

Newport Borough Council
July 2, 2019 – 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, John McNaughton, Barbara Leach, Richard Delancey, and Douglas Beatty present.

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

GUESTS – Ryan Neuhard, Newport School District; Luke Roman, The News Sun; Frank Campbell; Gwyn Smith; Devin Turns and Sherri Turns.

PUBLIC COMMENT – Ryan Neuhard, Superintendent Newport School District, explained the request made by the school district to see if the Borough and the School District could work together to resolve some traffic and safety issues on Caroline Street, Fifth Street, and at Sixth and Gantt Streets. Currently, there are three ways of traffic along with pedestrians crossing during school drop-off and pick-up times. The School District would like to meet with Borough Officials to see the current traffic patterns and consider some alternate options to improve the flow of traffic. Possibly restricting the flow to “one way” during certain times of day. The flow of traffic on Caroline, Sixth, and Gantt Streets needs to be reviewed. There was a brief discussion regarding the request and possible options, and how best to implement and enforce any changes to be made. Council President Robinson stated a meeting could be scheduled with District Officials this month so that the appropriate signage could be ordered and in-place prior to the start of the school year. Cl’m Halstead stated it may require a change to the ordinance which requires advertising so that process will need to be taken into consideration as well. Cl’m Roush asked if the District had spoken with anyone from the Fire Department. Mr. Neuhard replied no, they were approaching the Borough first regarding the matter. Robinson stated that the Borough Council members will speak with the Streets Department and will be in touch within the week to schedule the meeting with the School District.

Gwyn Smith reminded everyone of the Discover Newport events scheduled for Saturday, July 6th. She also reported that Frank Campbell appeared on the televised program Good Day PA on ABC Channel 27 to highlight Newport and the Discover Newport upcoming events.

Sherri Turns, resident, spoke about trash problems and ongoing code violations in her neighborhood on N. 5th Street, including three cars that are out of inspection. Ms. Turns wanted to know if the Borough had hired a Codes Enforcement Officer yet and wanted Council to be aware of the violations.

PUBLIC COMMENT REGARDING NOTICE OF DECLARATION OF PUBLIC NUISANCE – DAMAGED STRUCTURE – 640 OLIVER STREET – CHAPTER 92 OF THE BOROUGH CODE, §92-1 TO §92-8 – No comments were received. Nora Gardner, property owner, was not present.

APPROVAL OF MINUTES – Cl’m Halstead moved, seconded by Cl’m Leach to approve the meeting minutes of April 2, 2019. Motion unanimously carried.

FINANCIAL REPORT – Newport General Fund Account balance July 1, 2019 was \$407,925.96. Outstanding bills presented for payment of \$17,963.13. Estimated income for the balance of July of \$10,653.63. Estimated expenses for the balance of July of \$27,189.74 will leave an estimated balance July 31, 2019 of \$373,426.72. Liquid Fuels Account balance July 1, 2019 was \$126,067.62. Outstanding bills presented for payment of \$167.77 will leave a balance of \$125,899.85 in the Liquid Fuels Account. Secretary/Treasurer Ilgenfritz reviewed some budget considerations (see attached) and recommended that Council place a temporary freeze on spending until the payments for the paving needs are met. Cl’m Halstead moved, seconded by Cl’m McNaughton to accept the Financial Report as presented. Motion carried unanimously.

APPROVAL OF BILLS – Cl'm McNaughton discussed an expense request for the Streets Department for three buckets of white and yellow paint in the amount of \$703.65, and the purchase of new boots for Cody Harris as part of Streets Shoe Allowance. Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the paint expense in the amount of \$703.65 and the purchase of new work boots for Cody Harris up to \$100.00. Motion unanimously carried.

Cl'm McNaughton also reviewed an unexpected expense for the repair of the garage door at the Borough Shed in the amount of \$960.00. He explained that the Streets Department did not realize the repair was so costly, and in the future will get various cost estimates before having the repair done. They did not expect the bill to be that high. Cl'm Halstead questioned the engineer's invoice from Barton & Loguidice in the amount of \$4,018.94. She stated that she thought that would be part of the \$20,000 paid as part of the contract for the 5th Street Reconstruction Project – phase from Oliver to Walnut. Secretary Ilgenfritz said that she would hold the payment and review what payments had been made to date. Cl'm Halstead moved, seconded by Cl'm McNaughton to approve paying the outstanding bills from the General Fund Account with the exception of the engineering invoice in the amount of \$4,018.94 until further clarification – total General Fund expense approved - \$13,944.19; and, approve the outstanding bill in the amount of \$167.77 from the Liquid Fuels Account. Motion carried unanimously.

OLD BUSINESS –

PENNIAN BANK LOAN FOR DOCK STREET REPAIRS - \$53,000.00 - CHANGE IN TERMS AGREEMENT TO CORRECT CLERICAL ERROR IN THE MONTHLY PRINCIPAL PAYMENT AMOUNT – \$883.33 – Pennian Bank sent correspondence explaining the error. Cl'm Halstead moved, seconded by Cl'm Beatty to accept the Change of Terms Agreement with Pennian Bank for correction of the clerical error in the monthly principal payment amount for the Dock Street Repairs Loan – which is now lower with the correction of \$883.33. Motion unanimously carried.

