

Newport Borough Council  
October 17, 2017 – Mid Month Meeting  
Newport, Pennsylvania

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

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

**GUESTS** – Luke Roman, Jacob Zentichko, Tom Fitzpatrick

Announcement that the meeting is being recorded.

**PUBLIC COMMENT** – None

**DECORATIVE STREET LIGHTING** – President Robinson stated he has received a couple of quotes back and they are not all apples to apples. Brubaker Electric located in Ickesburg, PA submitted a quote on three options for the Borough, one of which is a corn cob style 38 wattage LED decorative lights. This option does not require the ballasts. President Robinson stated that he was going to go back to the vendor and request pricing to remove the ballasts from the Borough's street light posts and install these new LED lights. However, he suggested only replacing two initially, one near the Perry County Council of the Arts and the other near Steckley's Pet Store. Council could then evaluate whether these types of LED lights offer a similar amount of luminous lighting before replacing the remaining lights. The light bulbs cost approximately \$70.00 each. The Borough's Street Crew could assist the vendor in this process. Brubaker's estimated the cost replacement at \$250.00 per fixture. The full spectrum proposal would cost \$5,000-\$25,000 depending upon the option selected.

Cl'm Halstead said she recently spoke with a PPL representative at the Pennsylvania State Association of Boroughs (PSAB) Fall Conference and there may be some rebates available to the Borough.

President Robinson noted Brubaker's Service Replacement recommendation states, "Due to corrosion and wear on the service cable and panel/meterbase, it is recommended that the system be replaced. When we replace the service, we will run conduit up the side of the building rather than just the SE cable. The installed panel will be a weatherproof SquareD QO panel. This service can be placed for approximately \$1,400."

Cl'm Beatty suggested having the replacement done before the holiday season so the Borough does not have a problem with the holiday lights. Cl'm Halstead moved, seconded by Cl'm Beatty to replace the electric panel box at the Borough Building Entrance, and upgrade the electric service to include a meter at an estimated cost not to exceed \$1,500 including material and labor costs. Motion carried unanimously.

There was additional discussion about the location of which posts to replace with the new LED light bulbs. Cl'm Halstead suggested initially replacing two posts that are side by side rather than spread out to get a better idea of the amount of lighting and what it will look like. She also again recommended exploring potential PPL rebates.

Cl'm Beatty noted the ballasts are bi-passed with this style option and that is an approximate savings of \$400.00 on every ballast which can then be used to purchase nearly 6 of the new LED bulbs. President Robinson stated he would check with Hetrick Electric or Brubaker's to get additional pricing on cost of removing the ballasts.

Cl'm McNaughton moved, seconded by Cl'm Beatty to purchase two corn cob style LED light bulbs and replace the old style in two street posts, not to exceed \$300.00. Motion carried unanimously.

**S. 2<sup>nd</sup> Street Paving** – President Robinson stated this is the area from Mulberry Street to the bridge. He has received a quote of \$25,000 for paving to complete this project. Cl'm Halstead stated this is over the threshold of \$19,000 and the paving work is required to be bid. President Robinson stated he was told that paving is excluded. He is not opposed to having it bid, but does not want to see the cost driven upwards with engineering costs, etc. President Robinson stated he wants to see what the budgeted amount would be for the Borough, and explore potential for a contract without going through the expense of an engineer. This would allow the Borough to get that street out of the way and the water / sewer infrastructure is done on that end of town.

Cl'm Halstead recommended researching grant opportunities to complete paving on Walnut Street once the sewer lines are all replaced so the cost burden can be shared with the Sewer Authority while they are completing that project. President Robinson agreed and stated that he would also get more information on the 2<sup>nd</sup> Street Paving.

**22-24 NORTH SECOND STREET** – President Robinson stated there was an issue that came up with the new coffee shop that opened up on North Second Street. The Borough was notified by Building Inspection Underwriters (BIU) of a violation for that property for not properly obtaining an occupancy permit. The inspector from BIU said that the Borough must have an Appeals Board in place and the members are not permitted to be Borough Council members.

Cl'm Halstead said the Council of Governments (COG) will appoint to the Appeals Board. She is in the process of gathering the information for the COG. The COG created an Appeals Board in 2004, but it has been an extensive period of time since then and nothing has come up until now. Representation on the Appeals Board must include an electrician, plumber, architect, engineer, general contractor, and mechanical – HVAC. The COG is working on reinstating this Appeals Board now.

