

**NEWPORT BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 3, 2021**

**CALL TO ORDER:** President Tami Halstead called the meeting to order at 7:00 P.M. with Cl'm Dudley leading the Pledge of Allegiance. Council Members Mary Bucher, Barbara Leach, Penny Frownfelter, Gregory Shope and Jacob Zentichko present. Mayor Mary Hetrick absent.

**ANNOUNCEMENT THAT THE MEETING IS BEING RECORDED:** President Tami Halstead announced that the meeting was being recorded.

**GUEST:** Chris Fickes, Assistant Financial Officer Newport Fire Company  
Phil Brath, Engineer  
William Dissinger, Solicitor

**PUBLIC COMMENT:** Gwyn Smith would like to know where we stand with the fences that are not up to code. President Halstead stated that she would have to check with the Codes Officer.

Angela Dishmon would like to know of any ordinances that she would have to adhere to, she is replacing the sidewalks at her home on the corner of 5<sup>th</sup> and Mulberry. The corner is not handicap accessible. Cl'm Frownfelter advised her that she can contact the Codes Officer, or she can look on the Borough Webpage all the ordinances are posted there.

Chris Fickes would like to bring it to Council's attention that at the corner of Catherine and 2<sup>nd</sup> Street there is a stop sign right in the middle of the handicap ramp. Cl'm Shope stated that he will bring that to the attention of Cody Harris, the Borough's Street Supervisor.

**APPROVAL OF THE MINUTES:**

**June 1, 2021 Regular Meeting Minutes:** Cl'm Frownfelter motioned, seconded by Cl'm Dudley to approve the June 1<sup>st</sup> Regular Meeting Minutes as drafted. Motion carried.

**July 6, 2021 Regular Meeting Minutes:** Cl'm Frownfelter motioned, seconded by Cl'm Bucher to approve the July 6<sup>th</sup> Regular Meeting Minutes as drafted. Motion carried.

**APPROVAL OF THE FINANCIAL REPORT FOR AUGUST:** Newport Borough General Fund Account Balance August 1, 2021 was \$360,756.23. Outstanding invoices presented for payment in the amount of \$2,643.04. Estimated income for the balance of August \$32,083.52, leaving an estimated balance of \$249,327.26. The Liquid Fuels Account balance as of August 1, 2021 is \$60,003.83. Outstanding invoices presented for payment \$100.93, leaving a balance of \$59,902.90. Cl'm Frownfelter motioned, seconded by Cl'm Dudley to approve the Financial Report for August. Motion carried.

**APPROVAL OF THE AUGUST BILLS TO DATE:** Cl'm Frownfelter moved, seconded by Cl'm Bucher to pay the outstanding invoices presented for payment in the amount of \$2,643.04 from the General Fund Account, and pay the outstanding invoices presented for payment from the Liquid Fuels Account in the amount of \$100.93. Motion carried.

**NEW BUSINESS:**

- 1. Chris Fickes would like approval to close 3<sup>rd</sup> Street from Market Street to Mulberry Street and Mulberry Street from 2<sup>nd</sup> to 4<sup>th</sup> Street with no parking on either side of the street from 11:00 AM to 4:00 PM on Sunday, September 12, 2021 for the 20<sup>th</sup> Anniversary 9/11 Memorial Service:** Chris Fickes, Assistant Financial Officer of the Firehouse stated that there will be Fire apparatus as well as first responders present at the memorial service. All are invited to attend. Cl'm Shope motioned, seconded by Cl'm Frownfelter to close 3<sup>rd</sup> street from Market St. to Mulberry St. and Mulberry St. from 2<sup>nd</sup> to 4<sup>th</sup> St. with no parking on either side of the street. Motion carried.
- 2. Approval to televise storm lines for \$1,950 by Utility Services Group, Inc., for completing the engineering designs for Dock Street and associated projects to be used by Phil Brath, Engineer:** Phill recommended that we televise pipe it would give more of an insight as to what is needed. Some of the pipe is just filled with stone and will need to be cleaned out some will need to be replaced, televising the pipe would let us know what needs done. Cl'm Frownfelter would like to see a

simple plan mapped out. Philip Brath stated that he could do a plan, but it may not have the answers. We can do the project in pieces. Cl'm Frownfelter states that she doesn't want us to miss out on funding by being short sighted. Phil states that he could have a simple plan ready in a week. Cl'm Frownfelter motioned, seconded by Cl'm Shope to approve televising of Dock Street storm lines for \$1,950.00 by Utility Services Group. Motion carried.

