

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

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

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

GUESTS – Brenda Mayer, Frank Campbell, and Luke Roman.

VETERANS BANNER PROGRAM - Frank Campbell provided the Council with a handout to summarize the Newport Revitalization & Preservation Society's Veterans Banner Program for 2019. The purpose of the program is to "salute" Newport hometown heroes. The cost of the banners is \$75.00 per banner and sponsors will be able to choose the veteran they wish to salute. NRPS proposes commencing the program with Memorial Day 2019. Banners will be hung May 16-June 15 over Memorial Day, and then again October 10-Nov. 12 for Veterans Day. After the banners are no longer displayed on the lampposts, they will be given to the sponsors. Mr. Campbell stated the Veterans banner schedule will fit in with the current schedule of banners the Borough currently has, and he has coordinated this with Cody Harris. Artistic Image will print the banners. Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the Veterans Banner Program allowing the banners to be hung on the Borough Street Lampposts. Motion unanimously carried.

APPROVAL TO CLOSE DOWNTOWN SQUARE - Mr. Campbell requested Council to authorize the closing of the downtown square on the north end from Market to Dock Street for the Annual Christmas Tree Lighting Ceremony on Saturday, December 1st from noon until done. Cl'm Halstead moved, seconded by Cl'm Beatty to authorize the closure of the downtown square from Market to Dock Street on Saturday, December 1st from noon until done for the Annual Holiday Tree Lighting Ceremony. Motion unanimously carried.

PUBLIC COMMENT –

Mr. Campbell stated he was asked by Gwyn Smith to note the "bird house" property on 4th Street. The side of the house has been repaired and is covered; however, there are still areas at the front of the house where birds are getting in. Mr. Campbell requested the Code Enforcement Officer continue to enforce this matter with the homeowner.

Brenda Mayer inquired if there were any specifics to share or if anything had transpired since the last meeting regarding the property at 334 N. 5th Street. She read the recent article in The News Sun and questions why the District Justice would be dismissing the cases. Does anyone know why?

Cl'm Halstead noted the Code Enforcement Officer's Report indicates that he did speak with the property owner at 334 N. 5th and the report states he will follow-up with him in about two weeks which has not yet arrived. He will be doing that follow-up in a few days.

FINANCIAL REPORT – Newport General Fund Account balance November 1, 2018 was \$235,965.11. Outstanding bills presented for payment of \$4,843.11. Estimated income for the balance of November of \$10,900.00. Estimated expenses for the balance of November of \$29,211.74 will leave an estimated balance November 30, 2018 of \$212,809.86. Liquid Fuels Account balance November 1, 2018 was \$94,924.05. Outstanding bills presented for payment of \$2,179.17 will leave a balance of \$92,744.88 in the Liquid Fuels Account. Cl'm McNaughton moved, seconded by Cl'm Delancey to accept the Financial Report as presented. Motion carried unanimously.

APPROVAL OF BILLS – Cl'm McNaughton moved, seconded by Cl'm Delancey to pay the outstanding bills in the amount of \$4,843.51 from the General Fund Account and \$2,179.17 from the Liquid Fuels Account. Motion carried unanimously.

OLD BUSINESS –

APPROVAL OF BOROUGH INSURANCE POLICY RENEWAL – Council President Robinson stated that he would have the figures the next business day. The Errors and Omissions falls under State law and the Borough is required to carry that coverage. The Borough’s E&O policy period is from November 1- Oct. 31, however, there is a grace period. Robinson reported that Don Jacob’s Insurance is unable to provide a quote for the Workers’ Compensation coverage as they could not get a response back in a timely fashion. He stated the Borough is obligated to pay Cupp Insurance to renew the E&O coverage and the Workers’ Compensation. There was a brief discussion regarding the insurance quotes and the different types of coverage. Cl’m Halstead moved, seconded by Cl’m McNaughton to renew the Borough’s Insurance Premiums with Cupp Insurance. The total cost is \$47,558.00 which is a saving of \$8,976.00 compared to the prior year. The E&O went down significantly since several years have passed since the disbandment of the police department and the lawsuit settlement.

Council President Robinson briefly discussed a viable plan to complete the 5th Street project. The Borough, Newport Borough Water Authority, and Newport Borough Municipal Authority will need to pursue a Community Development Block Grant for 2020. All three entities should request letters of support from the County Commissioners for this grant application. He also noted it would be advantageous to utilize one engineer for this project, stating it is too confusing and way too expensive to utilize multiple engineering firms for one project. A future decision will need to be made regarding that matter. Cl’m Halstead reminded everyone the PIB Loan is allocated for the 5th Street Reconstruction project.