UPDATE ON USDA LOAN APPLICATION FOR PURCHASE OF SKID LOADER – Cl'm Halstead stated that she has been working on this and just yesterday received some information from Sam.gov. She has a meeting scheduled with Pat Bowers to finish this and get it submitted, hopefully, by Friday this week. She stated they had to have the Borough's information on file for the DUNS number corrected and get a notarized letter. Council President Robinson stated that he hopes to have an answer on this for next month. Halstead replied it will be submitted electronically for approval.

NEWPORT BOROUGH MUNICIPAL AUTHORITY'S REQUEST FOR RESPONSE FROM BOROUGH REGARDING DISCONNECT OF STORMWATER CONNECTION FROM THE SANITARY SEWER MAIN IN MARSH STREET & STORM DRAIN IMPROVEMENTS

- Council President Robinson stated there are two inlets at Marsh going into the new sanitary sewer which obviously they do not want. He asked the Borough's engineer to look at it to see if the pipe sizing was adequate. One of these inlets is next to the utility pole by the Borough Garage. He does not want to weaken the support of the pole. Cl'm Halstead said she thinks this town has been chopped apart enough and there needs to be a provision when utility work is being done in the Borough, the entity should be made to pave it. When digging up a trench or doing any kind of trench work, the Borough should have an ordinance written so if a contractor digs, the paving gets done as well. Robinson stated they can't always do everything curb to curb. Halstead stated the Council could make a ruling on it. Cl'm Beatty said the storm drain must come out of the sewer system before the new wastewater treatment plant opens. Cl'm McNaughton concurred, although noting that he does not agree with curb to curb – as entities are not getting enough in grant monies. Cl'm Halstead objected noting if they are doing a job, they need to complete it, and not piecemeal it. Halstead noted that Hot Patch/Cold Patch should be a part of the quote for whatever work is being done. Cl'm President Robinson stated that Harry Fahnestock is giving the Borough a reasonable price as anybody to do the job. Cl'm Halstead reminded the other members of Council that three quotes are needed. There was a brief discussion on the threshold for quotes. Robinson stated that he would get specs of the two areas for review at the next council meeting.

CLEANING OF STORM DRAIN INLETS & DISCUSSION ON STORM SACK & PIPE SCREENS FOR INLETS (CL’M MCNAUGHTON / CL’M HALSTEAD) – Cl’m Halstead said the Borough may need to delay having the inlets vacuumed again. She stated Cl’m McNaughton can get quotes, but lately the Council has had to spend hand over fist. Halstead briefly reviewed a brochure and some literature that she had picked up at a recent Pennsylvania State Borough’s Association Conference on options for Storm Sacks and Pipe Screens for the inlets. Council discussed the possibility of ordering a few to try in a few of the problem areas. The options were reviewed for possible future budget consideration as now is not the time to purchase. It was noted this could also be a possible joint venture with the Sewer Authority.

UPDATE ON LED STREET LIGHTING – Council President Robinson stated that Cody and Ben Harris were given a training session by Dave Miller, Superior Electric – New Bloomfield on how to take out the ballasts.

PURCHASE OF SCISSOR LIFT - \$7,000.00 – Robinson stated that he spoke with Best Line to try a scissor lift, but that did not happen this week. He would like to have the Street Dept. get the opportunity to demo the product, using it to change out the ballasts and replace the street lighting with new LED bulbs. There are currently six streetlights that are out. He would like to get this done to see more savings in electricity and he has ordered some sample LED bulbs.

AUTHORIZE LETTER TO BROTHER’S PIZZA REGARDING TRASH, SPENT OIL STORAGE & DOWNSPOUT – Council President Robinson reviewed a proposed draft letter to the Brother’s Pizza establishment regarding their refuse removal. The dumpster lids are not being closed daily and it’s been a problem with the Borough as trash has been blowing all over the parking lot. The area for the oil storage also needs to be cleaned up. The Borough gave them notice about a year ago to have the downspout separated and that has not yet been done. Robinson wanted to put this writing noting that the Borough has been cooperative to his business, especially with the request for 2-hr parking and use of the Borough’s lot. He believes the courtesy letter will get the owner to comply. No action was taken. There were no objections to sending the letter.

NEW BUSINESS –

5TH STREET RECONSTRUCTION – PHASE FROM OLIVER STREET TO WALNUT STREET - REPORT OF BID OPENING – BID AWARD - APPROVAL FOR COUNCIL PRESIDENT TO SIGN AGREEMENT TO PROCEED -

The bids were reviewed. See attached. Council President Robinson noted the low bidder was G&R Charles Excavating. He stated, if awarded to G&R, he would like to request the same crew that had completed the previous section as the Borough was very happy with their work. He also noted the cost came in at about a \$5,000 difference than what the engineer had projected it to be, which was \$177,000.00.

