

**MEETING MINUTES OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING  
OF DECEMBER 14, 2023**

**PAGE ONE**

**CALL TO ORDER TIME:** 7:08

**PLEDGE OF ALLEGIANCE:** Led by Gerald Yozwiak

**ROLL CALL:** Peter J. Biscontini, Esq., Ciro Cinti, Robert Sax, Thomas Shubilla, Gerald Yozwiak.

The Sunshine Act requires that those in attendance be given the opportunity to comment before a vote is taken. Anyone wishing to comment on an issue is encouraged to notify the Board prior to roll call being taken on that issue. The Township policy is to limit comment to five minutes. Anyone requiring additional time is encouraged to make arrangements to meet with the Board at a later date. Additionally, all correspondence read or referred to is available at the North Main Street Municipal Building for public inspection during regular business hours. Note that the meeting is being recorded. At this time please turn off any cell phones to avoid disrupting the meeting.

**GENERAL ORDER OF BUSINESS**

Motion to accept: **Minutes:** Board of Commissioner Regular Meeting of November 9, 2023, Plains Township Sewer Authority Meeting of October 19<sup>th</sup>, Recreation Board Meeting for November and December , Planning Meeting minutes for October, Wyoming Valley Sanitary Authority Meeting Minutes for October **Monthly Reports:** of the Police Department; Fire Department and EMA for November; Zoning Permits & Contractors Licenses Issued for November; Secretaries Report for November. **Payrolls** of the Administrative, Zoning Office, Department of Public Works and Recreation Departments. The **Treasurers Report for November:** General Fund Receipts in the amount of **\$626,040.91** General Fund Disbursements **\$810,287.97**; Total Ending Balance in the General Fund as of **11/30/2023 \$1,970,266.14**. **BY: Sax 2ND: Biscontini All for, motion carried**

**CORRESPONDENCE – None**

**COMMITTEE REPORTS**

**POLICE – The new fast and cool Dodge Charger has been delivered and should be out on the road soon. The two new officers are doing well in their training. The department found and returned my stolen Christmas decorations within three days, so as always call 911, make reports to the department.**

**FIRE – 99 fire calls and 37 captains calls with a total of 136 calls. The department did some special training with Wilkes Barre, Kingston and a few other departments on electric vehicle fires, with a new special tool that was purchased by Wilkes Barre, this tool will be available for use by all of these departments and kept in a central location. The Toys for Tots donations were very well received and firefighter Malvizzi did a great job. We will be holding the 2<sup>nd</sup> annual Brick Drop on New Year’s Eve at the 50 Second Street Fire Station again this year.**

**DPW – November 215.60 tons of garbage and both the Shred-fest and the Electronics**

recycling events were very successful.

**RECREATION** – Pavilion Rental requests for 2024 are now being accepted. Applications can be found at the 126 N. Main Street Office – you must drop off a \$50 deposit with your application for it to be considered when we start scheduling the dates in January.

**CHAIRMAN MESSAGE** – I just want to briefly thank those that come every month, because without you we would be here talking to ourselves. Talked about how he watches a lot of old television programs like the Beverly Hillbillies and how Jethro was getting 9% interest on his money, and how they were trying to make their truck run on electricity, but they didn't have a long enough extension cord.

#### **OLD BUSINESS -**

Motion to amend the resolution for the Plains American Legion Post 558 LSA Grant passed last month from the amount of \$136,400.00 to the new amount of \$181,212.90 as requested by the Plains American Legion Post 558. **BY: Cinti 2<sup>nd</sup>: Shubilla All for, motion carried**

#### **NEW BUSINESS**

Motion to authorize payment of the **General Fund Bills** consisting of the **Utility Bills \$27,668.97; Regular Bills \$313,988.58; Total \$341,657.55. (Cinti abstain for Assured Partners Bill) BY: Shubilla 2<sup>ND</sup>: Sax All for, motion carried**