APPROVAL OF 2019 PROPOSED GENERAL FUND & LIQUID FUELS BUDGETS & AUTHORIZE ADVERTISING –

There was a brief discussion on the liquid fuels budget. Cl’m Halstead moved, seconded by Cl’m Beatty to approve the Liquid Fuels Budget as modified to include \$46,000 in Street Repairs and \$7,000 in the Highway Construction Projects. Motion unanimously carried.

President Robinson recommended paying the initial E&O policy premium of \$9,506.00 immediately rather than waiting until the next Council meeting. The remaining installments will be billed. Cl’m Beatty moved, seconded by Cl’m McNaughton to approve payment of the Errors and Omissions initial premium installment of \$9,506.00. Motion unanimously carried.

There was discussion regarding the budgeting for purchase of new equipment for the Streets Department. Robinson stated all of the quotes obtained are CO-STARS. Caterpillar quoted \$53,000 for a skid loader which includes a bucket; Bobcat quoted \$42,000 with a bucket and forks. Cl’m Halstead said the purchase is eligible for USDA funding – 35% in grant money, or approximately \$21,000 of the estimated purchase price of \$60,000. USDA offers a 5-year term loan, with an estimated payment of \$719.00 per month. She believes the Borough can afford to purchase this equipment if the funding through USDA is pursued. The savings would be about \$20,000. USDA is accepting applications now for the Spring. She said there are a few requests that were not funded last year and those will be bumped to priority on the list. She asked the other Council members for a consensus on whether to purchase a tractor or a skid loader. The consensus was to pursue purchase of a new skid loader. It would be most advantageous with all of the attachments and capabilities for street sweeping, and using a 6 ft. bucket. Cl’m Halstead moved, seconded by Cl’m McNaughton to approve beginning the process of the USDA Grant Application for the purchase of a skid loader for the Streets Department. Motion unanimously carried.

PLGIT CAPITAL RESERVE FUND – There was a brief discussion on the budget and setting monies aside in a capital reserve account. President Robinson reported on a recent meeting with the PLGIT Representative to obtain more information on the different types of accounts and the interest rates. This year the Borough has sufficient funds to pursue this in addition to the \$50,000.00 carry over. The Borough will need to establish an account with PLGIT and adopt an Ordinance. Robinson requested Cl’m Halstead to contact the representative to see if PLGIT had a sample Ordinance they could share. Cl’m Halstead moved, seconded by Cl’m Leach to open a PLGIT account and develop an Ordinance authorizing Council to do so. Motion unanimously carried.

STREET LIGHTING QUOTE – President Robinson reported that Brubaker’s Electric installed a sample corn cob style LED light bulb in the post in front of Flickinger’s store. It’s 45 watts and is very close to the other bulbs in terms of luminists. He does not believe 65-watt bulbs will be needed. He does not have the revised quote yet. Robinson stated he also spoke with Dave Miller, Electrician, and he is willing to show the Borough’s Streets crew how to do the install.

Robinson moved ahead on the agenda to #2 under New Business – **APPROVAL OF COUNCIL PRESIDENT TO NEGOTIATE ELECTRIC GENERATION COSTS**. He stated that he is working on obtaining bids for next November when the APPI contract ends and he will need a letter of authorization to change the Borough’s contract to obtain the information. There was a brief discussion on the current contract with APPI and it was determined that it does not end until October 2022. Therefore, no action was taken.

Cl’m Halstead moved, seconded by Cl’m McNaughton to tentatively approve the 2019 Proposed General Fund and Liquid Fuels Budgets, and authorize advertising. Motion carried unanimously.

PEDESTRIAN CROSSWALK SAFETY / PARKING SPACE AT MARKET & S. 2ND STREET – Cl’m McNaughton moved, seconded by Cl’m Halstead to eliminate the first parallel parking space at Market and South 2nd Street along the side of Espresso Yourself Café to improve visibility. Motion unanimously carried. Cl’m McNaughton stated the Streets Crew will not be able to paint the crosswalk lines in the current temperatures per PennDOT, so that will have to wait until Spring. Cl’m Halstead stated she did some more research on the approved crosswalk diagonal paint lines. Cl’m McNaughton amended his motion to include leaving the pedestrian crossing signs out 24/7 on both sides of the downtown square. Cl’m Halstead seconded the amended motion and it unanimously carried.

