



## CITY OF NANTICOKE

### WORK SESSION and COUNCIL MEETING MINUTES

December 3, 2025

**Call to Order:** President, William Brown

**Pledge of Allegiance**

**Invocation:** City Clerk, Jennifer W. Polito

#### **ROLL CALL:**

**The following were present:** Council Members, President, William Brown, Vice President, Joseph Nalepa, Joseph Dougherty, Kenneth James, Finance Director/City Clerk, Jennifer W. Polito, and Solicitor, Attorney William Finnegan.

**Excused:** Council Member Mark O'Connor and City Manager, Donna Wall.

#### **WORK SESSION: New Business: (action Items)**

**A Motion to approve Ordinance #12 of 2025,** An Ordinance of City Council of the City of Nanticoke, Luzerne County, Pennsylvania, approving the Budget of the City of Nanticoke for 2026.

**A Motion to approve Ordinance #13 of 2025,** An Ordinance of City Council of the City of Nanticoke, Luzerne County, Pennsylvania, establishing a Millage Rate of Taxation for 2026.

**A Motion to approve Ordinance #14 of 2025,** An Ordinance of City Council of the City of Nanticoke, Luzerne County, Pennsylvania, approving Collection and Attorneys' Fees and Costs for Delinquent Refuse Accounts and Schedule of Fees.

**A Motion to accept the Resignation Letter** from Police Captain, Brian Williams, effective December 14, 2025.

#### **ADMINISTRATIVE UPDATES:**

**None**

**A Motion** was made by Councilmember Dougherty seconded by Councilmember James to adjourn the work session.

Motion carried unanimously.

#### **REGULAR MEETING** Comments from the Public agenda items only.

Mr. John Telencho asked how the 2026 Budget and the police department will be affected with Captain Brian Williams retiring and the reshuffling within the police department. Chief Roke replied that he has accounted for his retirees and the city has already hired their replacements in 2025.

## **Old Business**

None

## **New Business**

**A Motion to approve the minutes from the November 19, 2025 Work Session/Regular Council Meeting** was made by Councilmember Nalepa seconded by Councilmember James.  
Motion carried unanimously.

**A Motion to approve** the payment of the bills in the total amount of **\$341,408.32 [(Payrolls) \$173,332.88 (Accounts Payable) \$168,075.44]** was made by Councilmember James seconded by Councilmember Dougherty.  
Motion carried unanimously.

**A Motion to approve Ordinance #12 of 2025, First Reading,** An Ordinance of City Council of the City of Nanticoke, Luzerne County, Pennsylvania, approving the Budget of the City of Nanticoke for 2026 was made by Councilmember Dougherty seconded by Councilmember Nalepa.  
Motion carried unanimously.

**A Motion to approve Ordinance #13 of 2025, First Reading,** An Ordinance of City Council of the City of Nanticoke, Luzerne County, Pennsylvania, establishing a Millage Rate of Taxation for 2026 was made by Councilmember James seconded by Councilmember Dougherty.  
Motion carried unanimously.

**A Motion to approve Ordinance #14 of 2025, First Reading,** An Ordinance of City Council of the City of Nanticoke, Luzerne County, Pennsylvania, approving Collection and Attorneys' Fees and Costs for Delinquent Refuse Accounts and Schedule of Fees was made by Councilmember Nalepa seconded by Councilmember Dougherty.  
Motion carried unanimously.

**A Motion to accept the Resignation Letter** from Police Captain, Brian Williams, effective December 14, 2025 was made by Councilmember Nalepa seconded by Councilmember James.  
Motion carried unanimously.

## **COMMENTS FROM THE PUBLIC –**

**Mr. John Zendarski** of 176 W. Ridge Street asked if Council heard of form MV-371 because he received a ticket for an expired registration and Form MV-371 allows retired low-income people to be exempt from renewing vehicle registrations and he wanted to make the city aware of this since most people do not know about it. Mr. Zendarski stated he paid the ticket even though he did not have to. Mr. Zendarski asked where is the city at with the address issue in the city and President Brown replied City Manager Donna Wall is absent tonight and to please follow up

with her one-day next week. Mr. Zendarski asked why is the trash bill collection changing to Berkheimer for 2026 and President Brown explained that the Refuse Clerk is retiring and Berkheimer will collect for less than what it costs to bill and collect in house. President Brown stated we are hiring a person to still do some aspects of Patty's job here at the city and train to take over another clerical position retiring in 2027 to save money. Mr. Zendarski asked about what the city is doing about the abandoned houses on Ridge Street and President Brown replied that he needs to see the Code Officer on that issue. Mr. Zendarski stated the city needs to do their jobs and look into who owns the abandoned houses in the city. Ann Marie Coughlin stated the abandoned house on 104-106 W. Ridge Street is pending sale. Mr. Zendarski asked if the city would consider giving Senior Citizens a discount on trash or consider taking the trash collection in house. President Brown stated we are in a contract and we offer just the one discount for paying in full by the due date and as for taking on the collections it would cost the city more than outsourcing it. Mr. Zendarski asked if there are any old unused vehicles laying around that could be sold and Finance Director/City Clerk Jennifer Polito replied no. Mr. Zendarski asked who she was and Jennifer responded she is the Finance Director who approves the bills for payment and keeps an accurate fleet list for the insurance company so she knows what is in the fleet. Mr. Zendarski under his breath replied he doubts that.

#### **Correspondence-**

President Brown read the Resignation Letter from Police Captain, Brian Williams and stated he was a good guy to hire and wished him the very best.

#### **Announcements-**

The City of Nanticoke's Annual Christmas Parade and Christmas Tree Lighting will be held on Saturday, December 6, 2025 at 3:00 pm at the Patriot Park. Santa Claus will arrive on a Fire Truck where he will greet the children, you will be able to take photos and each child will receive a gift. There will be Free Cookies and Hot Chocolate served. The Christmas Tree Lighting is at 4:30 pm. Anyone or group who would like to participate in the parade, please email Jennifer Polito at [jpolito@nanticokecity.com](mailto:jpolito@nanticokecity.com). Parade starts at 2:30 pm at the GNA High School and line up begins at 2 pm.

#### **Councilmember Comments-**

**Vice President Nalepa** commented that 20 years goes by and congratulated Captain Brian Williams on his retirement and wished him best.

**Councilmember James** wished Captain Brian Williams his best and good luck on his future endeavors

**Councilmember Dougherty** thanked Captain Brian Williams for his years of service and thanked the DPW department for their efforts in clearing the roads after the snow storm and thanked all First Responders for all that they do for the city.

**President Brown** congratulated Captain Brian Williams on his retirement and wished him best. President Brown wanted to clear up a Facebook comment that accuses the mayor and employees of “Blocking” emails from residents. President Brown stated we do not block emails.

**Meeting Adjournment-**

Councilmember Dougherty made the motion to adjourn, seconded by Councilmember James, roll call.

Motion carried unanimously.

**Meeting adjourned at 6:25 pm.**

**Next Meeting:**

Work Session/Council Meeting Monday December 15,  
2025 @ 6:00 pm.

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**City Clerk, Jennifer W. Polito**