

Newport Borough Council
December 19, 2017 – Mid Month Meeting
Newport, Pennsylvania

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

OTHERS PRESENT – Mayor Mary Hetrick and Secretary/Treasurer Heather Ilgenfritz.

GUESTS – Frank Campbell, Jacob Zentichko, Gwyn Smith, Kayla Nailor, and Luke Roman

Announcement was made that the meeting is being recorded.

PUBLIC COMMENT – Jacob Zentichko stated depending on what happens with the seat vacancy for Borough Council, he may or may not be returning to the Newport Borough Municipal Authority. His term will expire and he does not intend to hold both roles.

Frank Campbell wanted to check to see if Council had made a decision with regard to the parking by the Espresso Yourself Café. Pedestrians think they have the right of way, and there is a line of sight issue for the vehicles traveling on Market Street. President Robinson noted as a general comment that he is opposed to losing any parking. Mr. Campbell stated that he was thinking about having orange traffic cones placed at this area on Saturday mornings. Mr. Campbell also reported that he has spoken with Ruthann Lynn, who was instrumental in the planning of Newport's 175th celebration, and Ruthann is thinking about planning a town event related to the Royal Wedding in May 2018. The idea came about after a recent Facebook post over the news of the Royal Wedding and the bride's ties to the Borough of Newport. Additionally, Mr. Campbell stated that the Newport Revitalization and Preservation Society (NRPS) was awarded a PPL grant in the amount of \$30,000. NRPS has received the check to continue with capital improvements to the park as part of the overall plan approved in 2012. He noted that a lot of these improvements are done with volunteer hours. For 2017, he estimated conservatively 468.50 volunteer hours at the park. Additionally, there were another 300 hours worked by the juveniles through the Eckerd Workforce. These hours do not include Cl'm Halstead's time or his time volunteered which would bring the total estimated volunteer time to over 800 hours.

YEAR-END FINANCIAL REPORT AND APPROVAL OF FINAL BILLS FOR 2017 – General Fund Account balance on December 1, 2017 was \$151,962.90. ACH Deposit for State Police Fines is \$417.85; payment of invoices to date for December of \$7,665.26; deposits to date for the month of December in the amount of \$1,005.20; Payroll #25 in the amount of \$9,420.40; and invoices presented for payment in the amount of \$5,457.33 leaves a remaining balance of \$130,842.96 in the General Fund. Payroll #26 is estimated at \$8,400.00; payment of medical premiums in the amount of \$2,521.80 for January 2018; payment of zoning hearing board stipends for 2018 of \$375.00 leaves an estimated balance of \$119,546.16 as of December 31, 2017 in the General Fund. Liquid Fuels Account balance to date is \$75,993.86. Payment of invoices for December total \$2,416.96 and there is an invoice presented for payment in the amount of \$1,235.78 for the loan payment to Juniata Valley Bank. This leaves a remaining balance in the Liquid Fuels Account of \$72,341.12. Cl'm McNaughton moved, seconded by Cl'm Halstead to approve the Financial Report and pay the outstanding bills in the amount of \$5,457.33 from the General Fund Account, and pay the outstanding invoices presented for payment in the amount of \$1,235.78 from the Liquid Fuels Account. Motion carried unanimously.

APPROVAL OF MINUTES – Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the meeting minutes of November 7, 2017. Motion carried unanimously.

OLD BUSINESS

ADOPTION OF 2018 TAX ORDINANCE – Cl'm Halstead moved, seconded by Cl'm McNaughton to keep taxes at the same rate with no tax increase with the adoption of Ordinance No. 370, an Ordinance of Newport Borough, Perry County, Pennsylvania, affixing the tax rate for the year 2018. The rate for real estate is 3.98 mills on each dollar of assessed valuation and .361 mills for fire protection totaling 4.341 mills. The rate for Occupation purposes of 153 mills and the rate for Per Capita purposes the sum of \$10.00 for each taxpayer. Motion carried unanimously.

ADOPTION OF THE 2018 GENERAL FUND AND LIQUID FUELS BUDGETS – Secretary Ilgenfritz reported both budgets were properly advertised. Cl'm Halstead moved, seconded by Cl'm Frownfelter to adopt the 2018 Proposed General Fund and Liquid Fuels Budgets as presented. Motion carried unanimously.

NEW BUSINESS

RESIGNATION OF DEPUTY EMERGENCY MANAGEMENT COORDINATOR – President Robinson reported Patricia Bowers submitted a letter of resignation as the Deputy EMC, effective immediately. Cl'm Halstead reported that she has been in contact with Rick Foltz at the County and has the paperwork to complete the training. She is planning on completing all of the training to obtain certification needed for this position. Mr. Foltz indicated once the County has enough individuals countywide awaiting this training, the County will schedule the NIMS training sessions. Gwyn Smith indicated the Planning Commission has also been discussing this matter and may have a potential candidate. President Robinson noted Cl'm Beatty is also working to obtain NIMS training through his employer, PEMA.

APPROVAL OF HANDICAP PARKING APPLICATION RENEWAL – Mayor Hetrick requested approval of the Handicap Parking Permit for 2018 for Michael Leach, 41 N. 2nd Street. Cl'm Delancey moved, seconded by Cl'm McNaughton to renew the handicap parking permit for 2018 for Michael Leach. Motion carried unanimously. Mayor Hetrick also reported that Arlene Linn, 204 N. 6th Street, will not be renewing her Handicap Parking as she is selling her car.

