

- **MINUTES**
- **Pittston Township**
- **Board of Supervisors Meeting**
- **December 16, 2024**
- **Pittston Township Municipal Building**

Call Meeting To Order 7:00 PM

- Pledge of Allegiance
- Roll Call Slezak __P__ Hawk __P__ Taroli __P__
- Executive session was held on 12/4/2024 and 12/12/2024 regarding contracts and personnel.

Minutes: minutes of the Supervisors regularly scheduled November 18, 2024 meeting and December 6, 2024 special meeting was presented to Supervisors for their review comments and/or corrections.

Questions/Corrections – NONE HEARD.

- **Motion:** To approve the minutes of November 18, 2024 general meeting and December 6, 2024 special meeting.

Slezak __S__ Hawk __M__ Taroli __
 Slezak __Y__ Hawk __Y__ Taroli __Y__

PUBLIC TESTIMONY ON AGENDA ITEMS ONLY – Any public guest who is to provide testimony to the Board during a meeting should state their name (spell their last name) and address, and if speaking for an organization, the name, and identity of the organization.

Supervisors Comments

Ordinance 12-01 of 2024—Quality of Life Ordinance

As explained in the November 2024 meeting, the supervisors are considering a quality of life ordinance for the township. This ordinance will impose fines on accumulation of rubbish or garbage, commercial/junk vehicles in a residential district, dangerous trees, shrubs and bushes, etc. A draft of the ordinance was presented to the code enforcement officer and the supervisors for any comments, questions, or changes.

- **MOTION:** To approve and enact Ordinance 12-01 of 2024—Quality of Life Ordinance for Pittston Township.

Slezak____ Hawk __M__ Taroli __S__
 Slezak __Y__ Hawk __Y__ Taroli __Y__

Resolution 12-21 of 2024—Utilizing ARPA funds for Police Vehicle Printer for Chevrolet Silverado

The police requested that a police vehicle printer for the new Chevrolet Silverado be installed. The police received an invoice from L-Tron Corporation for the work for

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\$1,283.33. The township has remaining American Rescue Plan Act funds that need to be exhausted by December 31, 2024. By utilizing these funds for the new printer, this should exhaust them.

- **MOTION:** To approve Resolution 12-01 of 2024—utilizing ARPA funds for Police Vehicle Printer for Chevrolet Silverado for \$1,283.33 (no taxpayer funds will be utilized for this purchase).

Slezak __M__ Hawk __S__ Taroli __
 Slezak __Y__ Hawk __Y__ Taroli __Y__

2025 Supervisors Meeting Dates Approval

The dates of the 2025 supervisors meetings are as follows:

- January 6, 2025 (Reorganization)
 - January 21, 2025
 - February 18, 2025
 - March 17, 2025
 - April 21, 2025
 - May 19, 2025
 - June 16, 2025
 - July 21, 2025
 - August 18, 2025
 - September 15, 2025
 - October 20, 2025
 - November 17, 2025
 - December 15, 2025

Please be advised that supervisors meetings next year will be at 6:00pm here at the municipal building as opposed to 7pm.

- **MOTION:** To approve supervisors meeting dates for 2025.

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2025 Planning Commission Meeting Dates Approval

The dates for the 2025 planning commission meetings are as follows:

- January 2, 2025
- February 5, 2025
- March 5, 2025
- April 2, 2025
- May 7, 2025
- June 4, 2025
- July 2, 2025
- August 6, 2025
- September 3, 2025
- October 1, 2025
- November 5, 2025
- December 3, 2025

All planning commission meetings will be at 6pm for 2025 as opposed to 7pm in previous years.

- **MOTION:** To approve planning commission meeting dates for 2025.

Slezak __M__ Hawk __S__ Taroli ____
 Slezak __Y__ Hawk __Y__ Taroli __Y__

Addendum to Contract for Employee

- **MOTION:** To agree with employment agreement addendum for Cassandra Balestrini regarding health insurance.

