

Newport Borough Council
February 5, 2019 – Regular Meeting
Newport, Pennsylvania

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

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

GUESTS – Brenda Mayer, Luke Roman, Jacob Zentichko, and Charles Wilson.

WEBSITE REDESIGN MOCK-UP – Charles Wilson, SelecTech, Inc. gave a brief presentation of a mock-up for a new website. He explained that he has been working with the Borough Secretary to improve the current website which is no longer supported as it was built on outdated software. The summary of the proposed new site illustrates the need for modernization with improved user-friendly navigation and functions to increase efficiencies with access to online forms and applications. Mr. Wilson stated he was seeking Council's approval of the proposed design thus far. The hours spent on this to date, will not be billed; however, he would like to have Council's approval to move forward and then he will submit a Scope of Work Plan to include the estimated hours and cost in building the site. Some of the content can be pulled over from the old site, but there will be many hours spent in building the new responsive design features and content. The new website will be secured and will have an official certificate, and that cost is approximately \$75.00 per year. The host server will be cloud-based. There was a brief discussion among Council over the budget and the estimated cost. Council President Robinson stated there were other budget considerations and asked if Mr. Wilson could look at some other websites and make some recommendations to the Borough to consider. It was noted that has already been done, which culminated with the identified features and navigation presented in the mock-up. Cl'm Halstead noted the website redesign was budgeted in the 2019 budget. She stated the Borough has been sitting on this matter for about a year and it's time to move forward with it. Cl'm Halstead moved, seconded by Cl'm McNaughton to approve moving forward with SelecTech, Inc. for a new website. Motion carried unanimously.

PUBLIC COMMENT – Brenda Mayer, resident, provided a hand-out to Council once again concerning the property at 334 N. 5th Street and her ongoing complaints against her neighbor. She wanted to know how a not guilty verdict had been rendered at a recent hearing held at District Court 41-3-04. Ms. Mayer expressed her frustration with the Borough's Code Enforcement Officer stating that when she spoke with him by phone, he could not inform her of the total amount sought by the Borough in fines and that the amount recovered was zero. Council President Robinson stated the Borough has taken the matter to the limit of its abilities; however, he acknowledged the Borough is not getting where it should be or where Ms. Mayer wants it to be with enforcement action. The results are not necessarily what the Borough wants, nor Ms. Mayer, and ultimately the Magisterial District Judge decides what the results will be. Ms. Mayer stated the Code Enforcement Officer did not tell her that she needed to show for the hearing to give testimony. Cl'm Halstead stated that complainants should be willing to testify in these matters when filing complaints with the Borough once the case has been assigned to the district court.

APPROVAL OF MINUTES – Cl'm Halstead moved, seconded by Cl'm Leach to approve the meeting minutes of December 4, 2018 and January 2, 2019. Motion unanimously carried.

FINANCIAL REPORT – Newport General Fund Account balance February 1, 2019 was \$210,892.37. Outstanding bills presented for payment of \$4,295.70. Estimated income for the balance of February of \$21,200.00. Estimated expenses for the balance of February of \$29,472.74 will leave an estimated balance February 28, 2019 of \$198,323.93. Liquid Fuels Account balance February 1, 2019 was \$90,754.84. Outstanding bills presented for payment of \$3,681.98 will leave a balance of \$87,072.86 in the Liquid Fuels Account. Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the financial report as presented. Motion unanimously carried.

APPROVAL OF BILLS TO DATE – Cl'm Halstead moved, seconded by Cl'm McNaughton to approve paying the outstanding bills in the amount of \$4,295.70 from the General Fund and \$3,681.98 from the Liquid Fuels account. Motion unanimously carried.

OLD BUSINESS –

APPROVAL OF AGREEMENT WITH NEWPORT BOROUGH MUNICIPAL AUTHORITY – Council President Robinson stated he has spoken with Solicitor Dissinger and is awaiting a final answer. He stated that Mary Dissinger does the payroll for their office and she has offered to review this with the Borough Secretary to see the Borough's process. The matter is still pending a decision. Cl'm Halstead stated the agreement is a formality. Nothing has been said at this point about it in the audit process. Nevertheless, Robinson stated that he wants the Solicitor's comments back for all to see.

