

Newport Borough Council  
May 21, 2019 – Mid Month Meeting  
Newport, Pennsylvania

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

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

**GUESTS** – Frank Campbell, Martha Roberts and Rich Pluta, Perry County Economic Development Authority; Jacob Zentichko; Brenda Mayer; Karen Neufeld, Tri-County Community Action; and Paddi Sharar

Karen Neufeld with Tri-County Community Action spoke about National Night Out an annual event geared towards public safety and emergency responders. This year the event is scheduled for August 6<sup>th</sup> and Ms. Neufeld requested permission for use of Veterans Memorial Park for the venue in Newport. Cl'm Halstead recommended that Council collect the \$50.00 deposit / fee for use of the park and to have the rental agreement signed for use of the large pavilion area. The event will run from 5:00pm-9:00pm and set up will begin at approximately 4:00pm. Cl'm Halstead moved, seconded by Cl'm McNaughton to allow Tri-County Community Action use of the Veterans Memorial Park on August 6, 2019 from 3:00-9:00 pm with the agreement and fee for the National Night Out event. Motion unanimously carried.

Martha Roberts, Perry County Economic Development Authority, spoke about an initiative they are working on to attract new businesses to Perry County communities. The Authority is going out to the municipalities to garner support for the project. It consists of having local experts work with the municipalities to develop a plan – short and long-range plans for the respective downtown districts. The Authority will compile the information and then submit its application as a region to the Pennsylvania Department of Community & Economic Development (DCED). It's a 5-year program to assist with funding and development of the plans. USDA Rural Community Development Initiative allows the Authority to hire a staff person to work directly with the municipalities. The initiative involves revitalization and development efforts. There is no financial obligation needed from the Borough of Newport to participate. The RD-400-4 form simply needs to be signed and submitted with the grant application and then Newport Borough will be the recipient to the service offered by the Authority's staff person. The deadline to submit the grant application is June 5, 2019. The Perry County Economic Development Authority is in good standing with USDA. Council President Robinson said that he would advocate for this initiative as he thinks it will be good for the Borough. He requested that Council be kept informed of the progress on the grant application. Ms. Roberts stated the idea is to bring as much vibrancy to the downtown districts as possible. Cl'm Halstead moved, seconded by Cl'm Leach to sign the USDA Grant Application for the Rural Development Community Initiative for Newport Borough's participation in the program. Motion unanimously carried.

**PUBLIC COMMENT** - Jacob Zentichko spoke about the intersection at Mulberry & Fourth Streets and the safety concerns with the line of sight. He asked if there is anything that the Borough can do to communicate this problem with PennDOT. Cl'm Halstead said she has called PennDOT in the past and since there is no accident history in that area, there has been no action by PennDOT to address the concerns. Cl'm Leach stated the Borough probably would have to give up parking spots. Cl'm Halstead stated PennDOT did not give that option.

Paddi Sharar, Newport Revitalization & Preservation Society (NRPS), requested permission to add to the playground a metered walkway for folks who are exercising and have fitness routines. This would be a safe place for residents, and it would open up the cross-county/track training for the school. Cl'm Halstead moved, seconded by Cl'm McNaughton to allow NRPS to fund the metered train the park. Motion unanimously carried.

Ms. Sharar also requested closure of Second Street from Mulberry to Walnut on October 5, 2019 for the annual Canal Day festivities. Cl'm McNaughton moved, seconded by Cl'm Halstead to approve the closure of Second Street as requested for the annual Canal Day festivities. Motion unanimously carried.

Frank Campbell thanked the Council and the Borough's Streets Department for putting up the Veterans Banners. They look very nice and he has heard many compliments.

Cl'm Halstead stated Scott Maxwell met with the Playground Committee regarding the problem with the wall. Frank Campbell explained the foundation had settled and the soil was not stable which caused the back wall to lean out. To repair it, they will need to pour concrete footers and lay a new floor. They will add a frame wall to replace the block to better distribute the weight and install metal sheeting on the outside. The cost estimate is \$1,200.00-1,400.00.

Cl'm Halstead gave a brief overview of the Playground budget and the proposed repairs. She stated the money for the repairs is in the playground budget. Plus, the \$20,000.00 budgeted for Maxell's original estimate. She said the floor needs to be fixed first and there will be some minor electrical work, but these repairs are needed for the kitchen to be functional. Cl'm Beatty moved, seconded by Cl'm McNaughton to approve the expense to fix the wall before the concrete work is completed at an estimated cost of \$1,200.00-\$1,400.00. Motion unanimously carried.

There were no other public comments.

**APPROVAL OF MINUTES** – Cl'm McNaughton moved, seconded by Cl'm Leach to approve the minutes of March 5, 2019 as drafted. Motion unanimously carried.

