

Newport Borough Council
December 6, 2016 – Regular Meeting Minutes
Newport, Pennsylvania

President Gerald Robinson called the meeting to order at 7:00 P.M. with Borough Council Members Richard Delancey, Penny Frownfelter, Tami Halstead, Douglas Beatty, Carl Roush and John McNaughton present.

OTHERS PRESENT – Mayor Mary Hetrick and Secretary/Treasurer Patricia Bowers.

GUESTS - Gwyn Smith, Luke Roman, Jacob Zentichko and Frank Campbell.

PUBLIC COMMENT – **Gwyn Smith** asked about what the status was in regards to the police force. People on the social media are asking. President Robinson commented the Committee will be meeting with Oliver Township on Thursday at 1:30 P.M. at the Township Building. The general discussion will be finances. We are probably (6) months away from having anything. We do not have consensus as to whether we will move ahead. There has not been an official vote on whether we do it or not. Luke Roman asked if this meeting was open to the public and President Robinson replied no it is an adhoc meeting. We are in the preliminary stages. There is a lot to be discussed yet.

Frank Campbell reported the Christmas Tree Lighting Ceremony was a success; we received a lot of good comments. Frank reported there is something wrong in the electrical box on the square; you have to manually turn on the lights. President Robinson commented that needs to be looked at but we should have only one person working on the lights.

APPROVAL OF MINUTES – Cl'm Halstead moved, seconded by Cl'm Beatty to approve the November 1, 2016 Regular and the November 15th, 2016 Mid Month Meeting Minutes as drafted. Motion carried unanimously.

FINANCIAL REPORT – Newport General Fund Account balance December 1, 2016 was \$88,141.21. Deposits of \$1,147.88. Outstanding bills presented for payment of \$11,607.06. Estimated income for the balance of December of \$20,371.42. Estimated expenses for the balance of December of \$ 22,204.78 will leave an estimated balance December 31, 2016 of \$75,848.67. This balance does not reflect the receipt of the FEMA Disaster monies of approximately \$11,000 which has not been received yet. An email was received saying they are still processing the reimbursement as of November 21, 2016. Liquid Fuels Account balance December 1, 2016 was \$72,222.22. Outstanding bills presented for payment in the amount of \$1,694.98 will leave a balance of \$70,527.24. Cl'm Beatty moved, seconded by Cl'm Roush to accept the Financial Report as presented. Motion carried unanimously.

APPROVAL OF BILLS - Cl'm Halstead moved, seconded by Cl'm Roush to pay the outstanding bills in the amount of \$11,607.06 from the General Fund Account and pay the outstanding bills in the amount of \$1,694.98 from the Liquid Fuels Account. Motion carried unanimously.

ADOPTION OF THE 2017 TAX ORDINANCE – Cl'm Halstead moved, seconded by Cl'm McNaughton to adopt the 2017 Tax Ordinance # 367 affixing the tax rate for the year 2017. The rate for real estate the sum of (3.98) mills of each dollar of assessed valuation and (.361) mills for fire protection on each dollar of assessed valuation. The rate for occupation purposes the sum of (153) mills on each dollar of assessed valuation. The rate for per capita the sum of (\$10.00) for each taxpayer. There was no increase of taxes for the year 2017. Motion carried unanimously.

2017 GENERAL FUND AND LIQUID FUELS BUDGET ADOPTION – Cl'm Halstead asked for a point of discussion in regards to a .50 to .75 cent an hour raise for the employees. It would cost the Borough approximately \$2,953.00 for the increase in salaries. After brief discussion, Cl'm Frownfelter moved, seconded by Cl'm McNaughton to give each full-time employee a 3% increase in pay at a cost of approximately \$2,953.00. General Fund figures for the (2) streets and the secretary will have to be updated to include the Social Security and Medicare changes. Motion carried unanimously. Cl'm Frownfelter moved, seconded by Cl'm McNaughton to adopt the 2017 General Fund and Liquid Fuels budgets with the changes to the General Fund Budget for the 3% increase for the full-time employees. Motion carried unanimously.

PURCHASE OF BALLAST FOR STREET LIGHTS - President Robinson reported we need to purchase a ballast to have on hand for the street lights. We need to have one on hand. The cost is \$452.00. President Robinson commented we need

to have our street lights evaluated. There are grants out there for changing them to LED. Cl'm McNaughton moved, seconded by Cl'm Beatty to purchase a ballast for the street lights at a cost of \$452.00. Motion carried unanimously.

TICKETING ORDINANCE – Everyone received a copy of the Ticketing Ordinance. Solicitor Dissinger did review the ordinance, made changes and gave his comments. President Robinson commented he wants to meet with Solicitor Dissinger and have the Code Enforcement Officer John Shiffer at the meeting to answer any questions that we might have. Plus there are other issues to discuss. Maybe have a late afternoon meeting and keep it to an hour; hour and a half. He wants to make sure we have everything in the ordinance. John is working on getting ticket samples for review.

GRANTWRITER STOVER CLARK - President Robinson reported Stover Clark is having health issues and he may not continue to work with us. He will be meeting with President Robinson this week. He will have an update after that meeting.

438 GANTT STREET (LEE ANN CAMPBELL) – 438 Gantt Street is half of a duplex. It has its own deed. Originally 438 & 440 was on (2) deeds. It was put back to one deed. Now it has been put back to (2) deeds. The owner of these (2) properties was to provide a letter to the Borough when this property was sold saying that the sewer would need to be separated when the street was done. We need to talk with our Solicitor.

