

Newport Borough Council
November 21, 2017 – Mid Month Meeting
Newport, Pennsylvania

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

OTHERS PRESENT –Secretary/Treasurer Heather Ilgenfritz. Mayor Hetrick was absent.

GUESTS – Kayla Nailor, Gwyn Smith, Frank Campbell, Jacob Zentichko and Luke Roman.

Announcement that the meeting is being recorded.

PUBLIC COMMENT – None

APPROVAL OF BILLS TO DATE -

2018 LOCAL PLANNING ASSISTANCE PROGRAM AGREEMENT - There was a brief discussion among Council and members of the Planning Commission regarding renewing the annual Local Planning Assistance Agreement for 2018 with the Perry County Planning Commission for planning advisory services. Gwyn Smith, Chairman of the Planning Commission, noted these services are needed when reviewing sub-division plans submitted, as well as the expertise provided to update the Comprehensive Plan. Cl'm Halstead moved, seconded by Cl'm Frownfelter to continue utilizing the Perry County Planning Commission's planning advisory services at annual cost of \$500.00 on an as needed basis. The motion carried unanimously.

ATLANTIC SPECIALTY LINES OF PENNSYLVANIA – President Robinson explained this an insurance premium in the amount of \$16,264.40 due to renew the Borough's Insurance policy for 2018 for the Professional Liability for the Directors and Officers. It was noted the premium is due December 1, 2017 and the Borough may receive a credit later as Cupp's Insurance Agency is working with the underwriter to have adjustments made to the invoice since the Sewer Authority was removed from the Borough's insurance policy. President Robinson stated it's necessary to pay the invoice now to ensure there is no lapse in coverage. Cl'm Halstead noted the Sewer Authority would be reimbursing the Borough a portion of that as well. Cl'm Beatty moved, seconded by Cl'm Roush to authorize payment to Atlantic Specialty Lines of Pennsylvania in the amount of \$16,264.40 to renew the Professional Liability policy for the Directors and Officers. Motion carried unanimously.

BUSINESS ITEMS –

2018 PROPOSED GENERAL FUND BUDGET APPROVAL –

There was a brief discussion on the 2018 Proposed Budget and remaining estimated tax revenue for 2017. President Robinson stated the carryover is estimated at \$97,000, however, he said there were still some outstanding tax numbers. Cl'm Halstead noted those figures are not needed now to finalize the proposed 2018 Budget as they will not really change the proposed budget figures, and Council should be able to approve this proposed General Fund Budget at this meeting.

AUTHORIZE ADVERTISING OF PROPOSED 2018 GENERAL FUND BUDGET - Cl'm Roush moved, seconded by Cl'm Frownfelter to authorize advertising the 2018 Proposed General Fund Budget. Motion carried unanimously.

Cl'm Halstead pointed out that Council still needed to finalize and approve the 2018 Proposed General Fund Budget, and that action should have come first. Cl'm Frownfelter stated Council would go back and do that and then asked President Robinson for more discussion concerning finalizing the 2018 Proposed Budget. Cl'm Frownfelter noted that it appears there is still a \$32,000 shortfall. Cl'm Halstead stated that if Council was happy with the proposed budget figures, it could utilize the surplus carryover and increase the carryover, which Council knows is available and leave all the line items as proposed to finalize the budget. Cl'm Frownfelter asked what action was taken regarding salaries.

Cl'm Halstead stated a 3% raise was approved for the Streets crew and for the part-time Code Enforcement Officer. The Borough Secretary was not included since she is a newly hired employee, nor were the other the part-time employees. Cl'm Frownfelter questioned the practice of utilizing the surplus to cover expenses for 2018. She recommended having a Capital fund rather than applying a surplus to operational expenses. Cl'm Halstead stated the other option is for Council to review each line item to cut \$32,000 from the 2018 Proposed General Fund Budget before the meeting is over. President Robinson stated that he agreed with Cl'm Frownfelter and suggested the Borough work with PLIGIT to obtain a higher return on interest. Cl'm Halstead stated the last two years Council has taken approximately \$26,000 from the Liquid Fuels Fund to cover the cost of electric bills for street lighting rather than from the General Fund, and in part that is why there is a surplus. There was a brief discussion on the restrictions for Liquid Fuels and paving projects.

APPROVAL OF 2018 PROPOSED LIQUID FUELS BUDGET AND AUTHORIZE ADVERTISING –

Cl'm Frownfelter moved, seconded by Cl'm Beatty to finalize and approve the **2018 Proposed Liquid Fuels Budget** so long as the street lighting remains within the Liquid Fuels Budget, and authorize advertising. President Robinson stated that is where it is, and that is where the street lighting expense will remain. Motion unanimously carried.

There was additional discussion on the Proposed 2018 General Fund Budget. The part-time secretary salary line item, was reduced by \$1,350, and the Planning Commission eliminated the Comp Plan Update line item in the amount of \$1,000 noting the Comprehensive Plan was being done in-house at no cost. Cl'm Beatty questioned the increased playground expenses, including the installation of a security system. He recommended that the ball teams begin to contribute towards the utility costs. Cl'm Halstead noted that the Newport Revitalization and Preservation Society (NRPS) contributes a lot of money towards the cost to maintain the playground. Cl'm Beatty noted that residents pay a \$100.00 rental fee to utilize the pavilion and the teams should also be contributing towards costs. Cl'm Frownfelter questioned the business practice of having some expenses associated with the Sewer Authority handled by the Borough and then the Borough waits to receive reimbursement when the Sewer Authority is its own operating authority. Cl'm Frownfelter stated that is just money in and out of the Borough's budget that does not need to be, and the Sewer Authority should be independent of the Borough. Cl'm Frownfelter stated that she could justify using a portion of the General Fund surplus for the Garage repairs.

