

Newport Borough Council
February 6, 2018 – Regular Meeting
Newport, Pennsylvania

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

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

GUESTS - Barbara Leach, Frank Campbell, Luke Roman, Adam Still, and Jacob Zentichko.

PUBLIC COMMENT – Adam Still with the Newport Baseball Association requested permission from Council to replace the fencing around the baseball field. The fence is in bad shape and it has become a safety issue. Mr. Still provided a drawing of the area which includes a new batting area for warm-ups. The Youth Baseball Association will cover all of the expenses. Cl'm Halstead moved, seconded by Cl'm McNaughton to allow the Newport Youth Baseball Association to put in a new fence and batting area at the playground. Motion carried unanimously.

Frank Campbell mentioned if any of the Council members wish to attend, there will be a PPL representative at the park on Friday, February 9th at 1:30 p.m. to review what will be done with the grant monies received by NRPS.

APPROVAL OF MINUTES – Cl'm Beatty moved, seconded by Cl'm McNaughton to approve the meeting minutes of November 21, 2017; December 5, 2017; December 19, 2017 and January 2, 2018. Motion carried unanimously.

FINANCIAL REPORT – Newport General Fund Account balance February 1, 2018 was \$129,602.22. Outstanding bills presented for payment of \$4,658.35. Estimated income for the balance of February of \$14,896.24. Estimated expenses for the balance of February of \$25,211.74 will leave an estimated balance February 28, 2018 of \$114,628.37. Liquid Fuels balance February 1, 2018 was \$69,123.99. Outstanding bills presented for payment in the amount of \$2,214.46 will leave a remaining balance of \$66,909.53. Cl'm McNaughton moved, seconded by Cl'm Roush to accept the Financial Report as presented. Motion carried unanimously.

APPROVAL OF BILLS – Cl'm Beatty moved, seconded by Cl'm Roush to pay the outstanding bills in the amount of \$4,658.35 from the General Fund Account and pay the outstanding bills in the amount of \$2,214.46 from the Liquid Fuels Account. Motion carried unanimously.

OLD BUSINESS -

VACANCY BOARD & APPOINTMENT TO FILL BOROUGH COUNCIL SEAT VACANCY– Council President Robinson turned the meeting over to Frank Campbell, Chairman of the Vacancy Board, to read the letters of interest submitted to fill the Borough Council seat vacancy. Mr. Campbell reported there were three letters received – Metford Jackson, Jacob Zentichko, and Barbara Leach. Mr. Campbell read aloud each of the candidate's letter of interest for the Council. President Robinson moved, seconded by Cl'm Delancey to nominate Barbara Leach to fill the Borough Council seat vacancy. Roll Call vote was taken – Cl'm Halstead voted yes; Cl'm Roush voted yes; Cl'm McNaughton voted yes; President Robinson voted yes; Cl'm Beatty voted yes; and Frank Campbell, Vacancy Board, voted yes. Motion unanimously carried.

OATH OF OFFICE – Mayor Hetrick administered the Oath of Office to Councilwoman Barbara Leach and congratulated her on her appointment to Council. Cl'm Leach joined the Council members at the table.

APPROVAL OF NOTICE OF PUBLIC HEARING ON 112-114 MARKET STREET PROPERTY AND AUTHORIZE ADVERTISING – President Robinson reviewed the past record of property located at 112-114 Market Street and the need for a public hearing to declare the building a nuisance. Larson Engineering has identified several structural issues and had completed a report which was presented to the Borough a few years ago. There are three options – make it livable; board it up so that it is not accessible or condemn the building as a nuisance. The Water and Sewer have been shut-off

to the property for non-payment of bills and the property has remained vacant for the past 2-3 years. President Robinson reported that he had contacted Solicitor Dissinger regarding this matter and he would like to schedule a public hearing to present to Corey Fleisher, the property owner, that the Borough is declaring the building a nuisance. A resolution is needed. If Mr. Fleisher wishes to repair the building, he will have 45 days to present a proposal to the Borough Council and a time schedule that he will have to abide by. It is not in the Borough's best interest to allow the building to be boarded up.