FINAL QUOTES FOR CONSIDERATION TO PURCHASE NEW EQUIPMENT IN 2019 – SKID LOADER – Council President Robinson stated after meeting with several vendors and looking at the various models, a decision has been made. The Bob CAT 659 Model has been selected with a purchase price of \$50,327.55. Robinson stated that the decision to go with this particular model was the consensus among the Streets Department – Councilmen McNaughton and Beatty, and staff – Cody Harris and Ben Harris, as well as himself. Cl'm Halstead has taken the lead in completing the application to secure USDA funding with a 35% USDA grant which would bring this purchase price to approximately \$33,000.00 for the Borough. The quote is CO-STARS compliant for a CO-STARS contract. Robinson noted there were two other quotes at approximately \$63,000 for similar equipment which were not through CO-STARS. Cl'm Halstead stated there needs to be a vote on this matter. Cl'm Halstead moved, seconded by Cl'm Roush to purchase the Bob CAT skid loader for a purchase price of \$53,327.55 dependent upon the approved funding from USDA with a 35% grant. Motion carried unanimously.

CUPP INSURANCE AGENCY'S REQUEST FOR ESTIMATED PROPERTY VALUES – BUILDINGS AT VETERANS MEMORIAL PARK – PAVILLION, OLD BATHROOMS, AND TENNIS FENCING- Cl'm Halstead said that she would ask Frank Campbell what the cost of the new fencing was that was purchased by NRPS. Then, the Borough can insure it for the replacement costs. She also noted the Borough may want to consider family bathrooms at the playground as the issue of non-gender specific has come up in meeting discussions at the Pennsylvania State Association of Boroughs. Cl'm Leach stated the Borough should look at market value vs. replacement costs because sometimes it's better to go with the market value. Robinson briefly discussed the Floodplain legislation and pointed out the playground is in the floodplain. If the Borough were to go through a rebuild process, it would require doing so under the new standards and the insurance coverage would not even scratch the surface in the costs to rebuild it to be compliant. A more thorough review is needed by Council to see what exactly the policy is paying - replacement value or the current value? Robinson stated that he has the value sheet provided by Cupp Insurance and he will review it with them again and get clarification to resolve this for the next meeting.

STORM DRAIN MAPPING DISCUSSION – Council President Robinson reiterated that he believes the Borough should move forward with storm drain mapping. He has spoken with Phil Brath, Barton & Loguidice, and the estimate is approximately \$20,000 to complete the mapping. Cl'm Halstead stated she has a meeting scheduled with the Sewer Authority Secretary at noon tomorrow. She believes there is sufficient mapping information already established by the Sewer and Water Authorities.

SINK HOLE AT 6TH & DOCK STREET – There was a brief discussion regarding a sink hole at 6th and Dock Streets almost directly in the intersection. Robinson reported the contractors were working there today. Cl'm McNaughton reported that he will be speaking with the contractor tomorrow morning regarding the issue along with Cody Harris. Cl'm Halstead stated that she attended the Sewer Authority meeting and since the contractors are already mobilized and they already have the permit, it will cut costs. They are already doing some of the excavating. Cl'm Halstead moved, seconded by Cl'm McNaughton to have Ronca fix the sink hole at 6th and Dock Streets. Motion carried unanimously.

LETTER OF INTEREST RECEIVED FROM HARRY FAHNESTOCK FOR RE-APPOINTMENT TO THE NEWPORT BOROUGH WATER AUTHORITY – Cl'm McNaughton moved, seconded by Cl'm Roush to reappoint Harry Fahnestock to the Newport Borough Water Authority for a 5-year term. Motion carried 4-1, Cl'm Halstead voted no.

DISCUSSION ON 5th STREET PROJECT – There was a brief discussion on paving from Oliver to Walnut. This will need to go out for bid for the second phase of the project for paving and curbing. Cl'm McNaughton estimated there are 30 yards of curbing not currently there. Cl'm Halstead stated the Borough will need specs and drawings from the engineer to put this out for bid. Council President Robinson estimated the cost to be \$210,000 for this section, which would be paid for with the PIB funds. He stated the three entities – Borough, Water, Sewer – should go together to obtain grant monies for the third block. Cl'm Halstead moved, seconded by Cl'm McNaughton to contact the Borough's engineer to get the drawings together and give the information to the Borough Secretary to have the paving completed on 5th Street from Oliver to Walnut. President Robinson stated he received a letter from Ronca, and the Borough will need a more definitive letter for pricing. Cl'm Halstead stated the Borough will need to see what funds are leftover to do Walnut Street. If liquid fuels monies are going to be used, then the Borough must submit the project to PennDOT for approval of liquid fuels funds. Robinson stated there will be no paving until at least mid-April. The 400 ft. of curbing can be done easily in about two weeks' time. Ronca will need to work out the numbers and not piecemeal it. Cl'm Halstead stated that she would plan to attend the Sewer Authority's meeting on Wednesday to get some answers.

NEW BUSINESS:

RATIFY SIGNING OF ENGAGEMENT LETTER WITH SEK FOR THE FISCAL YEAR 2018 AUDIT - CONDUCTED ON JAN. 28, 2019 – Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the signing of the engagement letter between the Borough and Smith Elliott Kearns and Company for the 2018 Audit. Motion unanimously carried.