Motion to dispose of old Township records from 2013 consisting of various pieces of correspondence, bills and banking information, etc. **BY: Biscontini 2<sup>ND</sup>: All for, motion carried**

Motion to accept contract for pest control services with JL Pest Control for 2024 **BY: Sax 2<sup>nd</sup>: Shubilla All for, motion carried**

Motion to hire Jervone Young as part-time DPW worker subject to successful completion of physical examination, drug test and background check. **BY: Cinti 2<sup>nd</sup>: Biscontini All for, motion carried**

Motion to hire Nino Cinti and Kameron Taylor as Part time Seasonal DPW workers at a rate of \$10.00 per hour. **BY: Shubilla 2<sup>nd</sup>: Sax (Cinti abstains for Nino Cinti) All for, motion carried**

#### **Solicitors Report:**

Motion to approve the Conditional Use Application on behalf of Geisinger Wyoming Valley Medical Center said use is for hospital expansion and parking to accommodate patients family and staff. **BY: Sax 2<sup>nd</sup>: Roll Call: Cinti - Biscontini abstained business relations All for, motion carried.**

Motion to authorize the solicitor to execute a stipulation for settlement of tax appeal

**MEETING MINUTES OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING  
OF DECEMBER 14, 2021** **PAGE THREE**

between Mohegan Sun, Luzerne County, Wilkes Barre Area School District, and Plains Township. **BY: Cinti 2<sup>nd</sup>: Shubilla All for, motion carried**

Motion to authorize the solicitor to execute a settlement agreement of tax appeal between Trion Industries, Luzerne County Wilkes Barre Area School District and Plains Township. **BY: Shubilla 2<sup>nd</sup>: Sax All for, motion carried**

Motion to authorize payment application No. 1 of the Haines Street Drainage Project to Stell Enterprises in the amount of \$149,971.50 **BY: Biscontini 2<sup>nd</sup>: Cinti All for, motion carried**

Motion to authorize reimbursement to Memco Realty for tax exoneration, as per Luzerne County Tax Assessment Appeals in the amount of \$1,508.68. **BY: Sax 2<sup>nd</sup>: Shubilla All for, Motion carried**

Motion to authorize reimbursement to JJS Family Partnership for overpayment of taxes, as per Luzerne County Tax Assessment Appeals in the amount of \$4.11 **BY: Shubilla 2<sup>nd</sup>: Biscontini All for, motion carried**

Motion to authorize reimbursement to Michael Toman for overpayment of taxes as, per Luzerne County Tax Assessment Appeals in the amount of \$0.82 **BY: Cinti 2<sup>nd</sup>: Sax All for, motion carried**

Motion to authorize reimbursement to Donna Rae Sorrell a Veteran's Exemption of taxes as, per Luzerne County Tax Assessment Appeals in the amount of \$250.06 **BY: Shubilla 2<sup>nd</sup>: Biscontini All for, motion carried**

Motion to adopt resolution to increase Mechanical Device Fee from \$125.00 to \$200.00 **BY: Sax 2<sup>nd</sup>: Biscontini All for, motion carried**

Motion to execute an engagement letter with JH Williams & Co to provide the 2023 Annual Audit. **BY: Shubilla 2<sup>nd</sup>: Cinti All for, motion carried**

Motion to authorize approval of maintenance agreement for 2024 with Mechanical Services upon review of solicitor. **BY: Biscontini 2<sup>ND</sup>: Sax All for, motion carried**

Motion to accept the proposal from Fidelity discount bank for the 2024 Tax Anticipation Note in the amount of \$500,000.00 at an interest rate of 5.95%. **BY: Sax 2<sup>nd</sup>: Cinti All for, motion carried**

Motion to adopt a resolution and execute all documentation for the 2024 Tax Anticipation Note **BY: Cinti 2<sup>nd</sup>: Shubilla All for, motion carried**

