

AGENDA OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING OF  
DECEMBER 11, 2025

PAGE ONE

**A. CALL TO ORDER TIME:** 7:00

**B. PLEDGE OF ALLEGIANCE:** Led by Robert Sax

Presentation to Brody Grymko.

**C. ROLL CALL:** Peter J. Biscontini, Ciro Cinti, Robert Sax, Thomas Shubilla and Patricia Sluhocki

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.

**D. GENERAL ORDER OF BUSINESS**

Motion to accept: **Minutes:** Board of Commissioners Regular Meeting of November, Plains Twp. Recreation Board Meeting Minutes for December. Wyoming Valley Sanitary Authority Meeting Minutes for October, Plains Township Planning Commission Meeting Minutes for November. **Monthly Reports:** of the Police Department; Fire Department, and EMA for November, Zoning Permits and Contractor licenses Issued and Secretaries Report for November. **Payrolls** of the Administrative and Zoning Office, Department of Public Works, and Recreation Department. The **Treasurers Report for October:** General Fund Receipts in the amount of **\$648,718.62** General Fund Disbursements **\$1,229,380.80**; Total Ending Balance in the General Fund as of **11/30/2025 \$3,443,299.37**. **BY: Cinti 2ND: Shubilla All for, motion carried**

**E. CORRESPONDENCE – None**

**F. COMMITTEE REPORTS**

**POLICE** – So we have had a substantial increase in the township of mail theft from the blue USPS mail boxes, make sure if you are using the boxes that your mail hits the bottom when you drop it in, also watch your accounts and make sure that your checks are cashed for the proper amounts. The Good Shepard thefts are still being investigated.

**FIRE** – 103 fire calls, 39 captains' incidents for a total of 142 calls. Just a reminder during the Holiday season not to overload your circuits with too many extension cords or light strings don't use open flame candles near or on your tree. Remember the department has smoke detectors available and they will install them for no cost.

**DPW** – Thank DPW for their work during the last 2 storms. We have also received the new leaf truck that we received a \$200,000.00 grant for. We have also received the new front end loader that replaces the old 2007 loader. The recycling center will be open on Saturday's thru

**AGENDA OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING OF  
DECEMBER 11, 2025**

**PAGE TWO**

December and then will be closed in January and February. November garbage collection 192.86 tons of garbage was collected

**RECREATION** – Applications for the pavilion will be taken in January, you can pick up an application at the municipal office, or get them online. We are also looking for applications for the summer help, recreation, summer camp and dpw.

**G. OLD BUSINESS** – **Commissioner Sax** – I would just like to thank all of the departments on behalf of the Plains Lions Club for the Tree Lighting and Santa Parade events that took place. They were a great success. We appreciate all of the help and support. Our acting commissioner here, I just want to thank her for stepping up and filling in and for all of her help.

**H. NEW BUSINESS**

1. Motion to authorize payment of the **General Fund Bills** consisting of the **Utility Bills \$26,145.46; Regular Bills \$246,958.76; Total \$273,104.22.** **BY: Biscontini 2ND: Sluhocki All for, motion carried (Cinti Abstains for Assured Partners Bill)**
2. Motion to authorize payment application No. 1 of the Plains Township Boat Ramp project in the amount of \$19,732.00 to Stell Enterprises Inc. **BY: Shubilla 2<sup>nd</sup>: Biscontini All for, motion carried**
3. Motion to authorize payment to AR Popple Trucking and Excavating in the amount of \$14,822.00 for the Harriett Street Drainage Improvements Project **BY: Sluhocki 2<sup>nd</sup>: Biscontini all for, motion carried**
4. Motion to hire David Hoffman as a part-time firefighter subject to successful completion of a background check, physical and post-offer employment testing effective December 12, 2025. **BY: Shubilla 2<sup>nd</sup>: Cinti all for, motion carried**
5. Motion to hire Bradley Keen as a part-time firefighter subject to successful completion of a background check, physical and post-offer employment testing effective December 12, 2025. **BY: Biscontini 2<sup>nd</sup>: Sluhocki all for, motion carried**

**I. SOLICITORS REPORT**

6. Motion to authorize reimbursement to Shauna and Ryan Phillips for overpayment of taxes per Luzerne County Tax Assessment Appeals in the amount of \$3.61. **BY: Cinti 2<sup>nd</sup>: Shubilla all for, motion carried**
7. Motion to execute an engagement letter with J.H. Williams and Company to provide the 2025 Annual Audit with estimated cost of \$17,000 to \$19,000 upon review and approval of the Solicitor. **BY: Sluhocki 2<sup>nd</sup>: Biscontini all for, motion carried**
8. Motion to execute a resolution and related documents for M&T Bank for the 2026 Tax Anticipation Note **BY: Biscontini 2<sup>nd</sup>: Cinti all for, motion carried**
9. Motion to enter into an agreement with Power Engineering Services for preventive

AGENDA OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING OF  
DECEMBER 11, 2025

PAGE THREE

maintenance of our HVAC at both 126 N. Main Street and 50 Second Street locations, beginning January 1, 2026 **BY: Shubilla 2<sup>nd</sup>: Sluhocki all for, motion carried**

10. Motion to enter into a 24-month agreement with Constellation Energy as our electrical supplier at a cost of 0.07797 cents per kilowatt hour beginning December 12, 2025.  
**BY: Sluhocki 2<sup>nd</sup>: Shubilla all for, motion carried**
11. Motion to execute agreement with Cohen & Associates at a cost not to exceed \$9,900 to negotiate a cable agreement with Verizon, upon review and approval of Solicitor.  
**BY: Cinti 2<sup>nd</sup>: Shubilla Biscontini – no motion carried**
12. Motion to read and accept the second and final reading of the **2026 Budget**.