**OLD BUSINESS -**

**RESOLUTION NO. 03-19 AUTHORIZING SMALL BORROWING FOR CAPITAL PURPOSES - PENNIAN BANK LOAN FOR DOCK STREET REPAIRS** – Mary Dissinger reviewed the proposed Resolution No. 03-19 with Council. It authorizes the borrowing of \$53,000.00 – General Obligation Note – 5-year loan from Pennian Bank with an interest rate of 3.99%. No collateral is required. The purpose of the loan is for the repairs to Dock Street caused by sinkholes. There is a \$250.00 loan origination fee which the Borough Solicitor will request be waived. There is no prepayment penalty. It will require an audit. If the Borough were to open an account with Pennian Bank, the interest rate would be reduced to 3.79%. However, that would require setting up another account with another audit fee. There was some discussion regarding this, and the Council was cautioned that another account would need to be monitored. Cl'm Halstead expressed her concern as well and stated the Borough did not need to open another account as the loan monies could be deposited into the General Fund. The Borough Secretary did not need another account to manage and the payments should come from the General Fund. Mary Dissinger stated even though Council had previously approved the loan by Resolution, it was necessary to re-do the authorization to not have to re-write the loan document prepared with date of May 21, 2019. Cl'm Halstead moved, seconded by Cl'm Beatty to proceed with the Pennian Bank Loan for \$53,000.00, sign Resolution No. 03-19 authorizing the borrowing for the official signed, sealed document. Additionally, the Borough does not want to open another account to lower the interest rate. Motion unanimously carried.

**DISCUSSION ON PAVING PROJECTS PREVIOUSLY APPROVED USING LIQUID FUELS FUNDS** – Cl'm Halstead stated the Borough will not be using the \$20,000 for this project out of the Liquid Fuels. She explained since this was a combined effort to obtain some saving in competing the paving in conjunction with the Newport Borough Municipal Authority's project to complete the sanitary sewer separation, it did not meet the criteria/approval by PennDOT for use of the Liquid Fuels funds. The reason was that the agreement with the contractor, M.F. Ronca, was in the Borough's name, but rather between the Municipal Authority and the contractor. Cl'm Halstead stated the paving of Pine/Locust Streets will need to be put out for bids. With the funding secured for the Dock Street Repairs through Pennian Bank, Council can wait and see where the numbers come in at and whether to move ahead with

paving another alley. Or, the other option is to go ahead and authorize the advertising for bids to paving all four alleys as it would be cheaper to do them all together if there are sufficient Liquid Fuels funds. Council President Robinson stated Council needs to serious planning of what is going to get done. He discussed the PIB Loan and stated he believes there will be approximately \$100,000 remaining. Cl'm Halstead reminded Robinson the PIB money is strictly allocated for the Fifth Street Reconstruction. It cannot be used for other projects. Robinson questioned whether it was that narrowly earmarked. Cl'm Halstead replied that yes, it is, and Cl'm McNaughton agreed.

**CLEANING OF STORM DRAINS** - Cl'm McNaughton moved, seconded by Cl'm Halstead to table the discussion on cleaning of the storm drains until the June meeting. He will try to have the cost estimates by the next meeting.

**APPROVAL OF AGREEMENT WITH NEWPORT BOROUGH MUNICIPAL AUTHORITY** – Council President Robinson did not sign the agreement previously approved by Council. He stated that he does not agree with it. Cl'm Beatty stated that the Council President must sign it as it was approved by the Council, and it's not whether the President of Council agrees with it. Robinson stated that he will take care of it. Cl'm Beatty said the Municipal Authority's next meeting is Thursday, May 23, 2019.

**UPDATE ON USDA LOAN APPLICATION FOR SKID LOADER** – Cl'm Halstead stated Pat Bowers is helping her with it. They have been delayed a bit, but she assured Council they will continue to work on the application. Council President Robinson stated the COSTARS pricing is good through July.

**HADICAP PERMIT PARKING APPLICATION – WAIVER APPROVED DEC. 2018; PROPOSED \$75.00 FEE FOR INSTALLATION OF SIGNAGE/SIDEWALK REPAIRS - DEFERRED TO SOLICITOR FOR REVIEW – PENDING** - There was a brief discussion regarding the handicap permit parking application. It was noted that action has not been taken with regard to the proposed \$75.00 fee for installation of the signage / sidewalk repairs as this still needs to be referred to the Solicitor for review.

**PARKING ON MULBERRY STREET – ZONING ORDINANCE §250-117. REQUIRED PARKING SPACES.** - Council President Robinson spoke about the Landlord Tenant forms and suggested revising the form to have the number of vehicles reported as part of the report. Council could limit the number of cars per rental property.

**REPLACEMENT OF STREET LIGHTS THAT ARE OUT** – Council President said there are about five streetlights currently burned out. He previously showed Council a sample corn cob style LED light bulb, however, the one he has is a little shorter than a previous sample. He will find out if the latest sample bulb will fit the streetlights. The cost estimate is \$70.00 per bulb to replace. He said the manufacturing company is from North Whales, PA so he is hopefully that he may be able to order directly from the manufacturer to achieve more savings. Cl'm Halstead said the lights needed to be replaced and if he could not find a fit then maybe Council should consider ordering the originals that fit the lights. She said that possibly that could be a part of the USDA Grant Initiative that the Perry County Economic Development Authority spoke about. Robinson stated the current ballast alone are about \$250.00 – that was the last price he had obtained to replace. They don't make these anymore, and they are nearly impossible to find. These are nearing the end of their life cycle. Cl'm Halstead recommended Robinson focus on the five lights that are currently out and whatever remedy needs to be done to replace the light bulbs. There was a consensus among Council on that recommendation.