President Robinson noted the property owner is not out of bankruptcy, however, the building is out of bankruptcy. This information was verified with Mr. Fleisher's attorney. President Robinson reported that the Borough's Solicitor recommended a caveat to the Notice of Hearing to be sent to the property owner that the cost of the repair and demolition together with a penalty of 10% will be charged against the land on which the building exists as a municipal lien.

Cl'm Halstead questioned whether the property and was protected under a limited liability corporation aka LLC. She stated that will make a difference in what the Borough can go after for damages. She said it is important to know what blanket this building may be protected under. There is also an Assessment Incumbent Ordinance, which she learned about as part of a blighted property series, which if enacted, would enable the Borough to go after personal assets to recover the costs of demolition.

President Robinson stated if approved an Notice will be issued to the property owner by the Constable with the time schedule for the Public Hearing. The Borough is required to notify all parties who may have a financial interest in the building. He said that the Borough needs to get to the next step as the building is not getting any better or safer. Cl'm Halstead also noted the need to make sure there are no liens on the property. President Robinson stated the Bank of Landisburg has been notified. President Robinson requested action to authorize advertising of the Public Hearing Notice and have the Constable deliver the Notice to Mr. Fleisher.

Cl'm McNaughton moved, seconded by Cl'm Roush to approve the letter of Notice of Hearing to Mr. Fleisher and authorize advertising of the Public Hearing on Friday, February 16, 2018 at 4:30 p.m. Motion unanimously carried.

REVIEW OF BOROUGH'S INSURANCE POLICY – STATEMENT OF PROPERTY VALUES – Cl'm McNaughton stated that he spoke with Missy Cupp-Black at Cupp Insurance Agency and she will be sending out an appraiser to do a comprehensive review.

PART-TIME STREET LABORER POSITION – NEW HIRE APPROVAL -Cl'm McNaughton moved, seconded by Cl'm Delancey to hire Daniel Sibert for the part-time street laborer position at \$9.96 per hour, to start now. Motion carried unanimously.

NEW BUSINESS –

ADOPTION OF RESOLUTION NO. 02-18 APPROVING BOROUGH'S ELECTED TAX COLLECTOR'S FEES – Cl'm Delancey moved, seconded by Cl'm Roush to approve Resolution No. 02-18 authorizing the borough's tax collector to charge for services, above and beyond the normal collection of taxes that are approved in the Tax Collector's Handbook. The Tax Collector has submitted a letter of request outlining her fees. Motion unanimously carried.

RATIFY LETTER TO ORRSTOWN BANK AUTHORIZING TAX COLLECTOR TO OPEN ACCOUNT WITH NEWPORT BOROUGH'S TAX ID NUMBER FOR PURPOSE OF TAX COLLECTION – Cl'm Halsted moved, seconded by Cl'm McNaughton to ratify the letter submitted to Orrstown Bank authorizing Deborah L. Miller, Tax Collector to open a Bank Account utilizing the borough's tax identification number for the purpose of tax collection for the Borough of Newport. Motion unanimously carried.

APPROVAL OF TAX COLLECTOR ASSOCIATION DUES FOR NEW TAX COLLECTOR – President Robinson stated it behooves the borough to work closely with the Tax Collector and this organization will benefit her as resource. Cl'm McNaughton moved, seconded by Cl'm Roush to approve payment in the amount of \$50.00 to the Pennsylvania Tax Collector's Association to pay the first year's membership dues for the borough's Tax Collector, Deborah L. Miller. Motion unanimously carried.