Cl’m Halstead asked, if there is no cost, would Council be in favor of pursuing a traffic study which would be a collaborative effort with the Tri-County Regional Planning Commission. Cl’m McNaughton stated he thought the last estimate of cars per day in that area was 13,000 per day and that was several years ago. He thought the study would be a good idea and could encourage more businesses come into the downtown.

DISCOVER NEWPORT BANNERS – There was a brief discussion on ordering the new banners. Cl’m Halstead recommended using a blue or burgundy background rather than yellow for the new banners. She just wanted to get a consensus on that, and recommended they go up twice a year – Spring and Summer.

HANDICAP PARKING PERMIT RENEWAL – Mayor Hetrick reported that she received the application for renewal of the handicap parking permit for Michael Leach. All of the necessary documentation has been submitted and she is recommending approval. Cl’m Halstead moved, seconded by Cl’m Beatty to approve the renewal of the handicap parking permit for Michael Leach for 2019. Motion passed with one abstention. Cl’m Barbara Leach abstained.

NEW BUSINESS –

AUTHORIZE PAVING OF 2ND STREET FROM DOCK STREET TO OLIVER UPON COMPLETION OF THE SANITARY SEWER PROJECT – President Robinson summarized the October 25th meeting with members of the Newport Borough Municipal Authority, the Borough, engineers, and contractor representatives to review paving options identified and contract prices. Option A is \$46,580 and option B is \$75,378. Cl’m Halstead moved, seconded by Cl’m McNaughton to approve the paving of Dock Street to Oliver on Second Street as quoted with Option A – for approximate cost of \$46,580 from the General Fund, to include completion of curbing (approx. 400 ft.) and a finished overlay in the spring, for a total cost estimate up to \$65,000. Motion unanimously carried.

APPROVAL OF SERVICES AGREEMENT BETWEEN NEWPORT BOROUGH AND NEWPORT BOROUGH MUNICIPAL AUTHORITY – President Robinson recommended sending this agreement over to the Borough’s Solicitor for review before signing. He will send Solicitor Dissinger an email. No action was taken.

MAYOR’S REPORT - Mayor Hetrick reported Newport Fire Company is requesting closure of the downtown square on the north side on November 25th from 1:00-3:00 P.M. for the delivery of the Christmas Tree. Assistance from the Borough Street Crew is needed with Borough Truck for removal of clippings. Cl’ m Halstead moved, seconded by Cl’ m McNaughton to approve the closure of the square on the north side on November 25th from 1:00-3:00 P.M. to put up the Christmas Tree. Motion unanimously carried.

Going back to the Handicap Parking Permits – Mayor Hetrick requested a review of the application and consideration of expenses incurred by the Borough when the Streets Crew had to rent equipment to drill and install signage in the homeowner’s sidewalks. She stated there should also be a waiver that the Borough is not responsible for any cracks for damage to the sidewalk. Cl’ m McNaughton suggested adding “inspection of the site” to the application and include a place for additional fees. There was a brief discussion on previous expenses incurred and how much to charge in additional fees. Cl’ m Halstead said the waiver should be signed before the Borough does the installation of the handicap parking sign. The current application will need to be reviewed and revised accordingly. Cl’ m Halstead moved, seconded by Cl’ m McNaughton to amend the current Handicap Parking Permit Application to include a waiver along with an inspection and to charge an additional \$75.00 if the Borough must drill into the sidewalk to insert a sign post. Motion carried unanimously.

Mayor Hetrick also reported she plans to attend the ribbon cutting ceremony for the Inter-Faith Healing on November 9th

COMMITTEE REPORTS – On behalf of the Streets Department, Cl’ m McNaughton requested approval to purchase another load of salt. Permission was granted. Leaf pick up will continue for now as weather permits.

REPORT OF EXECUTIVE SESSION – Cl’ m Halstead requested an executive session to discuss a personnel matter. Cl’ m Halstead moved, seconded by Cl’ m Beatty to go into executive session at 9:18 P.M. to discuss a personnel matter. Council came out of Executive Session at 9:35 P.M.

Cl’ m Halstead moved, seconded by Cl’ m Beatty to approve the purchase of a security system up to \$350.00 for the Borough Office. Motion unanimously carried.

There being no further business to come before Borough Council, Cl’ m Roush moved, seconded by Cl’ m McNaughton Beatty to adjourn the meeting at 9:38 P.M.

Respectfully Submitted,
Heather Ilgenfritz
Secretary