

Newport Borough Council

Regular Meeting Minutes

March 3, 2020

CALL TO ORDER: Council President Tami Halstead called the meeting to order at 7:00 P.M. with Mayor Hetrick and Council Members Barbara Leach, Carl Roush, Mary Bucher, Gregory Shope, Penny Frownfelter and Jacob Zentichko present.

Others Present:

Frank Campbell, Luke Roman, Gwyn Smith, Doug Beatty, Mark Shull, Harry Nazzaro, Kingston Shope, and Kayla Nailor.

ANNOUNCEMENT THAT THE MEETING IS BEING RECORDED

GUESTS:

PUBLIC COMMENT

Gwyn Smith:

Gwyn had concerns regarding keys and being able to access the building for Planning Commission meetings. Cl'm Halstead stated that there are not enough keys to go around and that cooperatively everyone should be able to work together to allow the Planning Commission into the building for their scheduled meetings.

Frank Campbell:

Frank needed approval to supply the school district with a certificate of insurance as a backup venue for movies in the park. Cl'm Halstead wanted to check with the insurance company to make sure that was okay.

Mark Shull:

Mark brought up concerns about fixing up the road between Market and Mulberry on 5th Street. Cl'm Halstead stated that water and sewer have projects that need completed before the borough can look at the roads. The Borough must wait to complete the road repairs.

APPROVAL OF MINUTES

Cl'm Zentichko made a motion to approve the February 4, 2020 Monthly Meeting Minutes seconded by Cl'm Leach. Motion carried.

FINANCIAL REPORT

The General Fund account balance March 1, 2020 was \$129,002.36. The outstanding bills presented for payment are \$8,611.44. The estimated income for the balance of March is \$17,237.00. The estimated expenses for the balance of March are \$27,270.46 leaving an estimated balance for March 31, 2020 is \$110,357.46. The Liquid Fuels account balance on March 1, 2020 was \$51,381.66. Outstanding bills presented for payment is \$148.55 for a remaining balance of \$51,233.11. Cl'm Roush made a motion to approve the financial report seconded by Cl'm Shope. Motion carried.

APPROVAL OF BILLS TO DATE

Cl'm Roush made a motion seconded by Cl'm Zentichko to pay the outstanding bills in the amount of \$8,611.44 from the General Fund account and \$148.55 from the Liquid Fuels account. Motion carried.

NEW BUSINESS:

Approval of street closures for Canal Day Saturday, October 3, 2020, 6AM-4PM / No Parking Orrstown side of the Square 5PM-7PM October 2, 2020 to place the stage

Cl'm Frownfelter made a motion to approve closing Second Street from Walnut to Mulberry from 6AM-4PM on Saturday, October 3 and no parking on the Orrstown side of the square from 5PM to 7PM Friday, October 4 to set the stage, seconded by Cl'm Zentichko. Motion carried.

Discussion on amending Resolution 3-20

Cl'm Frownfelter had requested a minor change to the resolution, however, she was fine with the resolution as it stands.

Approval of appointing Kristen Johns as the Right to Know Officer

Cl'm Frownfelter made a motion to appoint Kristen Johns as the Right to Know Officer, seconded by Cl'm Leach. Motion carried.

Approval of the 2019 Audit

Cl'm Zentichko made a motion to approve the 2019 Audit, seconded by Cl'm Frownfelter. Motion carried.

Approval of the 2019 Audit Management Letter

Cl'm Leach made a motion to approve the 2019 Audit Management Letter, seconded by Cl'm Zentichko. Motion carried.

Approval to pay SEK in the amount of \$6,000.00 for 2019 audit

Cl'm Zentichko made a motion to pay SEK in the amount of \$6,000.00 for the 2019 Audit, seconded by Cl'm Shope. Motion carried.

Approval to rehire Donna Sheibley as a part time streets employee for janitorial/maintenance for VMP starting 4/1/2020–10/26/2020 at \$10.26 per hour

Cl'm Leach made a motion to approve the rehire of Donna Sheibley as a part-time street employee for janitorial/maintenance for VMP starting 4/1/2020-10/26/2020 at \$10.26/hr, seconded by Cl'm Frownfelter. Motion carried.

Approval to rehire Tami Halstead as a substitute janitorial/maintenance worker at VMP for \$10.00 per hour on an as needed only basis

Cl'm Leach made a motion to rehire Tami Halstead as a substitute janitorial/maintenance worker at VMP for \$10.00/hr on an as needed basis, seconded by Cl'm Roush. Cl'm Halstead abstained from the vote. Motion carried.

Approval to hire Ricky Miller as a seasonal part time streets employee for 25 hours a week at \$12 per hour

Cl'm Frownfelter made a motion to rehire Ricky Miller as a seasonal part time streets employee for 25 hours a week at \$12/hr, seconded by Cl'm Zentichko. Motion carried.

Approval for Harry Nazzaro and Gwyn Smith to attend the PMPEI Zoning Class in the amount of \$35.00 per person

Cl'm Frownfelter made a motion to approval for Harry Nazaro and Gwyn Smith to attend the PMPEI Zoning Class in the amount of \$35 each, seconded by Cl'm Leach. Motion carried.

