

Newport Borough  
January 4, 2016  
Reorganization and Regular Meeting Minutes  
Newport, Pennsylvania

The Mayor administered the Oath of Office to Gerald Robinson, John McNaughton, Richard Delancey, Tami Halstead and Douglas Beatty prior to the meeting. All residency affidavits were submitted.

Mayor Mary Hetrick called the Reorganization Meeting to order at 7:02 P.M.

**PRESENT** - Gerald Robinson, John McNaughton, Richard Delancey, Penny Frownfelter, Tami Halstead, Douglas Beatty, Carl Roush, Patricia Bowers, Mayor Mary Hetrick, Street Supervisor Cody Harris, Frank Campbell, Luke Roman and Eugene Alex.

Mayor Hetrick wished the new Borough Council Member Richard Delancey and incumbent Borough Council Members Tami Halstead, Gerald Robinson, Jon McNaughton, Douglas Beatty all the best during the upcoming year.

**Mayor Hetrick asked for nominations for President of Council.** Richard Delancey nominated Gerald Robinson as President of Council, seconded by Carl Roush. Douglas Beatty moved, seconded by John McNaughton to close the nominations. Gerald Robinson is the President of Council with a roll call vote of (6) yeas and (1) nay. John McNaughton, Douglas Beatty, Richard Delancey, Penny Frownfelter, Gerald Robinson and Carl Roush voted yes and Tami Halstead voted no.

Mayor Hetrick turned the meeting over to the President of Council, Gerald Robinson at this time.

**President Robinson asked for nominations for Vice President of Council.** Carl Roush moved, seconded by Penny Frownfelter to nominate John McNaughton for Vice President of Council. Douglas Beatty moved, seconded by Penny Frownfelter to close the nominations for Vice President. John McNaughton is Vice President of Council with a roll call vote of (7) yeas and (0) nays. Gerald Robinson, John McNaughton, Douglas Beatty, Carl Roush, Richard Delancey, Tami Halstead and Penny Frownfelter voted yes.

**Roll Call of Borough Council was taken at this time. John McNaughton, Richard Delancey, Gerald Robinson, Tami Halstead, Douglas Beatty, Carl Roush and Penny Frownfelter were all present.**

#### **APPOINTMENTS BY BOROUGH COUNCIL**

**SOLICITOR** - Cl'm Halstead moved, seconded by Cl'm Frownfelter to appoint Dissinger & Dissinger as the Borough's Solicitor. Motion carried unanimously.

**RIGHT TO KNOW OFFICER** – Cl'm Frownfelter moved, seconded by Cl'm Halstead to appoint Patricia Bowers as the Right to Know Officer for the Borough of Newport. Motion carried unanimously.

**ENGINEER** – Cl'm McNaughton moved, seconded by Cl'm Delancey to appoint Barton and Loguidice as the Borough's Engineer's. Motion carried unanimously.

**SECRETARY/TREASURER** – Cl'm Halstead moved, seconded by Cl'm Frownfelter to appoint Patricia Bowers as the Secretary/Treasurer for the Borough of Newport. Motion carried unanimously.

**AUDITOR** – Cl'm Frownfelter moved, seconded by Cl'm Halstead to appoint Lynn Craig of Baker Tilly as the Borough's Auditor. Motion carried unanimously.

**ZONING SOLICITOR** - Cl'm Halstead moved, seconded by Cl'm Frownfelter to appoint James Turner as the Zoning Solicitor for Newport Borough Zoning Board. Motion carried unanimously.

**BANK RESOLUTION** – Cl'm Frownfelter moved, seconded by Cl'm Halstead to adopt a Resolution to remove James Prescott from all the Borough's bank accounts and safety deposit box at Orrstown Bank and to add Richard Delancey as an authorized signer of checks on all the bank accounts and safety deposit box at Orrstown Bank. Motion carried unanimously.

**BOARD APPOINTMENTS**

**WATER AUTHORITY** – One letter of interest was received from John McNaughton to serve on the Water Authority Board. Cl'm Delancey moved, seconded by Cl'm Frownfelter to reappoint John McNaughton to the Newport Borough Water Authority for another (5) five year term to January 1, 2021. Motion carried unanimously.

