaPak that the bags were the same quality as they provided in the past.

- Motion - to approve 2024 Garbage Bag contract to DynaPak as per their bid.

Slezak\_\_\_\_\_ Hawk \_\_S\_\_\_ Rinaldi \_M\_  
 Slezak \_Y\_\_ Hawk \_Y\_\_ Rinaldi \_\_Y\_\_\_

## Financial

- **Motion:** To ratify November - December pre-paid bills in the amount \$ 158974.62 and unpaid bills payable in the amount of \$ 50806.57, credit card and payroll

Neopost	100
PLIC -	839.08
AmTrust	8036
Bears Gun Room	122.04
Advanced Arms	66.50
AFLAC	66.86
Payroll Transfer	62549.38
Pet Smart	25.58
Hartford	1514.09
Payroll Transfer	112416.3
Hilton Garden	422.97
Payroll Transfer	66702.89
E bay	98.53
Wal-Mart	69.89
AMTrust	8036
Neopost	100
84 Lumber	43
Interest - GOB	241.48

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AFLAC	66.86
FNCB	95

BHW Inspection Contractor November	\$22,164.42
December	\$8148.81
1	11,309.76

Gross Payroll 11-21-2023	65,256.03
12-06-2023	75,084.85

Grant Payments: Kuharchik Construction	\$ 45,238.50
Pioneer Construction	293,239.81
Fire & Rescue Products	60,267.47

## QUESTIONS/CONCERNS

Motion to approve payment of bills, unpaid bills and payroll.

Slezak_____	Hawk ___M___	Rinaldi _S___
Slezak _ _ _	Hawk _____	Rinaldi _____

## **Second Reading of Proposed 2024 Operating Budget and 2024 Capital Budget**

Mr. Bonita presented the 2nd reading of the Proposed Operating and Capital Budgets for the Township for 2024 (attached).

## QUESTIONS/CONCERNS

Motion to approve Proposed Operating Budget and Proposed Capital Budget and enact Resolution 12-02 of 2023.

Slezak_S___	Hawk ___M___	Rinaldi _____
Slezak _Y_ _	Hawk __Y_	Rinaldi _Y_____

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### **Emergency Management Report -**

Supervisor Hawk spoke about the problems with the emergency lights on his command vehicle. Spoke about the new piece of equipment recently purchased by the Ambulance called "Lucas Device", which assists a responder with CPR. Discussed the new optical preemption system recently installed. Asked Chief Angelella about equipping the cruisers with transponders. Chief responded that she is checking into the matter and will advise.

### **Fire Department**

Incident Report – November, 2023 read into the minutes by Kyle Rozitski

#### QUESTION/CONCERNS

- Motion to approve incident report for November, 2023

Slezak \_\_\_S\_\_\_ Hawk \_\_\_M\_\_\_ Rinaldi \_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi \_\_Y\_\_\_

### **Ambulance Report**

Monthly report for November into the minutes by Kyle Rozitski

#### QUESTION/CONCERNS

- Motion to approve ambulance report as submitted

Slezak \_\_\_S\_\_\_ Hawk \_\_\_M\_\_\_ Rinaldi \_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi \_\_Y\_\_\_

### **Police**

**POLICE REPORT** - submitted by Chief Angelella and read into the minutes by Supervisor Hawk. Supervisor Hawk once again commented on the Police Fines being generated.

#### QUESTION/CONCERNS

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- Motion accept police report as submitted

Slezak \_\_\_S\_\_\_ Hawk \_\_\_\_\_ Rinaldi \_M\_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi \_Y\_

Chief Angelella previously asked the Supervisors to consider the promotion of Officer Navarro and Office Rivera to the rank of Sgt. The Chief feels that based on their prior performance and outstanding records the promotion is justified.

- Motion to promote Officer Navarro and Office Rivera to the rank of Sgt

Slezak \_\_\_\_\_ Hawk \_\_\_S\_\_\_ Rinaldi \_M\_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi \_\_\_Y

Chief Angelella presented a proposal to the Supervisors for the purchase of body cameras for the officers. Total price of \$58,857.80 which could be paid out over five years. If accepted, the Supervisors would have to allocate \$11,771.56 over five years. Mr. Bonita stated that he has included for 2024 allocation in his proposed budget calculations.

- Motion - to purchase body cameras for the officers. Total price of \$58,857.80 which could be paid out over five years. If accepted, the Supervisors would have to allocate \$11,771.56 over five years.

Slezak \_\_\_\_\_ Hawk \_\_\_S\_\_\_ Rinaldi \_M\_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi Y\_\_\_

### **Sewer Authority**

Received letter of interest from James Marotto expressing interest in continuing to serve on the Sewer Authority as a board member.

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- Motion - to reappoint James Marotto to the Pittston Township Sewer Board.

Slezak\_\_\_\_\_ Hawk \_\_\_S\_\_\_ Rinaldi \_M\_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi \_Y\_\_\_

### **Baker Chapel Road Project - Phase I**

Several Meetings took place with contractor regarding progress and problems encountered. The Engineers approved AIA Document #5 in the amount of \$293,239.81. Twp. will only receive \$174,090 and any future AIA documents submitted will be the responsibility of the Twp.

- .Motion - to approve Engineers AIA Document #5 from Pioneer Construction in the amount of \$293,239.81 and submit to PDOT noting that the Twp. Grant funds for this project will only cover \$174,090 of this Document.