President Robinson stated that Michael Gensemer, the inspector from BIU, had suggested utilizing Penn Township. Mr. Gensemer plans to attend the Borough Council Meeting on November 7, 2017 to discuss this matter. Cl'm Halstead said the next COG meeting to discuss the Appeals Board is scheduled for November 9, 2017 and she will give another update after that meeting. There was a brief discussion concerning utilizing Penn Township which is not a member of the COG.

President Robinson stated he does not want to discourage businesses from coming to Newport and he has shared his concerns with the BIU inspector. The inspector stated the Borough should refer them to BIU at the onset. This should be better coordinated with the Codes Enforcement Officer.

**CAPITAL BLUE CROSS / VISION / & UNITED CONCORDIA / DENTAL INSURANCE RENEWALS** – There was a brief discussion of health benefits. Cl'm Halstead moved, seconded by Cl'm Beatty to accept the insurance renewal rates for 2018 with Capital Blue Cross to include medical and vision coverage, and also renew the 2018 contract agreement with United Concordia for dental coverage for Borough employees. Motion carried unanimously.

**APPROVAL OF ANNUAL SHOE ALLOWANCE FOR STREETS CREW**- Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the purchase of shoes not to exceed \$100.00 each for the Streets Crew. Motion carried unanimously.

President Robinson brought forward a request for a credit card or P-card for the Borough Office. He said the Borough should have capability of making some purchases for needed expenses without Council members or employees having to use personal credit cards or pay out of pocket and wait for reimbursements. There was a brief discussion on this matter. Cl'm Halstead disagreed and expressed her concerns. She said this practice opens the door for things to get out of hand. No official action was taken.

**APPROVAL OF BOROUGH INSURANCE RENEWAL** – There was a brief discussion on two insurance proposals, one submitted by Kilmer Insurance Group and the other by Cupp's Insurance Agency, the Borough's current insurance agent. Cl'm Halstead noted there was not enough information obtained in time to go with Kilmer's proposal. The information pertaining to workers' compensation coverage was not apples to apples. It did not include coverage for the volunteer

fire fighters which the Borough is required to carry. There was a brief discussion on the linebacker coverage. President Robinson recommended renewing the policy with Cupp's Insurance Agency. Cupp's Insurance premium is \$61,869.40 for Property, General Liability, Crime, Inland Marine, Auto, Commercial Umbrella and the Worker's Compensation Policy for the Volunteer Firefighters and the Borough. All policies are underwritten by EMC Insurance, except for the Worker's Comp which is through Wesco Insurance Company, and the Linebacker policy is underwritten by Landmark American Insurance Company. Cl'm Beatty moved, seconded by Cl'm Halstead to renew the Borough's Insurance with Cupp's Insurance Agency, Inc. as quoted for the policy term November 1, 2017 through November 1, 2018. Motion carried unanimously.

**Act 172 of 2016 BUDGET DISCUSSION REGARDING VOLUNTEER FIREFIGHTERS** – Cl'm Halstead brought forward information concerning Act 172 of 2016 for consideration. This matter was recently discussed at the PSAB Fall Conference. The legislation gives municipalities the option to offer a real estate or earned income tax credit to active volunteer firefighters and non-profit EMS agencies. Cl'm Halstead said this is something to think about and research how much it would actually cost the Borough. Council would need to work with the volunteer fire company and do some more research to determine the actual number of eligible active volunteer firefighters. It would require creating and enacting an ordinance, and properly advertising it. Criteria would also need to be established to properly define "active" as it pertains to the eligibility of these volunteers. She noted that Council could decide as a Borough whether to give a tax credit on their earned income, or give a tax credit on their property tax, or do both. The proposed tax credit is 20% of either earned income or property. Cl'm McNaughton suggested obtaining a list of the volunteer firefighters to better evaluate the impact. President Robinson said he is not opposed to the idea but this is new territory for the Borough. He would like to have more research on it to make a reasonable decision going into it so Council does not have to backtrack and make changes. He also suggested exploring whether the Borough could have the option to adopt it based on half a year. Cl'm Halstead will research this matter further for more details. She noted that she mentioned it as part of the annual budget planning discussion for public safety.