Slezak __S__ Hawk __M__ Taroli ____
 Slezak __Y__ Hawk __Y__ Taroli __Y__

Auditor’s Special Meeting Held on December 11, 2024

A special meeting was held at the Municipal Building on December 11, 2024 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 on January 6, 2025.

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Establishment of Township Long Term Planning Committee

The supervisors will begin accepting letters of interest for a long term planning committee for the township. This committee will serve to assist and advise the supervisors for long term planning and the future of township buildings, roads, infrastructure, etc. Letters of interest will be accepted until Monday, January 6, 2025 at 4:00pm, and we are hoping to appoint interested individuals at the next regularly scheduled supervisors meeting on January 20, 2025.

Financial

- **Motion:** To ratify September-October pre-paid bills in the amount \$295,853.45 (large bill payments due to \$93,060.00 to M&J Excavation for Baker Chapel Phase II—reimbursable from state grant) and bills payable in the amount of \$14,353.63 and payroll and related expenses for payroll period ending

11/06/2024	69,044.50
11/20/2024	68,411.76

Automatic Debits:

Aflac	\$66.86
Safelite	\$257.54
Neopost	\$100.00
Principal Life	\$871.16
PR Transfer	\$69,044.50
AmTrust	\$10,747.00
Amazon	\$199.54
USPS	\$9.68
Adobe	\$21.19
The Hartford	\$1,445.32
Bank Fees	\$15.00
Lackawanna Police Academy	\$35.00
Madtees-Police Uniforms	\$57.00
Bank Fees	\$35.00
Amazon	\$289.24
LSA Grant Application Fee	\$100.00
Aflac	\$66.86
USPS	\$9.68

BHW—November 2024---\$219,787.04 (due to TJMaxx Beltway Project)

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QUESTIONS/CONCERNS – NONE HEARD.

Motion to approve payment of bills and unpaid bills.

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 Slezak _Y__ Hawk _Y__ Taroli _Y__

Second Reading of Proposed 2025 Operating Budget

Mr. Rozitski to read over budget highlights. He highlighted that salaries and benefits are approximately 50% of budget.

- **MOTION:** To approve Budget Resolution 12-22 of 2024--2025 Pittston Township Proposed Operating Budget as final for 2025.

Slezak____ Hawk __S__ Taroli _M__
 Slezak _Y__ Hawk _Y__ Taroli __Y__

- **MOTION:** To approve Resolution 12-04 of 2024 setting the general purpose real estate tax rate for 2025.

Slezak__M__ Hawk __S__ Taroli ____
 Slezak _Y__ Hawk _Y__ Taroli __Y__

- **MOTION:** To approve Resolution 12-04(a) of 2024 setting the emergency service real estate tax rate for 2025.

Slezak_M____ Hawk __S__ Taroli ____
 Slezak _Y__ Hawk _Y__ Taroli __Y__

Second Reading of Proposed 2025 Capital Budget

Mr. Rozitski to read over capital budget highlights. He highlighted that the township capital budget is in better shape than prior years going from \$1,000,000 in 2024 to \$292,000 in 2025. Supervisor Hawk credited that the state representatives and state senators for waivers of matches for grants to make this happen.

- **MOTION:** To approve 2025 Pittston Township Proposed Capital Budget as final for 2025.

Slezak____ Hawk __M__ Taroli _S__
 Slezak _Y__ Hawk _Y__ Taroli __Y__

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2025 Resolutions Effective for Calendar Year 2025