UPDATE BOROUGH COUNCIL COMMITTEES AND APPOINT A BOARD REPRESENTATIVE TO THE CAPITAL TAX COLLECTION BUREAU – Council President Robinson appointed Cl'm McNaughton as the Borough's representative to the Capital Tax Collection Bureau.

LOCAL SERVICES TAX EXEMPTION – REFUND REQUEST FOR 2018 - \$52.00 – P. BOWERS – Cl'm Halstead moved, seconded by Cl'm Roush to approve the reimbursement in the amount of \$52.00 to Patricia Bowers for reimbursement of the Local Services Tax for 2018. Motion unanimously carried.

APPROVAL OF HANDICAP PERMIT PARKING RENEWAL FOR 2019 – S. BEAMER – Mayor Hetrick stated the required paperwork has been submitted and she recommended the approval of the request for renewal. Cl'm Halstead moved, seconded by Cl'm McNaughton to approve the handicap parking permit renewal for 2019 for Sue Beamer. Motion unanimously carried.

APPROVAL OF ANNUAL LIBRARY DONATION FOR 2019 - \$1,000.00 – Cl'm Halstead moved, seconded by Cl'm Roush to approve the annual donation in the amount of \$1,000 to the Newport Public Library. Motion unanimously carried.

RATIFY HIRING OF PART-TIME STREET LABORER (SEASONAL) – RICKY MILLER – \$9.96 PER HOUR – EFFECTIVE JANUARY 15, 2019 – Cl'm McNaughton moved, seconded by Cl'm Halstead to ratify the hiring of Ricky Miller on a part-time basis for seasonal help snow plowing with a wage rate of \$9.96 per hour. Motion unanimously carried.

AUTHORIZE ADVERTISING FOR PART-TIME JANITORIAL & SEASONAL STREET LABORER – Cl'm Halstead moved, seconded by Cl'm McNaughton to authorize advertising for a part-time janitorial (April-Nov.) and for a seasonal street-laborer. Motion carried unanimously.

RATIFY PURCHASE OF SALT FROM EASTERN SALT CO. - \$1,665.00 / 22.20 TONS – Cl'm Halstead moved, seconded by Cl'm McNaughton to ratify the purchase of road salt in the amount of \$1,665.00 from Easter Salt Company. Motion unanimously carried.

DISCUSSION ON UPDATING EMPLOYEE POLICY RE TIME ACCRUALS AND DEFINITIONS – There was a brief discussion regarding updating the Employee Policy, specifically time accruals and definitions. Council President Robinson stated the issue came up at the Newport Borough Water Authority Meeting and he would like to compare the Water Authority’s policy with that of the Borough’s. He has asked the Borough Secretary and the Secretary at the Water Authority to review the policies with him and Penny Frownfelter, NBWA Chairman. Then recommendations can be made to the two Boards. Cl’m Halstead advised against having employees give input regarding a policy which directly impacts them. She said it’s a conflict to have employees write a policy.

DISCUSSION REGARDING THE 2019 PRIMARY ELECTION – There was a brief discussion regarding the 2019 Primary Election. Council President Robinson stated there will be five vacancies on Borough Council. He would like to get that word out to the community and encourage some other folks who live in the Borough to run for Borough Council.

DISCUSSION ON STREET LIGHTING CONTROLS AND REQUEST FOR PROPOSALS – Council President Robinson said that he has spoken with Cody Harris and the problem with the street lights is perplexing. Every year they are problematic, and he does not know if the Borough has the electrical information in its archives to have the issues resolved. He does not know what to propose, but to consider having professional electrical expertise evaluate it. Heim did the installation; however, they are no longer in business. No action was taken.

REPORT OF EXECUTIVE SESSION REGARDING PERSONNEL AND POTENTIAL LITIGATION – Cl’m Halstead moved, seconded by Cl’m McNaughton to go into Executive Session at 8:49 p.m. to discuss personnel and potential litigation. Cl’m Halstead moved, seconded by Cl’m McNaughton to come out of Executive Session at 8:57 p.m. No action was taken.

MAYOR’S REPORT – Mayor Hetrick did not having anything new to report.

Cl’m Halstead reported that she attended the Floodplain – County Hazard Mitigation Meeting. Very few municipalities submitted projects, however, she is happy to report that Newport has submitted projects for consideration as discussed at the last Council Meeting. These recommendations were made by the Flood Task Force. Additionally, the Ball Team Meetings will be held this month. Cl’m Halstead will give the teams their agreements for 2019.

There being no further business to come before Borough Council, Cl’m Roush moved, seconded by Cl’m Delancey to adjourn the meeting at 9:05 P.M.

Respectfully Submitted,
Heather Ilgenfritz
Secretary