**MUNICIPAL AUTHORITY** – Received letters of interest from Thomas Fitzpatrick and Douglas Beatty to serve on the Municipal Authority. Cl'm Roush moved, seconded by Cl'm Delancey to nominate Douglas Beatty to serve as a board member on the Municipal Authority. Cl'm Halstead moved, seconded by Cl'm Frownfelter to nominate Thomas Fitzpatrick to serve on the Municipal Authority Board. Douglas Beatty will serve as a board member of the Newport Borough Municipal Authority by a roll call vote of (5) yeas and (2) nays. Cl'ms Roush, Delancey, Robinson, McNaughton and Beatty voted yes and Cl'ms Frownfelter and Halstead voted no. Roll call vote taken for Thomas Fitzpatrick to serve as a board member with (4) nays and (3) yeas. Cl'ms Roush, Robinson, Beatty and Delancey voted no and Cl'ms Frownfelter, Halstead and McNaughton voted yes.

**PLANNING COMMISSION** – Frank Campbell submitted a letter of interest to be reappointed to the Planning Commission. Cl'm Halstead moved, seconded by Cl'm Frownfelter to reappoint Frank Campbell as a board member of the Newport Borough Planning Commission. Motion carried unanimously.

**ZONING HEARING BOARD** – A letter of interest was submitted by Eugene Alex to serve on the Zoning Hearing Board. Cl'm Halstead moved to appoint Eugene Alex to the Zoning Hearing Board. Motion died due to a lack of second to the motion.

**VACANCY BOARD** – Frank Campbell verbally submitted his letter of interest to serve as the chairman of the Vacancy Board. Cl'm Halstead moved, seconded by Cl'm Frownfelter to appoint Frank Campbell as the Chairman of the Vacancy Board. Motion carried unanimously.

**PRESIDENT PRO TEM** – Cl'm Halstead moved, seconded by Cl'm McNaughton to appoint Penny Frownfelter as the President Pro Tem in the event that the President and Vice President would not be present to hold a Borough Council Meeting. Motion carried unanimously.

**PUBLIC COMMENT** - Eugene Alex commented that he submitted a letter of interest for the Zoning Board and asked if there was any action taken on that. Cl'm Halstead moved, seconded by Cl'm Delancey to appoint Eugene Alex as a board member of the Newport Zoning Hearing Board. Motion carried with Cl'm McNaughton opposed.

**FINANCIAL REPORT** – Newport General Fund Account balance January 1, 2016 was \$97,756.73. Outstanding bills presented for payment of \$6,158.52. Estimated income for the balance of January of \$4,694.00. Estimated expenses for the balance of January of \$21,121.52 will leave an estimated balance of \$75,170.69. Liquid Fuels Account balance January 1, 2016 was \$35,776.77. No bills were presented for payment. Sewer Revenue Account balance January 1, 2016 was \$166,638.39. Check for 2015 Future Debt Service of \$142,237.36. Check for 2015 Capital Improvement Fund of \$24,401.03 will leave a "0" balance. Cl'm Roush moved, seconded by Cl'm Halstead to accept the Financial Report as presented. Motion carried unanimously. President Robinson commented the balance at the end of 2013 was \$3,797.00, 2014 was \$54,442.64 and for 2015 it was \$7,756.73. He was quite pleased with those figures and thanked everyone for helping to make that happen. President Robinson commented he received an email from Stover Clark and the State Budget is not done yet, no police study yet.

**APPROVAL OF BILLS** – Cl'm Roush moved, seconded by Cl'm Frownfelter to pay the outstanding bills in the amount of \$6,158.52 (which includes \$592.00 bill from Dissinger & Dissinger for the closing of 279 N Front Street for the Borough; this will be reimbursed by NRPS) from the General Fund Account and pay the (2) Sewer Revenue checks totaling \$166,638.39 to the NBMA to close out that account. Motion carried unanimously. Copy to Frank Campbell for NRPS reimbursement.

**APPROVAL OF MINUTES** - Cl'm Frownfelter moved, seconded by Cl'm McNaughton to approve the December 23, 2015 Special Meeting Minutes as drafted. Motion carried unanimously.

**NBMA RESOLUTION FOR AN OPERATING AUTHORITY** – President Robinson reported we had a meeting with the Sewer Authority concerning them being a working authority. We need to do a Resolution to allow the creation of an operating authority but we still have a few things to work out. We need to put together a list of expectations with what the Borough and Sewer expense split will be. We discussed several areas and whether we should do a flat fee monthly instead of trying to figure out everything. The figure that was discussed was \$350.00 a month. This would address everything. This is not cast in stone. Other items discussed were insurance and payroll. NBMA would transfer funds for payroll on a monthly basis. We will put together an agreement but we aren't going to fool around and stretch it out for years discussing. With the insurance NBMA will stay with the Borough and we could use this as a transition period this year. As we encounter things that we did not anticipate we will address at that time. President Robinson recommended we write up a rough draft and then let the Solicitor for the Borough and the Sewer do the touch up. Hopefully we will have for the Mid Month Meeting. Cl'm Frownfelter moved, seconded by Cl'm Halstead to adopt a Resolution to allow the Newport Borough Municipal Authority to be an Operating Authority. Motion carried unanimously.