REQUEST TO REIMBURSE TAX COLLECTOR FOR COST OF TAX COLLECTION SOFTWARE PROGRAM – President Robinson stated that he would be contacting the Newport School District to requests their contribution to this expense. In the interim, he recommended approval of reimbursing the Tax Collector for the cost of her software program in the amount of \$400.00 and the \$40.00 fee charged twice a year for the data downloads. There was a brief discussion concerning the software program. Cl'm McNaughton asked if the software was returned to the borough if the Tax Collector changed. Cl'm Halstead replied no, and she also stated the borough should review this again in four years to see if has improved since this is the same software used by the prior Tax Collector. Cl'm McNaughton moved, seconded by Cl'm Halstead to approve reimbursement to Deborah L. Miller in the amount of \$400.00 for the cost of the Tax Collection Software, as well as the \$40.00 fee twice a year for the tax collection data downloads from the County. Motion unanimously carried. Cl'm Halstead suggested having the school district pay the \$40.00 fee twice a year.

FINAL APPROVAL OF SUBDIVISION PLAN FOR THE BLAIR PROPERTY APPROVED BY THE ZONING HEARING BOARD ON JANUARY 24, 2018 – Joe Burget, Burget Associates, discussed the Blair Property Subdivision Plan. He explained the zoning variance request was submitted to the Planning Commission initially and they recommended granting approval to the Zoning Hearing Board. Cl'm McNaughton moved, seconded by Cl'm Beatty to approve the subdivision plan for the Blair Property as recommended by the Zoning Hearing Board. Motion carried unanimously.

PLAYGROUND ITEMS – Cl'm Halstead stated the Boys Baseball and Girls Softball Teams have signed their agreements. There was also a brief discussion on the electric meters at the playground. There are five meters, however, Cl'm Halstead stated the billing is very confusing. The borough thought there were three electric meters at the playground. However, some of the bills are being billed directly to the ball teams and the teams have been paying those electric bills. There is a meeting scheduled for February 21, 2018 with the ball teams to get the billing problems ironed out. Cl'm Halsted stated that she would work with the Borough Secretary and PPL to have the billing problems corrected. Once the billing has been fixed, it will be easier to track the expenses and charge back the teams appropriately. Cl'm McNaughton stated there is insurance confusion also as he discovered in his discussion with Cupp Insurance Agency the Girls Softball Team is paying coverage for the concession stand. He noted they should be paying on contents only, as the structure is owned by the borough. Cl'm Halstead stated it has also come to her attention that the security cameras are currently not operating. She requested approval to upgrade the current camera security system at the playground; \$216.00 for additional cameras and \$809.21 to install the wireless bridge needed to upgrade the playground security system. Motion carried unanimously.

Cl'm Halstead proposed holding an Easter Egg Hunt this year at the playground organized by her and a group of volunteers. However, she stated that she would not want the date to conflict with any others that may be planned. Cl'm Halsted stated there would be no cost to the borough as she would seek possible sponsorship form the Lions Club. There was a brief discussion and Cl'm Delancey noted it may conflict with the Owls Club's event. President Robinson asked whether the Easter Egg Hunt would be for Newport residents only and how the proposed event would be controlled. Council discussed possibly having age groups. It was noted it the Movie Nights are not restricted and could be handled in a similar way. President Robinson stated there is no resistance to the proposal, however, he requested a plan to figure out how the event would be handled and that would also allow time to discuss the matter with the Owl's Club. Cl'm Delancey stated he would bring it up at the next Owl's Club meeting and report back to Council. Cl'm Halstead stated if it would create a conflict, then she would not want to do it – it was just an idea. She will wait to hear from Cl'm Delancey.

COSTARS SALT CONTRACT PARTICIPATION AGREEMENT FOR 2018/2019 SEASON – ENROLLMENT DEADLINE

MARCH 15, 2018 – Cl'm McNaughton moved, seconded by Cl'm Leach to approve participation in the Costars Salt Contract for 2018/2019 season. Motion carried unanimously.

NEWPORT BOROUGH MUNICIPAL AUTHORITY'S ANNUAL DEP MAILING – REQUEST TO SHARE COST – Cl'm Halstead explained the Municipal Authority must provide a report every year that has to do with sewer related issues in accordance with DEP regulations. NBMA does an annual mailer, but they don't need all the space provided on both sides of the post card. In past, the mailer space and cost were shared with the Borough which also allowed the Borough to advertise calendar of events and important news items with residents. The estimated cost to the Borough is \$130-150.00 to share the cost. Cl'm Halstead moved, seconded by Cl'm Beatty to approve the cost sharing of the DEP mailing with the Newport Borough Municipal Authority. Motion unanimously carried.