Motion to have the second and final reading of the **2024 Budget.**

<b>INCOME</b>	<b>2024 OPERATING BUDGET</b>
Real Estate Taxes	\$ 1,675,000.00
Taxes, Enabling Act	3,309,500.00
Licenses & Permits	747,930.00
Fines, Forfeits & Costs	34,200.00

**MEETING MINUTES OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING  
OF DECEMBER 14, 2023**

Interest & Rents	16,000.00
Grants & Gifts	6,168,037.00
Department Earnings	410,703.00
Non-Revenue Receipts	570,792.00
Misc Revenue Receipts	159,000.00
<b>TOTAL REVENUE</b>	<b>\$13,091,162.00</b>

**EXPENDITURES**

General Government	\$ 349,587.00
Mun Bldgs/Offices	924,000.00
Tax Collection	12,275.00
Bldg, Regulations, Plan/Zone	311,260.00
Police Protection	2,101,150.00
Fire Protection	2,393,813.00
Health Services	6,920.00
Sanitation	500,899.00
General Services/Highways	1,236,788.00
General Services Main.	886,000.00
Parks & Recreation	279,000.00
Library Contributions	22,000.00
Principal/Interest -Unpaid Bills	1,223,211.00
Benefits, Payroll Taxes, Insurances	2,844,259.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,091,162.00</b>

**BY: Sax 2ND: Biscontini All for, motion carried**

Motion to adopt the Annual Budget of the Township of Plains for Fiscal Year 2024 Tax Levy and Appropriation Ordinance. **BY: Shubilla 2<sup>nd</sup> : Sax All for, motion carried**

**ANNOUNCEMENTS** – A re-organization meeting of the Board of Commissioners will be held at 6:00 pm on January 2, 2024. The next regular meeting of the Board of Commissioners will be held January 11, 2024 at 7:00 P.M. The Administrative and Zoning Offices be closed on December 25<sup>th</sup>, December 26<sup>th</sup> and January 1<sup>st</sup> in observance of the Christmas and New Year’s Holiday. The DPW will be closed on Monday December 25<sup>th</sup> and Monday January 1<sup>st</sup>., Residents with Monday garbage collection will be collected on Tuesday December 26<sup>th</sup> and January 2<sup>nd</sup>. Residents are reminded that there will be a six-bag limit after the holiday collection week of December 26<sup>th</sup> through December 28<sup>th</sup>. All other schedules remain the same. Beginning January 1<sup>st</sup> the Administration Office will be open Mon, Tues., Thurs., and Friday from 8:00 am to 4:00 pm and Wednesdays from 8:00 am to 6:00 pm

**TAXPAYERS** (Time limit 5 minutes taxpayers must sign in).

Roxanne McDaniels – Thanked the Board for all of the nice events they hold for the community during the holidays. She lives on Jay Drive and had spoke with Commissioner Cinti in regard to the excessive truck traffic on West Saylor Ave. He was very responsive and helpful but she is looking for an update because the warehouse they are putting in at the bottom of West Saylor are almost complete. She is worried about the majority of the truck traffic trying to use West Saylor because there are no signs restricting the road to truck traffic. Is there a way to

**MEETING MINUTES OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING  
OF DECEMBER 14, 2023**

**PAGE FIVE**

get a sign to ban trucks from West Saylor?

Commissioners: Unfortunately, West Saylor is a state road so there is no way for us to restrict the truck traffic, and as of now PennDot says that the road can handle the increase in truck traffic, so all we can do is wait and watch and continue to monitor the situation and keep updating Penndot on the situation.

Chief Binker – We are in the process of trying to get one or two of our officers enrolled in classes to do tractor trailer safety checks so that they will be able to better handle any issues that may arise in the future.

Ms. McDaniels asked that she be updated periodically about the situation.  
All agreed.

**ADJOURNMENT BY: Cinti 2ND: Yozwiak All For, motion carried TIME: 8:44**

**Respectfully Submitted**

**Accepted**

  
\_\_\_\_\_  
Lynell Ent – Secretary

  
\_\_\_\_\_  
Gerald J. Yozwiak - Chairman