Slezak\_\_\_\_\_ Hawk \_\_\_S\_\_\_ Rinaldi \_M\_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi NO

Mr. Bonita pointed out the responsibility of the Twp. on this phase of the project. He pointed out that the grants with PDOT are 85% and 15% match which the Twp. has been successful in having waived. However, the bids did come in over budget but the Supervisors decided to proceed with the project. Change Orders increased the project cost to that listed below.

Project Summary	
Project Cost with Change Orders	1,080,821
Grants	(603,847)
Twp Responsibility	476,974.26

Supervisor Slezak stated that there are credits due the Twp. for several cost cutting measures he was able to secure from the contractor and he would expect to see the dollar amount as a reduction of contract cost of

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Pioneer. Mr. Bonita said that this was not the final AIA and said that the credits should be looked for on the next AIA document.

Mr. Bonita discussed Phase II of the Project which has a grant of \$537,037 and estimated costs by CNA of \$893,149 (not out for bid yet). Therefore, the projected Twp. contribution is \$356,112. If preliminary numbers are correct there could be a reduction in Twp. Reserve by approximately \$830,000 for both projects.

### **Lincoln Street**

The Engineers approved AIA Document #1 for Lincoln St. in the amount of \$168706.70 and under the terms of the grant the Twp. will receive \$143,400 which represented 85% of the total. The remaining \$25,306 represents the 15% match which is the responsibility of the Township. Supervisor Rinaldi asked Supervisor Slezak is he was accepting the job and is it completed. Supervisor Slezak stated that there is a minor problem but wants to pay off M&J and have them leave. The minor problem will be looked at in the Spring.

- Motion to accept AIA document #1 from M&J Construction in the amount of \$168,706 and submit same to DCED

Slezak \_\_M\_\_ Hawk \_\_S\_\_ Rinaldi \_\_  
 Slezak \_Y\_ Hawk \_\_Y\_ Rinaldi \_Y\_

Mr. Bonita stated that since this project is a stormwater related project he feels that the Township match should be submitted to WVSA for reimbursement from MS-4 funds.

- Motion - to submit WVSA a submission #4 in the amount of \$ 25,306 as reimbursement of Twp. Match on Lincoln St. project.

Slezak \_\_M\_\_ Hawk \_\_S\_\_ Rinaldi \_\_  
 Slezak \_Y\_ Hawk \_\_Y\_ Rinaldi \_Y\_

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## **Recreation -**

Mr. Bonita reported that there is still no final agreement with the lawyer from Ely Associates. Our Solicitor's e mails, letters and calls have gone unanswered. Once final payment is agreed upon with equipment supplier a full accounting will be made as to costs incurred vs grant application and additions, such as park benches, fence, etc.

## **Zoning Office**

Mr. Bonita read into the minutes the permits that BHW issued in the month of November as follows:

Zoning Permits	6
Occupancy Permits	2
Building Permits	6

- Motion - to accept Zoning report

### **QUESTION/CONCERNS**

Slezak\_\_\_\_\_ Hawk \_\_S\_\_\_ Rinaldi \_\_M\_

Slezak \_Y\_\_ Hawk \_Y\_\_ Rinaldi \_Y

At the special meeting held on September 6, 2023 the Supervisors voted to hire Jud Spencer as part time Zoning Officer of the Township. Mr. Spencer informed Supervisors that he has successfully passed the exam and is now a certified Building Code Official. The Township will gradually move from BHW as Zoning Office to Mr. Spencer. Supervisor Hawk thanked BHW for their time spent training Mr. Spencer for the position.

## **Engineering Report - November - Dec ATTACHED**

## **MS-4 Report**

Township received an accounting from WWSA of MS-4 money held by them on behalf of the Twp. Balance as of 9-30-2023 was \$165,659. Twp. submitted and received \$82,775 for Lewis St. Project leaving, as

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of 11-30-23, a balance of \$82,933 before interest credited. Mr. Bonita submitted for reimbursement \$17,405 to WVSA for CNA engineering fees paid by the Twp. on Lewis, Lincoln, Parnell Projects up to September, 2023.

- Motion - to submit to WVSA Reimbursement #3 reimbursing the Twp. for Engineering Fees, in the amount of \$17405.00

Slezak\_\_\_\_\_ Hawk \_\_\_M\_\_\_ Rinaldi \_\_S\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi \_\_Y\_\_\_

## **Public Comment**

### **Tracy Lis**

Thanked the road department for their prompt attention to the matter of illegal dumping on the By Pass access road. However, the problem came back and litter, including cat litter, is still being dumped. Discussion about cameras possible on St. Casimir's cemetery property, on State Road or on private property. Mr. Bonita pointed out that we do have cameras to mount but Supervisor Slezak seems to think that there is a problem with the State Road. Supervisor Slezak stated we have to be careful when dealing with State roads. Supervisor Slezak suggested that Solicitor Sanguedolce write an opinion regarding this matter. Ms Lis also talked about speeding in this area. Chief Angelella stated that she will up the patrols in that area and watch for failing to stop at stop sign and speeding.

### **Helen Reedy**

Spoke about the same issues

### **Adjournment:** Motion to Adjourn

Slezak\_\_\_\_\_ Hawk \_\_\_S\_\_\_ Rinaldi \_M\_\_\_  
 Slezak \_Y\_\_\_ Hawk \_Y\_\_\_ Rinaldi \_Y\_\_\_