<b>INCOME</b>	<b>2026 TENATIVE OPERATING BUDGET</b>
Real Estate Taxes	\$ 2,384,504.00
Taxes, Enabling Act	\$ 3,400,000.00
Licenses & Permits	439,700.00
Fines, Forfeits & Costs	44,200.00
Interest & Rents	32,000.00
Grants & Gifts	6,935,466.00
Department Earnings	504,550.00
Non-Revenue Receipts	614,540.00
Misc Revenue Receipts	217,100.00
<b>TOTAL REVENUE</b>	<b>\$14,572.060.00</b>

<b>EXPENDITURES</b>	
General Government	\$ 418,235.00
Mun Bldgs/Offices	196,000.00
Tax Collection	9,575.00
Bldg, Regulations, Plan/Zone	230,880.00
Police Protection	2,362,182.00
Fire Protection	2,079,069.00
Health Services	9,000.00
Sanitation	462,143.00
General Services/Highways	1,366,827.00
General Services Main.	2,914,894.00
Parks & Recreation	186,096.00
Library Contributions	22,000.00
Principal/Interest -Unpaid Bills	1,173,211.00
Benefits, Payroll Taxes, Insurances	3,141,948.00
<b>TOTAL EXPENDITURES</b>	<b>\$14,572,060.00</b>

**BY: Shubilla 2<sup>nd</sup> Sluhocki all for, motion carried**

13. Motion to adopt the Annual Budget of the Township of Plains for Fiscal Year 2026 Tax Levy and Appropriation Ordinance. **BY: Biscontini 2ND: Cinti all for, motion carried**

**AGENDA OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING OF  
DECEMBER 11, 2025**

**PAGE FOUR**

**ANNOUNCEMENTS** – The next regular meeting of the Board of Commissioners will be held on January 8, 2025 at 7:00 P.M. The Administrative and Zoning Offices be closed Thursday and Friday December 25<sup>th</sup> and 26<sup>th</sup> in observance of the Holiday. The DPW will be closed on Thursday, December 25<sup>th</sup>. In observance of the holiday residents with Thursday garbage collection will have their garbage collected on Wednesday, December 24<sup>th</sup>. There will be a 6 bag limit for holiday collection from December 29<sup>th</sup> to December 31<sup>st</sup>. The Administrative, Zoning Offices and DPW will be closed on Thursday January 1<sup>st</sup> 2026. Residents with Thursday garbage will have their garbage collected on Wednesday December 31<sup>st</sup>. All other schedules remain the same.

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

Scott Stefanski –

I am here to ask for the Board to enact a decibel level ordinance, so that violators can be cited for loud or excessive noise. You sent them a letter and they cleaned up the yard but that is it.

Sax - Are you still having issues, is it still going on?

Stefanski - No, but I am sure we will again in the spring.

Joseph Leteretti –

Williams St in Plains is probably the widest street in Plains with two lanes of cars parked one on each side and then the middle for traffic. Coming from the funeral home if there are cars coming up you have to stop and let the cars leaving William Street out first in order to proceed up the road. Maybe we can not park so close to the corner or park staggered because there is going to be an accident there when there is no where to go, especially in the winter.

Second is the old daycare. There were 4 or 5 guys with a cable across my property with a trailer they were trying to pull. They told me they were going to be making apartments, then told me they were going to tear the building down. I am just here to find out what kind of apartments they are going to build.

Shubilla – we have not had anything come before zoning.

Menn – here is what will happen if he tears the building down then he changes the use of the property. It will revert back to its original use. So he will be limited with what he can do with it, without going before the zoning hearing board to get special acceptances. He will also be required to follow all zoning.

Letereti – That is fine a new building is better than what is there now. I just want to know if it will be low income housing we already have an issue with some that are across the street now.

Menn – I can tell you that we will never know if it is low income because that will not be disclosed until after they are rented.

AGENDA OF THE PLAINS TOWNSHIP BOARD OF COMMISSIONERS MEETING OF  
DECEMBER 11, 2025 PAGE FIVE

Sax – We will check with zoning and have her contact you  
Menn – the next zoning hearing is in January we will keep you updated.

Leteretti – any kind of improvement is good. I just worry about the inhabitants

Thank you

**K. ADJOURNMENT BY: Sax 2ND: Sluhocki all for, motion carried TIME: 7:33**

Respectfully Submitted By:

Lynell Ent

Lynell Ent, Secretary

Accepted By:

  
\_\_\_\_\_  
Robert Sax, Chairman