APPROVAL TO PURCHASE TIRES FOR 2014 GMC TRUCK FROM HENDERSON TIRE - \$920.19 – President Robinson requested approval purchase tires for the 2014 GMC from Henderson Tires in the amount of \$920.19. Cl'm Halstead moved, seconded by Cl'm Leach to purchase new tires for the 2014 GMC truck. Motion unanimously carried.

APPROVAL TO SUBMIT GRANT TO PPL FOUNDATION FOR EMERGENCY MANAGEMENT – Cl'm Halstead stated that she has been working on taking courses to obtain certification for Emergency Management. She acquired Newport Borough's Emergency Operation Plan (EOP) from the County through the course of her trainings. It is eight pages and it is from 1998. These plans are to be updated annually. It is going to take a lot of time to get the Borough's EOP where it needs to be. She learned of a grant opportunity through PPL Foundation in working on the EOP. She would like to submit for a lap top for use in the emergency management planning and duties. Cl'm Halstead requested permission to submit a grant application to try to obtain a lap top computer. Cl'm Halstead stated the National Incident Management System (NIMS) criteria for EOPs has changed since 9-11 and the plan desperately needs to be updated. President Robinson stated no action was needed to submit for the grant; consensus given, and Cl'm Halstead could proceed with the application. Cl'm Beatty noted that he would abstain from any action on the PPL Grant due to his employment with PEMA.

EXAMINATION ENGAGEMENT LETTER FOR THE BOROUGH OF NEWPORT, PERRY COUNTY, LIQUID FUEL'S TAX FUND (MS-965) FOR THE PERIOD JANUARY 1, 2016-DECEMBER 31, 2016 – Secretary Ilgenfritz stated the Liquid Fuels Audit is scheduled for February 21, 2018.

Cl'm Beatty requested approval of an invoice submitted by R. Scott Maxwell Construction for work completed in the Borough Office entryway. He called Maxwell's after a recent incident of frozen pipes at the Borough Office. With the sub-zero temperatures he felt Council could not wait for the next meeting. He had them come out the next day to fix weather stripping on the front door and install a new heater in the lobby. The old heater was rusted. It was an emergency, however, he wanted to provide an update to the Council. The bill has not been received yet, but Cl'm Beatty is expecting it soon.

President Robinson reviewed the Communications noting the Cabinet in Your Community event on February 20, 2018 at Greenwood High School. RSVPs are required. President Robinson stated that he is planning on attending.

COMMITTEE REPORTS – Secretary Ilgenfritz stated the Streets' Report and the Code Enforcement Officer's Report are included in the Council packets.

MAYOR'S REPORT – Mayor Hetrick stated she has received a letter from the Newport School District to once again request sponsorship of the Newport Borough Community Service Scholarship Award in the amount of \$250.00 for the Class of 2018. Cl'm Beatty moved, seconded by Cl'm Halstead to approve the Newport Borough Community Service Scholarship in the amount of \$250.00. Motion unanimously carried.

Mayor Hetrick also requested approval of Nympha Miller's application to renew her Handicap Parking Permit for 2018. Cl'm Halstead moved, seconded by Cl'm Beatty to approve Nympha Miller's Handicap Parking Permit Renewal.

Mayor Hetrick reported she participated in the Newport School District's Reading Program and was videotaped reading two chapters. Kids can then sign out the videos.

There were also a few dumpster requests.

Cl'm McNaughton stated that he would like to look into the purchase of a lift for Streets crew since the Borough rents frequently throughout the year. He will look into pricing.

There being no further business to come before Borough Council, Cl'm Delancey moved, seconded by Cl'm McNaughton to adjourn the meeting at 8:30 P.M. Motion carried unanimously.

Respectfully Submitted,
Heather Ilgenfritz
Secretary