APPROVAL TO PURCHASE COLD PATCH – Cl'm McNaughton requested approval to purchase 3 tons of Cold Patch which he estimates to cost approximately \$103.00 per ton for the winter season. He reported the Streets crew has already used 21 tons this year. Cl'm Halstead moved, seconded by Cl'm Frownfelter to approve the purchase of 3 tons of Cold Patch. Motion unanimously carried.

APPROVAL OF THE ZONING HEARING BOARD STIPEND – Zoning Hearing Board members receive a stipend in the amount of \$125.00 per year. Cl'm Halstead noted this expense was included in the Year-end Financial Report and therefore had already been approved.

APPROVAL OF PROPOSED PANEL OF PROVIDERS FOR WORKERS' COMPENSATION CLAIMS – There was a brief discussion concerning the proposed panel of providers for the Borough's Workers' Compensation Claim Policy with AmTrust North America. The list of panel providers issued by the insurance company was received on December 11, 2017; however, at that point the Borough already had an ongoing WC claim with one of the EMS workers. There were no local providers from Perry County on the panel. The Borough Secretary reported she contacted the Borough's insurance agent who contacted the underwriter. They requested the Borough put together a proposed panel of local providers. Cl'm Frownfelter requested the proposed panel be revised to include chiropractors. Council had a brief discussion on chiropractors in the area and then requested the list be revised to include Kevin P. Koch, DC and Mulhollem Chiropractic Clinic. Cl'm Roush moved, seconded by Cl'm Frownfelter to approve the Proposed Panel of Providers for Workers' Compensation with the inclusion of Doctors Koch and Mulhollem, and forward to Cupp Insurance agent for pending approval. Motion carried unanimously.

APPROVAL OF TECHNICAL SUPPORT AGREEMENTS – Secretary Ilgenfritz reported she received an email from the vendor with the final contract agreements on December 12th. It was noted that the final agreement included another Symantec license, which is anti-virus software for the Borough's Garage. This was inadvertently missed in the original quote. However, SelecTech did give the Borough a 10% new customer discount. The grand total for the annual technical support along with purchase of a computer, software and licenses is \$5,206.44 which is \$6.44 over the \$5,200.00 that Council approved at their December 5, 2017 meeting. Cl'm Frownfelter moved, seconded by Cl'm Beatty to approve the additional \$6.44 expense associated with the technical support agreements. Motion carried unanimously.

DISCUSSION ON ATLANTA LIGHT BULBS ACCOUNT - Cl'm Halstead stated that this account needs to be closed. Any accounts opened should not be opened in an individual council member's name, but rather in the Borough's name. President Robinson stated he only did this to obtain pricing information from the vendor. Cl'm Halstead recommended closing the account. Cl'm Halstead moved, seconded by Cl'm McNaughton to authorize Secretary Ilgenfritz to close the account with Atlanta Light Bulbs and reopen in the name of Newport Borough. Motion carried unanimously. Cl'm McNaughton added the Borough's Treasurer must be informed when accounts are opened in the Borough's name.

REQUEST FOR AN EXECUTIVE SESSION – Cl'm Halstead moved, seconded by Cl'm Frownfelter to request an Executive Session regarding a personnel matter at 7:49 P.M. Cl'm Frownfelter moved, seconded by Cl'm Halstead to come out of Executive Session at 8:05 P.M.

RATIFICATION OF PART-TIME STREET LABORER EMPLOYMENT AD – Cl'm Halstead moved, seconded by Cl'm Frownfelter to ratify the employment ad published twice in the News Sun for a part-time street laborer. Motion carried unanimously.

COMMENTS AROUND THE TABLE -

President Robinson reviewed the Borough's Insurance Policy and noted the Statement of Values for the properties and contents owned by the Borough. He stated Wanda Cupp with Cupp Insurance Agency reviewed this with him and has suggested that Council review this and consider increasing the value of the Borough Building. The reason for this increase would be to cover demolition and reconstruction in the event of a loss. The insurance agency believes the numbers are low and have not been modified for several years. The Borough also needs to review it again with the Municipal Authority coming off. It was noted the coverage for the contents of the Borough Garage did not seem adequate with the tools, mower, tractors, etc. that are housed in this building. It was also noted that the valuations for the concession stands were high. Cl'm McNaughton recommended tabling this until Council has more time to review it. Cl'm Halstead stated the Borough is in need of an overall inventory of everything in each of the Borough's buildings as a good business practice. She stated these inventories are extremely important and a list should be kept in a safety deposit box for future reference in the event of a loss.

MAYOR'S REPORT –

Mayor Hetrick reported she has received a few calls for dumpsters this month. She called Rob Campbell to request him to publish information on garbage collection dates with the holidays coming up. Gwyn Smith stated that she would also publish the holiday schedule for trash pick-up on Facebook. Mayor Hetrick reported she attended the retirement event for Kathy Bentley at the Literacy Council.

An announcement was made that the Christmas Party will be held at noon on Friday, December 22, 2017 at the Newport Borough Water Authority.

President Robinson acknowledged Cl'm Penny Frownfelter for her service and noted this was her last meeting.

There being no further business to come before Borough Council, Cl'm McNaughton moved, seconded by Cl'm Beatty to adjourn the meeting at 8:13 P.M. Motion carried unanimously.

Respectfully Submitted,
Heather Ilgenfritz
Secretary