Summary Resolutions

- 12-01 of 2024 Non Uniformed Pension Plan
- 12-02 of 2024 Uniformed Pension Plan
- 12-03 of 2024 Real Estate Tax Collector
- 12-05 of 2024 Appointment of Financial Administrator
- 12-06 of 2024 Re-Enactment of Real Estate Transfer Tax
- 12-07 of 2024 Re-Enactment of Earned Income Tax
- 12-08 of 2024 Re-Enactment of Mechanical Device Tax
- 12-09 of 2024 Re-Enactment of Mercantile Tax
- 12-10 of 2024 Re-Enactment of Emergency Municipal Svs. Tax
- 12-11 of 2024 Re-Enactment of Sign Tax
- 12-12 of 2024 Re-Enactment of Zoning Fees
- 12-13 of 2024 Resolution to allow Mgr. to Prepay Bills
- 12-14 of 2024 Resolution Establishing Compensation for Boards
- 12-15 of 2024 Appointment of HA Berkheimer - EIT and LST Collector
- 12-16 of 2024 Appointment of e-Collect - Mercantile Tax Collector
- 12-17 of 2024 Banking Resolution
- 12-18 of 2024 Re-Enactment of Longevity Resolution
- 12-19 of 2024 Re-Enact all previously passed ordinances -not addressed
- 12-20 of 2024 Resident Reimbursement

- **MOTION:** To ratify Resolutions 12-01 of 2024 to 12-20 of 2024 to be effective for calendar year 2025

Slezak__S__ Hawk _____ Taroli _M__
 Slezak _Y__ Hawk _Y__ Taroli _Y____

Emergency Management Report

Supervisor Hawk highlighted that the emergency management trailer is outside the back of the Bryden Street firehouse due to the cold weather. Supervisor Hawk also wanted to thank Ed Warunek for his service to the Ambulance Association for the many years as Ed recently retired.

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Fire Department

Incident Report – November 2024

QUESTION/CONCERNS – NONE HEARD.

- Motion to approve incident report for November 2024

Slezak __M__ Hawk __S__ Taroli __

Slezak __Y__ Hawk __Y__ Taroli __Y__

Ambulance Report

Monthly report for November 2024

- Motion to approve ambulance report

Slezak __M__ Hawk __S__ Taroli __

Slezak __Y__ Hawk __Y__ Taroli __Y__

Police

POLICE REPORT - submitted by Chief Angelella -

- Motion to approve police report as submitted

Slezak __M__ Hawk __S__ Taroli __

Slezak __Y__ Hawk __Y__ Taroli __Y__

Road Department –

Appointment of Two Seasonal Snow Plowing Drivers

Supervisor Slezak requested the addition of two seasonal snow plowing drivers that are on-call when needed. The township received two applications for these positions.

- **MOTION:** To appoint Joseph Mitchell as a seasonal snow plowing driver (on call only when needed) at a rate of \$25/hour, retroactive to 11/25/2024.

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Slezak __Y__ Hawk __Y__ Taroli __Y__

- **MOTION:** To appoint John DeLeo as a seasonal snow plowing driver (on call only when needed) at a rate of \$25/hour, retroactive to 11/25/2024.

Slezak __M__ Hawk __S__ Taroli __

Slezak __Y__ Hawk __Y__ Taroli __Y__

Supervisor Slezak commented that these two individuals will not be on all of the time. It is only when needed during significant snow storms.

Armstrong Road Infrastructure Project—Approval of Change Order and 1st Payment Application

The Armstrong Road infrastructure project contractor, Pennsy Supply, and our engineers supplied to the township a change order of \$114,050.35 for additional overlay, base repair, line striping, etc. The engineers certified that the additional overlay was necessary and within the scope of the grant from the state. Solicitor Sanguedolce also provided a memo that he is satisfied with it. Even with the change order, the township would still have grant funding remaining of \$96,905.85.

- **MOTION:** To approve the Armstrong Road infrastructure project change order of \$114,050.35 for additional overlay, base repair, line striping, etc.

Slezak __M__ Hawk __S__ Taroli __

Slezak __Y__ Hawk __Y__ Taroli __Y__

- **MOTION:** To approve payment of 1st payment application (AIA document) for \$694,700.94.

Slezak __M__ Hawk _____ Taroli __S__

Slezak __Y__ Hawk __Y__ Taroli __Y__

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Baker Chapel Phase I Change Order

Baker Chapel Phase I is complete. Before the final AIA document comes to the township for payment, the contractor requested a final change order to be completed for \$1,076.00 to balance the contract quantities. This includes additional pipework that was done with a reduction of relocation of driveway pillars for a residence up on the road. The change order was sent to Attorney Sanguedolce for approval and he is ok with it.