APPROVAL OF 2018 PROPOSED GENERAL FUND BUDGET - In lieu of the fact that there is some excess money in the General Fund, Cl'm Halstead moved, seconded by Cl'm Frownfelter to increase the carryover to \$82,008 (which reflects the changes to the part-time secretary salary line item and the Planning Commission's budget as noted) to keep the 2018 General Fund Budget as proposed and utilize the excess carryover to balance the budget. Motion carried 4-1 with Cl'm Beatty opposed. Cl'm Beatty stated the Borough should work with what it has, not with a carryover to make it work.

APPROVAL OF 2018 TAX ORDINANCE NO. 370 AND AUTHORIZE ADVERTISING –

Cl'm Frownfelter moved, seconded by Cl'm Halstead to approve the 2018 Tax Ordinance No. 370 and authorize advertising of the Ordinance enacting a tax rate of 4.341 mills. Motion carried unanimously. President Robinson requested the record reflect the vote as 5 Yea's and 0 Nay's, and there is no increase to the per capita or property taxes for Newport Borough residents in 2018.

AUTHROIZE ADVERTISING FOR LETTERS OF INTEREST FOR NEWPORT BOROUGH BOARD APPOINTMENTS –

Cl'm Halstead moved, seconded by Cl'm Frownfelter to authorize advertising for letters of interest for the upcoming year for the Planning Commission, Water Authority, Sewer Authority, and Zoning Board. Motion unanimously carried.

ADOPTION OF RESOLUTION NO. 07-17 FOR WAIVER OF CONTRIBUTIONS TO THE 2018 MUNICIPAL PENSION PLAN FOR NON-UNIFORMED EMPLOYEES –

Cl'm Frownfelter moved, seconded by Cl'm Halsted to adopt Resolution No. 07-17 to waive contributions to the 2018 Municipal Pension Plan for the year 2018 for non-uniformed employees. Motion unanimously carried with 5 Yea's and 0 Nay's.

AUTHORIZE ADVERTISING FOR 2018 NEWPORT BOROUGH REORGANIZATION AND COUNCIL MEETINGS, AND PLANNING COMMISSION MEETINGS -

Cl'm Halstead moved, seconded by Cl'm Frownfelter to advertise the proposed 2018 meeting dates for Newport Borough Council Regular Meetings on the 1st Tuesday of each month at 7:00 P.M., and Mid-Month Meetings the 3rd Tuesday of each month at 7:00 P.M. as needed, and the 2018 Planning Commission meeting dates and workshops as proposed.

APPROVAL OF RETIREMENT GIFT -

There was a brief discussion on a retirement gift for Pat Bowers for her 12 years of service to the Borough. Cl'm Halstead thought it would be appropriate to give a gift to her with the end of the year approaching. Cl'm Frownfelter moved, seconded by Cl'm Halstead to give \$500.00 to Pat Bowers as a gift for her retirement. Motion carried with Cl'm Beatty opposed.

BOROUGH EMPLOYEES CHRISTMAS BONUS –

There was a brief discussion on entertaining a motion for Christmas bonuses for Borough employees. Cl'm Beatty stated that Council should not be granting Christmas bonuses to Borough employees with taxpayer dollars. President Robinson said he agreed unless it is meritorious and there is a level of performance to obtain it. Cl'm Beatty moved, seconded by Cl'm Roush not to approve a Christmas bonus for Borough employees. Motion carried 4-1, with Cl'm Halstead opposed.

COMMENTS AROUND THE TABLE –

President Robinson gave a brief overview of a quote presented by SelectTech for annual technology support and the purchase of a new computer for the Borough Secretary/Treasurer and Office 360 computer software/licenses for the Borough. The quote is \$5,200. He noted the technology is essential to the business operations of the Borough. The office computer is six years old and the current software is antiquated. Cl'm Frownfelter noted that even though the current system is currently backed up, there are now more efficient and secure processes to ensure the Borough is not susceptible to identity theft. President Robinson noted the Newport Borough Water Authority as a reference for this vendor. Cl'm Halstead requested obtaining another quote before approving the contract. Cl'm Frownfelter stated she has no objection to obtaining another quote, however, she stated this company has been excellent to work with at the Water Authority. Cl'm Frownfelter also expressed the importance of taking action on this matter quickly.

Cl'm Halstead stated that NRPS applied for a grant for the playground in the amount of \$29,000 and they expect the grant to be awarded in a few weeks. If awarded the grant monies would be used to purchase playground equipment for children.

It was noted the next Borough Council Meeting will be held on December 5, 2017 at 7:00 PM at the Newport High School Auditorium, and the public should enter the building from the 6th Street entrance. President Robinson requested the change of venue to make accommodations for the Public Hearing to be held on the transfer of the liquor license from Zeiderelli's in Marysville to Weis Markets, Inc. in Newport Borough.

There being no further business to come before Borough Council, Cl'm Frownfelter moved, seconded by Cl'm Roush to adjourn the meeting at 8:05 P.M. Motion carried unanimously.

Respectfully submitted,
Heather Ilgenfritz
Secretary