3. **Executive session for a legal matter:** Executive session started at 7:34, adjourned at 8:25. Cl'm Dudley motioned, seconded by Cl'm Shope to declare 55 S. 2<sup>nd</sup> Street a nuisance property. Motion carried.
4. **Ratify street locations for paving bid to Pine Street from Caroline to Oliver Street; Pine Street from Oliver Street to Walnut Street, Locust Street from Oliver Street to Walnut Street and Locust Street from Walnut Street going south 55 feet with Liquid Fuels and General Fund money and to advertise for bids:** President Halstead stated the need to ratify the street locations for the paving bid because the Sewer Authority is not done on Second Street yet. Cl'm Dudley asked if we were aware of the time frame it would be completed? Cl'm Zentichko state that it would be sometime next year. Cl'm Frownfelter moved, seconded by Cl'm Shope to ratify the street locations for paving to Pine Street from Caroline to Oliver Street, Pine Street from Oliver to Walnut Street. Locust Street from Oliver Street to Walnut Street and Locust Street from Walnut Street going south 55 feet, with Liquid Fuels and General Fund money and to advertise for bids. Motion carried
5. **Bid opening for the 2021 paving project:** Two Bids were received, the first from Fulkroad in the amount of \$68,585.03. The second bid from ProLawn in the amount of \$74,486.90. Cl'm Frownfelter stated her concern with Fulkroad billing over the bid price and asked if there was a way to put into the contract that the Borough would only pay the amount bid. Cl'm Leach motioned, seconded by Cl'm Shope to award the bid to Fulkroad. Motion carried.
6. **Approval to advertise Fireworks Ordinance:** Cl'm Frownfelter moved, seconded by Cl'm Dudley to approve to advertise the Fireworks Ordinance. Motion carried.
7. **2022 Budget Worksheets provided to work on for the September meeting:** President Halstead stated that there are Budget Worksheets provided to all council members if they could be looked over and be ready to start working on them at the next Council meeting.
8. **Approve Donna Sheibly as the part time VMP employee from being the substitute:** President Halstead stated the need for a part-time VMP Employee, and that Donna Sheibly was willing to take the position. Cl'm Dudley motioned, seconded by Cl'm Shope to approve Donna Sheibly as the part-time Veterans Memorial Park employee. Motion carried.
9. **Approval of paving quote from Pavemasters for 5<sup>th</sup> Street repairs in front of DJ's office for \$6,790.00:** President Halstead stated that she received a quote from Pavemasters for paving on 5<sup>th</sup> Street. She said that council had approved just to do patch work there but that this quote also included milling. Cl'm Leach motioned, seconded by Cl'm Dudley to approve the \$6,790.00 quote from Pavemasters to do the 5<sup>th</sup> street repair. Motion carried.
10. **Approval for the Codes Officer to participate in zoom training on investigative interviewing and positive persuasion costing \$149.00:** President Halstead stated that the Codes Officer would like to participate in zoom training of investigative interviewing and positive persuasion, that the cost is \$149.00. Cl'm Frownfelter motioned, seconded by Cl'm Leach to approve the training for the Codes Officer.
11. **Approval to pay \$179.67 for one night of lodging on Saturday, October 9, 2021 for Cl'm Halstead for the PSAB Fall Leadership Conference in Erie:** President Halstead stated that she would like approval from Council to pay \$179.67 for one night of lodging on Saturday, October 9, 2021 for PSAB Fall Leadership Conference in Erie. Council discussed the benefits of attending the conference. President Halstead asked if anybody else would like to attend? Cl'm Leach stated that she found it to be very informative. President Halstead stated that council can think it over they still have time to decide if they would like to attend. Cl'm Frownfelter motioned, seconded by Cl'm Leach to approve the payment of \$179.67 for one night of lodging for the PSAB Fall Leadership Conference for President Halstead. Motion carried.
12. **Ben Harris gave his resignation his last day will be August 13, 2021:** President Halstead stated that she did ask Rick Miller if he would be interested in taking the full-time position, Rick will think about it and let us know at a later date. Cl'm Frownfelter moved, seconded by Cl'm Bucher to accept Ben Harris's resignation. Motion carried. Cl'm Dudley moved, seconded by Cl'm Leach to advertise for a full-time Streets employee. Motion carried.
13. **Cody Harris would like approval to seal the Newport School Parking lot:** Cl'm Bucher moved, seconded by Cl'm Shope to give approval to seal Newport School Parking lot. Motion carried.

**COMMUNICATIONS:**

1. **Streets Report from Cody Harris.**
2. **Code Enforcement Report from Harry Nazzaro.**
3. **COSTARS letter about Salt contract.**
4. **Perry County Association of Township Officials 108 Annual County Convention invitation on 9/11/2021.**

**MAYOR'S REPORT:** Nothing to report currently.

**NEXT MEETING DATE:** September 7, 2021

**ADJOURNMENT:** With no other business to come before Borough Council, Cl'm Dudley moved, seconded by Cl'm Shope to adjourn the meeting at 9:24 P.M.

Respectfully submitted,

Tina Burkholder  
Secretary