PERMISSION FOR BASEBALL LEAGUE TO BUILD SHELVES ETC IN CONCESSION STAND KITCHEN – The baseball teams would like permission to put up shelving in the new concession stands. Cl'm McNaughton commented he would like the leagues to come to the board with what their plans are for the kitchens. Cl'm Halstead commented she would recommend having them use portable shelving that would be able to be moved and not attached to the walls. We need to know what is being done with the property. President Robinson commented the equipment in the old concession area has been in there for quite some time. He recommended that the equipment not be removed until totally cleaned. Also the concession should be cleaned out. Guest Gwyn Smith offered to help in any way she can. She asked if the agreement for the playground should go through the Planning Commission. President Robinson commented the agreement is between the Borough and the baseball teams so the agreement should be done by the Borough Council. Cl'm Halstead commented we should have a meeting with the boys and girls baseball. A copy of the playground agreement was given to each member of Council and the Mayor for review until the meeting.

SCHEDULE EXECUTIVE SESSION WITH SOLICITOR FOR REVIEW OF PENDING JUDICIAL ACTION - Cl'm Roush moved, seconded by Cl'm Delancey to schedule an Executive Session for December 16, 2016 at 3:00 or 3:30 P.M. with the Solicitor if he is available to discuss possible future litigation. President Robinson will let the Secretary know as soon as possible as to advertise the Executive Session if required. Motion carried unanimously.

SEWER BOARD VACANCY - President Robinson announced there is another vacancy on the Newport Borough Municipal Authority Board. Craig Martel moved out of the Borough of Newport. We did not receive any letter of resignation from him. The Borough is already advertising for the Municipal Authority Board.

BOROUGH GARAGE HEAT – Cl'm McNaughton reported Swenson's is against putting another gas propane heater in. There are vents that are open that are letting heat out. They recommended servicing the furnace, close all but one vent in the storage area and see how that works. The return vent is blocked off at the office; we need to open that up. See if this helps with our heat. The recommendation proposed will cost approximately \$450.00 to have done. This is to do the furnace cleaning with new filters, putting in a thermostat and doing the appropriate maintenance. Cl'm Halsted moved, seconded by Cl'm Beatty to approve the proposal from Swenson's in the amount of \$450.00. for the Borough Garage heat. Motion carried unanimously.

EMPLOYEE CHRISTMAS PARTY – President Robinson announced the Employee Christmas Party will be held on December 23rd at Noon at the Newport Borough Water Authority. Borough Office will be closed at noon.

MAYOR'S REPORT – Mayor Hetrick reported she attended the Christmas Lighting Ceremony on December 3rd. The event was very well attended. The only negative feedback was that the microphone system is so bad; you couldn't hear the sound system. The Christmas tree looks really nice. President Robinson commented the tree was donated by Matthew & Inez McClure. They will provide Newport with a tree as long as they have the trees. We should send a thank you letter.

Mayor Hetrick will be meeting here at the Borough Building on Thursday, December 8th with the Boy Scouts. They will be interviewing the Mayor which will earn them one of their badges.

COMMUNICATIONS – Received an email from Comcast advising the Borough that they will discontinue carrying Fox College Sports Atlantic, Central and Pacific. They lose authorization to carry these channels December 31, 2016.

- Memo from BIU inviting the Borough Council to a 2016 Holiday Luncheon on December 16th from 11:00 A.M. to 2:00 P.M. at Zeiderelli's.
- Letter from Comcast providing info on the new price changes effective December 20, 2016. Copy to Council.
- Letter from SUN Health & Hospice asking for a donation.
- Letter from Perry County Planning to DCED in regards to their formal review of the PA Small Water & Sewer Program application from NBWA for water main replacements. They find the project to be generally consistent with Perry County's land use recommendations found in the Perry County Comp Plan.
- Letter from Perry County Planning Commission to DCED in regards to the review of the submittal of a PA Small Water & Sewer Program Grant application for Newport Borough Water System Improvements. They find the project to be generally consistent with Perry County's land use recommendations found in the Perry County Comp Plan.
- Email from Lee Campbell of 438 Gantt Street. Ms. Campbell purchased 438 Gantt Street with settlement on November 15, 2016. After settlement several issues were brought to her attention which is spelled out in the email. Secretary Bowers received notice from the Tax Assessment Office that the property was transferred to Ms. Campbell. Copy of email to Council.
- Received info from Perry County Association of Township Officials in regards to their annual convention being held on Saturday February 25, 2017. Copy to Council.

COMMENTS AROUND THE TABLE – Cl'm Frownfelter reported NBWA received an email in regards to the CFA grant monies. The award is postponed. They are requesting additional info which must be provided by December 15th, 2016. Cl'm Halstead commented at one time we gave a monetary gift to employees as a gift. President Robinson commented this practice has gone by the wayside for private business. Cl'm McNaughton commented we gave them a raise and we provide their insurance. Cl'm Frownfelter commented she could go either way. The deductibles the employees paid were higher this year. Cl'm Frownfelter moved, seconded by Cl'm Halstead to give a \$250.00 gift to the (3) fulltime employees and give a \$100.00 gift to the (3) part-time employees. Motion carried unanimously.

There being no further business to come before Borough Council, Cl'm Frownfelter moved, seconded by Cl'm Roush to adjourn the meeting at 7:58 P.M. Motion carried unanimously.

Respectfully Submitted,
Patricia Bowers
Secretary