Approval to order a tri-axel of 23 tons of cold patch for \$110 per ton for a total of \$2,530

Cl'm Frownfelter made a motion to approve a tri-axel of 23 tons of cold patch for \$110 per ton for a total of \$2,530.00, seconded by Cl'm Leach. Motion carried.

Approval of a member to the Zoning Hearing Board

Cl'm Frownfelter made a motion to appoint Harva Owings Baughman to the Zoning Hearing Board, seconded by Cl'm Shope. Motion carried.

Approval to have the boy's concession stand door repaired

Cl'm Leach moved to have Cl'm Bucher's husband and Gerald Halstead look at the door and see if it can be repaired and if they are unable to fix the door, approval to contact a locksmith/repairman to repair it, seconded by Cl'm Roush. Motion carried.

Discussion on paving projects: 2nd Street from Mulberry to Borough limit boundary at the stone bridge and Catherine Street

Cl'm Halstead suggested that every year we should be prepared to have an allotted amount from state aid to go towards paving projects. Upon speaking to the street supervisor, 2nd Street to Mulberry to the borough limits and Catherine Street seem to be the biggest problem areas right now, however it would be best to wait until the sewer project is done to pave Second Street. It was suggested to have not have trucks, except deliveries, travel down that roadway. Instead of doing Catherine, there may be a tiny half block area to pave on Mulberry to have that whole area completed while pave trucks are in the area to save money. Council will check pricing and continue to gather info on road work in this area in conjunction with the sewer project.

Discussion on removing debris from Fickes Street Run near Pine Street

There are some debris and large rocks that have washed into the run on Fickes Street that may be too much to be removed by hand. It was suggested to get a backhoe to clear the run, however that may compromise the structure of the run. Council will continue to investigate the issue and have the street crew clear out what they can by hand in the meantime.

Discussion on repair work to the inlet on Penn Avenue and Front Street

Sewer Authority will be paving and doing trench work starting on Market Street to Penn Avenue and in front of the new sewer plant. They will try to do the full length of front street if there is enough funding to do so. At the Owls Club there is an inlet that does not work, however there is an inlet box that works on the other side of Penn Avenue. The sewer contractors wanted to know if the two inlets can be connected to avoid ponding and damage to the new pave work. To fix these items at the time of sewer completing their work would be the best and most cost-efficient time as the sewer is already paving and excavating the street. Cl'm Halstead will investigate pricing.

Discussion on storm water work on Market Street

PennDot will be working on Market Street, R 34 / up the Ridge. The engineer had contacted the borough and said that between 4th and 5th Street there are some potential issues. While PennDot is there, they may be able to remedy those issues. More information will be gathered from the engineer and clarification on the extent and timeline of the Penn Dot project to be presented next meeting.

OLD BUSINESS:

Update on property at 640 Oliver Street

The property is in repository. If the property owner pays the back taxes in full, they may retain the property. If not, the county becomes the trustee. For now, further cleanup is at a standstill.

Discussion on storm drain removal from Shrub Street and Marsh Street from NBMA's letter

The borough is going to be looking into mapping storm water before any decisions are made.

Discussion on billing from the Newport Borough Water Authority to the Newport Borough for water usage

Cl'm Leach stated that the Water Authority has been cooperative in the boroughs investigation and fact finding regarding the water bills received by surprise in January. The borough water committee will continue to fact find and possibly map the fire hydrants as some responsibilities, placement and functionality are in question. Sewer has agreed not to bill the borough for sewage use. Cl'm Frownfelter said water will be replacing all the meters and some work on two wells of which will be around a million dollars. The Water Authority is seeking grants, but there will be costs associated and asked the Borough to back the debt.

Status of grant application for VMP amphitheater

The Park Committee will be meeting with NRPS on April 17th to continue discussion.

Discussion on Dock Street: Quote from G&R Charles and conversation with Kirby Kitner

The connection at 4th street should be verified as correct. The pipe is 36 inches, however the rest of the pipe connecting is 24 inches. Choices are to rip up what was done and replace it, which would be expensive, or to find some sort of resolution to continue work down Dock Street. One resolution presented was to verify the connection at 4th Street, take out two inlet boxes and create a massive 6-foot box at Peach Street, which could be difficult to maintain and decide on a location. There are a lot of variables at hand. More information will need to be gathered, but this area is priority.

CODE ENFORCEMENT

The Code Enforcement Officer finished the sidewalk report with pictures and found information regarding a grant process to help costs that would be placed on the homeowner for these repairs. Landlord/Tenant forms are essentially completed and able to be maintained.

COMMUNICATIONS/ TRAINING

Pennsylvania Municipal Planning Education Institute (PMPEI) – Course in Zoning Administration
Duncannon: April 7, 14 and 21; 6 PM to 9:30 PM for \$35.00

PSAB Free Training: March 5: The Unthinkable, Emergency Powers and Declaring Disasters
 March 12: Parliamentary Procedures 5:30
 March 18: Census Data Collection
 March 25: Understanding Strategic & Comprehensive Plan 5:30

NEXT MEETING DATE: April 7, 2020

ADJOURNMENT: Cl'm Roush made a motion to adjourn seconded by Cl'm Leach at 9:05 PM. Motion carried.

Respectfully Submitted,

Kristen Johns
Secretary