**2018 BUDGET WORKSHEET DISCUSSION** – President Robinson reported Secretaries Bowers and Ilgenfritz worked on the budget. He pointed out on Page 3 of the Budget Worksheet that the year to date total income received is \$527,946.05. He also noted the bond for the Water Authority was not yet included in the figures. Secretary Ilgenfritz reported she called the Water Authority to obtain the amount which is \$156,001.60. For the purpose of the budget worksheet under the category of Other Revenue - Water Bond & Fees 392.600, the bond amount is rounded to \$156,002.00.

Cl'm Halstead proposed a 3% raise for the Streets Crew and the Codes Enforcement Officer, noting the Borough Secretary has not been employed a full year to be eligible.

Council supplies (400.200) expense will be reduced to \$1,000. Council dues expense (400.420) will be reduced to \$2,000. Administrative Fees (400.425) is reduced to \$100.00. Mayor Hetrick's line items within the budget will remain the same. The Borough's legal fees line item will remain the same at \$7,500.

Cl'm Halstead recommended adding a line item for the Part-time Borough Secretary Salary and budget for Secretary Bowers to continue training of the new secretary up to ten hours per week. She also recommended adding a line item for the Emergency Management Coordinator's training expense, and budgeting \$2,000 so he can take the required courses for certification.

Other line items reviewed included \$5,000 proposed for Street light repairs (434.361) and street inlet repair \$3,000 (436.251). There was a brief discussion that some of this would be included in the 5<sup>th</sup> street paving project. Street machinery repairs is budgeted at \$500.00 (437.250).

The Culture and Recreation Budget totaled \$13,000.00. Cl'm Halstead noted the Newport Revitalization and Preservation Society (NRPS) contributes greatly by paying many of the expenses for the Playground. That is in addition to the volunteer time donated by Frank Campbell and herself to maintain the facilities. Cl'm Halstead noted the sewer

problem was repaired last year and should not be a problem going forward so that line item can be reduced (452.250). President Robinson noted he understands the Borough's responsibility to provide for recreation, but it cannot be a budget buster. Cl'm Beatty stated in the past the playground facilities were provided for Newport teams/residents. However, it has expanded and now there are teams/kids from different areas of the region that are utilizing the playground, but do not contribute towards the costs of maintenance. There was some discussion on the potential to charge a fee for games. Cl'm Halstead noted the large number of volunteer hours that go into maintaining the playground and in reality the costs would be much higher without those volunteers. Cl'm McNaughton suggested that Council establish a fee for each team to pay to contribute towards the cost of maintaining the playground. He said this needs to be a set amount rather than a donation. There was a brief discussion on the Culture and Recreation budget and the ability of the Borough to sustain it. Cl'm Halstead noted the cost to upgrade the concession stand and pointed out those renovation costs were approved. Cl'm Beatty noted the concession stand brings in revenue and needs to be updated in order to be functional. Cl'm Halstead stated the biggest line item is the playground salaries, which is the cost of two part-time employees to clean the facilities. She questioned whether Council would want the Streets Crew to spend their time doing these duties, noting she believes they have more important things to do. Cl'm McNaughton suggested Council revisit this matter once the preliminary budget is complete so Council can better evaluate it.

Council requested clarification of two cost items in the amount of \$1,015.58 and \$1,007.80 under the Planning Commission's budget believed to be expenses associated with the Truck Festival held earlier this year. The Borough Secretary was asked to report back to provide more details on the Borough Events Advertising (480.805) and Event Expenses (480.806) line items.

President Robinson brought up an issue related to water fees and the Water Authority's Bond. He noted there should be a separate line item within the Borough's budget to pay for future water utilization fees for the Borough Garage, Playground facilities, and the Borough Office Building. Under the initial agreement with the Water Authority, the Borough was included as part of the agreement for the hydrants; however, that will change in the future and needs to be budgeted accordingly. He estimated \$6,000-\$10,000 annually for the water usage of the aforementioned Borough facilities.

**The budget adjustments will be checked again for accuracy once the outstanding line items in question have been allocated within the budget worksheet.**

There was a brief discussion on the date of the next scheduled Council Meeting. It will be held on November 7, 2017 at 7:00 P.M. It was noted this is Election Day.

There being no further business to come before Borough council, Cl'm McNaughton moved, seconded by Cl'm Beatty to adjourn the meeting at 9:13 P.M. Motion carried unanimously.

Respectfully Submitted,  
Heather Ilgenfritz  
Secretary