- **MOTION:** To approve change order #5 for Baker Chapel Phase I for \$1,076.00.

Slezak __M__ Hawk _____ Taroli _S__
 Slezak _Y__ Hawk _Y__ Taroli __Y__

Baker Chapel Phase II Update

Work is underway for Phase II of Baker Chapel. The road is taken up at this point and drains and inlets are being installed up on the road. The contractor is finished for a couple of weeks to work on another project, but will be back near Christmas time, pending weather, to continue the work.

Engineering Report –November-December 2024

Mr. Rozitski highlighted some items and their status from the engineering report.

Zoning—

Snopkowski Subdivison

The Pittston Township Planning Commission and the township engineers recommended the Snopkowski Subdivison be approved by the supervisors at the planning commission meeting on November 13, 2024. The property of the subdivision plans is the Audio XTC property on Ziegler Street. Dupont Boro is involved as well, and the county planning commission approved the plans as Dupont does not have a planning commission. The land surveyor for the subdivision also requested some waivers be made to the plan from the Pittston Township SALDO that Matt Walsh, the township engineer, was satisfied with.

- **MOTION:** To grant waivers to Snopkowski Subdivision pertaining to section 605.18 of Pittston Township SALDO pertaining to displaying topographic contours on the plan and section 605.15 of Pittston Township SALDO pertaining to displaying utilities on the plan as recommended by the planning commission and township engineers.

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Slezak __Y__ Hawk __Y__ Taroli __Y__

- **MOTION:** To approve the Snopkowski Subdivision as recommended by the planning commission and township engineers

Slezak __S__ Hawk __M__ Taroli __

Slezak __Y__ Hawk __Y__ Taroli __Y__

Todd Arthur Holdings Minor Subdivision & Land Development

For the minor subdivision, the township planning commission recommended approval of the plans contingent on the satisfaction of the engineer's review comments back in May 2023. Township engineers issued a letter recommending approval of the project as all conditions have been met and the plans are in compliance with the standards of the Township SALDO and Zoning Ordinance.

- **MOTION:** To approve Todd Arthur Holdings Minor Subdivision plans as recommended by the township planning commission and township engineers.

Slezak____ Hawk __S__ Taroli __M__

Slezak __Y__ Hawk __Y__ Taroli __Y__

For the land development plans, the township planning commission recommended approval of the plans contingent on the satisfaction of the engineer's review comments back in June 2023. As of the December 4, 2024 planning commission meeting, all comments and conditions have been met and satisfied by the engineer and the planning commission. The township engineer issued a letter recommending approval of the project as all conditions have been met.

- **MOTION:** To approve Todd Arthur Holdings Land Development plans as recommended by the township planning commission and township engineers.

Slezak____ Hawk __M__ Taroli __S__

Slezak __Y__ Hawk __Y__ Taroli __Y__

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MS-4 Report

Supervisor Taroli reported that the total balance in the MS-4 savings account as of November 30, 2024 was \$106,572.40.

PUBLIC TESTIMONY ON NON-AGENDA ITEMS -- Any public guest who is to provide testimony to the Board during a meeting should state their name (spell their last name) and address, and if speaking for an organization, the name, and identity of the organization.

Dennis Fritz—

Mr. Fritz inquired about 33 Decker Lane. He reported that there is excessive loud music there on a daily basis. Mr. Rozitski said he will talk to the police about it. He also asked about the status of various other issues in the Decker Lane trailer park. Mr. Rozitski said that the code enforcement officer is starting to address the various issues and that the Quality of Life Ordinance will address a lot of his concerns.

Adjournment: Motion to Adjourn
 • Slezak __M__ Hawk ____ Taroli _S__
 Roll Call: Slezak __Y__ Hawk __Y__ Taroli _Y__