**MAYOR'S REPORT** – Mayor Hetrick gave a big thank you to everyone who helped in putting up the Christmas decorations. Cody, Ron, John, Penny, Lorri, Frank, Pete and NRPS for the very nice Christmas Lighting Ceremony.

- Mayor Hetrick received a renewal application for a parking permit from Dana Stoops. All the paperwork is in order and all fees are paid. She recommended approval for renewal. Cl'm Halstead moved, seconded by Cl'm Beatty to approve the parking permit renewal application for Dana Stoops. Motion carried unanimously. President Robinson reported there was a discussion about the parking permits. Possibly think about just renewing the permits annually. There isn't that many and it would not be detrimental to our budget. Mayor Hetrick and the Secretary will work on and come back with recommendations.

**BOROUGH XMAS DECORATIONS**– President Robinson commented that in driving around there were some nice decorations around town for Christmas. He would like to start a contest and take pictures and call it Christmas in Newport. And give recognition to the people that participate. Maybe talk to the school and get the students involved with judging. Put it on our website annually. A little recognition goes along way. Something to think about.

**BOOT CAMP FOR BOROUGH COUNCIL MEMBERS** – Brief discussion for attendance of the Boot Camp for Borough Officials to be held on January 15<sup>th</sup> and January 16<sup>th</sup> in Harrisburg at a cost of \$125.00 for both days. President Robinson, Cl'ms Frownfelter and Delancey will attend. Secretary Bowers will get them registered.

**THIRD STREET INLET QUOTE** – A quote for the 3<sup>rd</sup> Street inlet for \$450.00 from Wright's Welding was received. President Robinson commented he needed the depth of the grate to get pricing. Will wait to see what the quote will be from Monarch.

**JR COUNCIL PERSON** – President Robinson reported he would like to start a Jr. Council Program. It would go through January through December. There would be no compensation. He would like to talk to the school to see if there is any interest. Borough Council had no problem with what the President wanted to do.

**COMMITTEES FOR 2016** – President Robinson reported everyone received a form with the committees listed. He asked the Borough Council Members to sign up for the committees that they are interested in and turn them in to him. He will then make up the committees. He will also have responsibilities made up for the committees so everyone knows what their job is.

**STREETS** – Supervisor Harris reported the Christmas Lights will come down on Friday.

Cody asked for authorization to purchase the street signs for 2<sup>nd</sup> Street from U S Municipal at a cost of \$534.00. Cl'm Halstead moved, seconded by Cl'm Frownfelter to authorize the purchase of street signs for 2<sup>nd</sup> Street at a cost of \$534.00 from U S Municipal Supply. Motion carried unanimously. He will be getting an estimate for paint.

- President Robinson reported the Borough will be starting the Fifth Street Project with the block on N Fifth Street between Market and Walnut Streets. We need get moving on this.

**President Robinson** reported there is a proposal for 39 apartments for the old pliers' factory on S Fifth Street with the changing of the zoning. Newport Water sent a letter to service water to the property. This will be a good revenue maker for everyone if they follow through with it. President Robinson talked with the Code Enforcement Officer in regards to the old Lipsett Building (112 & 114 Market Street) which is owned by Cory Fleisher. Nothing has been done there that was requested. The building is empty. We will be working on that.

- Cl'm Halstead commented on the Patch Management job. She didn't think the chip and tar was a very good job. There is a 90 day guarantee. We should contact them and tell them we aren't happy with it. See a lot of holes. She didn't think the bill should be paid. President Robinson commented we need to give it more time. We don't know if the stuff is going to come out. Cl'm Frownfelter commented we have a 90 day guarantee. She has not driven the alleys yet. Cl'm McNaughton commented the alley behind Barb Hart's house, the stones came out of the hole. There was not enough tar put down. President Robinson commented he will take a look at. The operator wasn't very cooperative, he wasn't happy being in Newport. Cl'm Halstead commented before anything is done, there should have been (3) quotes brought to the table. We need to see what we are looking at. President Robinson will look at the project again. We need to give it more time.

The next meeting will be January 19, 2016 at 7:00 P.M.

There being no further business to come before Borough Council, Cl'm Frownfelter moved, seconded by Cl'm Halstead to adjourn the meeting at 8:22 P.M. Motion carried unanimously.

Respectfully Submitted,  
Patricia Bowers  
Secretary