**NEW BUSINESS –**

**DISCUSSION OF REQUEST MADE BY NEWPORT SCHOOL DISTRICT FOR ONE WAY STREETS – CAROLINE STREET FROM 5TH TO 6TH STREET & LOCUST STREET FROM CAROLINE TO OLIVER STREET** - Council President Robinson discussed the request made by the School District for one-way streets. Cl'm Halstead stated that she had sent an email back to the School District asking to have a representative attend the Council Meeting to justify the request. No one from the School District was in attendance. Without the school's explanation, Council could not make an informed decision as they will need to hear how the traffic flow would be improved. Cl'm Roush said considerations

would need to be made for the impact to emergency services. Cl'm Halstead said the school needs to have a patrol person on duty. Cl'm McNaughton stated the Borough will need to hear more on the justification of the safety factor.

**PLANNING COMMISSION UPDATES** - Gwyn Smith spoke about the upcoming Discover Newport events planned by the Planning Commission. She asked Council whether it was the wish of Council for the Planning Commission to continue their work to have these types of events for the town or if Planning should stop this work if events are outside their scope of duties. There was a brief discussion regarding the scope of responsibility and with these events comes liability to the Borough. It was discussed that certificates of liability insurance for the vendors need to be filed with the Borough Secretary prior to the events. The consensus of the Council was for Planning to continue with the Discover Newport efforts for the good of the town.

Spring Clean Up was held on Saturday, May 18, 2019 from 8:00 a.m.-noon. The event filled about one and a half dump trailers, which is about 40 yards. There was a small amount of scrap metal collected and it was worth approximately \$26.00.

Permission was requested and Council agreed to Close Penn Avenue and the Spruce Alley for the Discover Newport / Food Truck Festival on July 6, 2019. The parking for residents who park at the Butz Building will be temporarily relocated for the event. The movies in the park will be held on June 8 – The Little Mermaid; July 6 - Elf; and August 10 – The Incredibles.

**BOROUGH CODES DISCUSSION - APPROVAL OF PROPOSED AMENDMENT TO ANIMALS ORDINANCE, CHAPTER 78** - Cl'm Halstead briefly discussed the complaints received regarding animal excrement and the need for Council to review from a safety/public health standpoint. The ordinance in place does not back it up as it does not address private property. Cl'm Beatty stated that it does not come under the nuisance ordinance. The smell is a real problem and the Borough has received numerous complaints. Mayor Hetrick will review this further.

**APPROVAL OF JANITORIAL SERVICES FOR THE NEWPORT BOROUGH MUNICIPAL OFFICE BUILDING** – Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the cleaning of the Borough Office every other week up to four hours to be done by Donna Sheibley, current part-time employee. Motion unanimously carried.

**PERRY COUNTY ELECTRONICS RECYCLING EVENT – SATURDAY, JUNE 1ST – REQUEST FOR MUNICIPAL DONATIONS** – Cl'm Halstead moved, seconded by Cl'm Beatty to approve a \$100.00 donation for the County's E-cycling Event on June 1, 2019. Motion unanimously carried.

**MAYOR'S REPORT** - Mayor Hetrick stated that she received a call from Chrissy Hench who recently purchased a home in the Borough. Ms. Hench wanted to know if it would be permissible for her to have block party to get to know the neighbors. She wanted to request permission to close the alley behind Artistic Image starting at 6:00 pm for a few hours. Cl'm Halstead stated they have closed an alley for auctions in the past. There was a brief discussion and the consensus of the Council was that it would not be a problem. Council President Robinsons stated that Ms. Hench should submit a written request to the Borough with the date and time. Mayor Hetrick said she already had that information – the block party would be June 29, 2019 from 6:00 pm-9:00 pm. Cl'm McNaughton asked the Mayor to get that in writing and give it to Cody Harris/Streets Department. Cl'm Halstead moved, seconded by Cl'm Beatty to allow the closure of Pine Alley between Oliver and Spott for the purpose of a block party on June 29, 2019 from 6:00-9:00pm. Motion unanimously carried.

**REPORT OF EXECUTIVE SESSION RE PERSONNEL MATTERS** – Cl'm Halstead moved, seconded by Cl'm McNaughton to go into Executive Session at 9:02 pm to discuss personnel matters. Cl'm McNaughton moved, seconded by Cl'm Roush come out of Executive Session at 9:17 pm. Cl'm Halstead moved, seconded by Cl'm Beatty to authorize

advertising of the Code/Zoning Officer, part-time with potential for full-time in the News Sun, Patriot News, Indeed.com and the Borough's website for two weeks.

There being no further business to come before Borough Council, Cl'm Roush moved, seconded by Cl'm McNaughton to adjourn the meeting at 9:18 P.M. Motion carried unanimously.

Respectfully Submitted,  
Heather Ilgenfritz  
Secretary