Council President Robinson stated the bids were obtained for the entire proposed project; however, the add alternates do not need to be done.

Robinson stated he would need approval to sign the agreement so the Notice to Proceed could be issued and the project does not get delayed another month. It was noted the funding source for this project is the Pennsylvania Infrastructure Bank Loan (PIB).

Cl’m McNaughton requested clarification of whether there were storm drains to be done within that section. Cl’m Halstead stated those could be done through a Change Order for Add-Alt 1 as the funds in PIB are there to do it, if needed. Cl’m Halstead moved, seconded by Cl’m Beatty to approve G&R Charles Excavating for the 5th Street Reconstruction Project – Phase from Oliver Street to Walnut Street, Project No. 1867.001.006 in the amount of \$182,535.00, and DO NOT include Add Alt. 1 or Add Alt. 2; and, that \$2,665 be placed in contingency out of the \$182,535.00; and, authorize Council President Robinson to sign the Agreement and issue the Notice to Proceed. Motion carried unanimously.

PENNDOT NOTICE REGARDING PROPOSED REPAVING OF SR 34 / MARKET STREET – Council President Robinson reviewed a letter he received from PennDOT notifying the Borough of asphalt resurfacing scheduled for summer/fall of 2020 of State Route 34 - Keystone Way & Market Street. PennDOT has requested a response by July 19, 2019 of any events or concerns that will need to plan for in advance. Cl'm Halstead discussed criteria for ADA curbing. Cl'm Beatty stated the homeowners will need to be notified. Robinson stated that he would call the Borough's engineer to review this matter.

DISCUSSION ON TRIMMING TREES ON SECTIONS OF PINE STREET PRIOR TO PAVING – There was a brief discussion regarding a question submitted via PennBid by a contractor regarding the trimming of trees on Pine Street for the 2019 Paving Projects – Liquid Fuels. A reply to the bidder will be sent to get more information on which trees and which section they are referring to.

DISCUSSION ON REQUEST FOR TRAFFIC MIRRORS AT TWO INTERSECTIONS – CORNER OF WALNUT & FOURTH AND CORNER OF FICKES & FOURTH - Council President Robinson stated the Borough received a request for the U.S. Postal couriers to have mirrors placed as the intersection of Walnut and Fourth Streets. He said the Borough may need to speak with PennDOT regarding the request as it involves a State road. He will make some calls to see what the Borough may be able to do.

HANDICAP PARKING PERMIT REQUEST FOR APPROVAL – D. DELANCEY – Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the Handicap Parking Permit for D. Delancey at 533 Walnut Street. Motion unanimously carried.

APPROVAL OF CANAL DAY 2019 BANNER RESOLUTION NO. 04-19 DESIGNATING THE BOROUGH'S INTENT TO ERECT A BANNER ACROSS SR34 - Cl'm Halstead moved, seconded by Cl'm McNaughton to approve Banner Resolution No. 04-19 for Canal Day 2019. Motion unanimously carried.

REQUEST TO CHANGE LIGHT IN MIDDLE ROOM AT BOROUGH BUILDING TO LED TUBES – Council President Robinson requested permission to change the lighting in the break room to LED lighting. Cl'm Beatty suggested getting a price from Heller's and if it's approximately \$40.00 or less, no action needed. There were no objections.

REQUEST FOR EXECUTIVE SESSION REGARDING PERSONNEL MATTER – Cl'm Halstead moved, seconded by Cl'm Delancey to go into Executive Session at 8:38 p.m. for the purpose of reporting on the interview process for the Code/Zoning Officer position. Cl'm Halstead moved, seconded by Cl'm McNaughton to come out of Executive Session at 8:53 p.m.

Cl'm Halstead moved, seconded by Cl'm Leach to extend the offer of employment to John Janis for the Code/Zoning Officer position at \$17.00 per hour – 20-25 hours per week. Motion unanimously carried.

MAYOR'S REPORT - Mayor Hetrick stated that she was going to contact Mr. Janis immediately following the Council Meeting to set a start date for the Code Enforcement. Mr. Janis had indicated he wanted to provide a two-week notice to his current employer. She did not have anything additional to report at this time.

OTHER BUSINESS –

Cl'm Halstead stated that she received a phone call that it is hard to see at Third and Market Streets due to the hedges. Halstead stated that she will add this to the list for the Code Enforcement Officer. Halstead also reported the Flood Task Force recently met and Paddi Sharar is working on a brochure to make some edits before it comes to Council for final approval.

Cl'm Leach asked if anyone had read Rob Campbell's letter to the editor. There was a brief discussion regarding the article and whether Council should write a rebuttal and request a correction.

COMMITTEE REPORTS – The Communications Report was briefly reviewed noting some of the Code Enforcement calls.

There being no further business to come before Borough Council, Cl'm Halstead moved, seconded by Cl'm Roush to adjourn the meeting at 8:57 p.m.

Respectfully Submitted,
Heather Ilgenfritz
Secretary