

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

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

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

GUESTS – Rose Jones, Al Jones, Frank Campbell, Jacob Zentichko, Scott Keyser, Luke Roman, Greg Shope, Alan Zeigler – Larson Design Group, Andrew Reese - Barton & Loguidice Engineering

OLD BUSINESS –

PAVING DISCUSSION - REVIEW OF SHARED COSTS BETWEEN NEWPORT BOROUGH & NEWPORT BOROUGH MUNICIPAL AUTHORITY AS PART OF THE SANITARY SEWER LINES SEPARATION PROJECT-

Alan Zeigler, Engineer for the Newport Borough Municipal Authority (NBMA), briefly reviewed what was discussed between the Borough and the Authority in November of 2018. The Authority is looking for the Borough to confirm joining with NBMA to share the costs of the pavement restoration. Mr. Zeigler reviewed the handout he prepared as follows:

Second Street Pavement Restoration – Oliver to Dock Street

Alternate A Pavement Option for Curb to Curb Pavement Restoration – Excavate 5/5” in trench/area restoration area; Place 4” of 25mm Base Course in trench/area restoration area; Mill 1 ½” to top of Base Course in trench/area restoration area; Base Repair as need – 6” of 2A +3” Base Course; Place 1 ½” of 9.5mm Wearing Course over entire width.

Mr. Zeigler stated the estimated cost for this work without any base repair is \$103,710 and \$115,100 with 300 square yards of Base Repair. The estimated cost for the As-Bid Pavement Restoration on Second Street is \$61,830.00. The estimated cost for the Borough’s share is approximately \$41,880.00-\$53,280.00, which works out to be approximately a 60/40 split. Cl’m Halstead asked if the estimate included curbing. Council President Robinson stated that there is approximately 400 linear feet of curbing that will need to be done. Mr. Zeigler stated the curbing work was not included as part of this cost estimate.

There was a brief discussion regarding the 5th Street Project Extension – from Oliver to Walnut. Council President Robinson requested consideration of a credit in lieu of Ronca repaving the trench area on N. 5th Street between Marsh Street and Walnut Street. That area will be included in the PIB Loan project for repaving that block.

Pavement Restoration on Walnut Street, Dock Street, and Mulberry Street - Mr. Zeigler stated the typical existing pavement section found in these Streets is 4” of what appears to be tar and chip with 1” of pavement overtop. He asked the Council if a trench/area restoration section of multiple feet of well compacted PA DOT No. 2A aggregate, 2 ½” of Superpave Binder, and 1” of Superpave Wearing Course with maximum stone size of 3/8” would be acceptable to the Borough.

Cl’m Halstead stated the immediate need is on Walnut Street from 4th to 6th; however, if there are enough funds, possibly the Borough could pave another block on Walnut from 4th to 3rd Street. Cl’m Halstead noted that Walnut Street has been destroyed throughout the construction of the sanitary sewer project. Cl’m McNaughton agreed and stated that paving restoration needed to be done curb to curb.

Cl’m Halstead stated that the Borough is unable to use Liquid Fuels monies for these road repairs because the project and the contract is between the NBMA and the contractor, not the Borough of Newport. Therefore, Liquid Fuels funds are not eligible, and the expense must come from the Borough’s General Fund. Council President Robinson asked about the possibility of recycling the materials – reclamation process. Mr. Zeigler stated the pavement sub-contractor has the same unit prices.

Pavement Restoration on Locust Street and Alley – Mr. Zeigler stated the typical pavement for Locust Street and the Alley was variable to non-existent with less thickness than the other streets.

There was a brief discussion regarding 6th Street. Council President Robinson questioned whether anything could be done about the spring with storm run-off from Middle Ridge Road that caused the sinkhole to open at 6th & Dock Street. Cl'm McNaughton questioned whether the paving on that street would be finished. Robinson asked Mr. Zeigler if he thought there was any responsibility on the part of the state for 6th Street. Mr. Zeigler replied that PennDOT should take responsibility for pavement restoration on the state road (which is 6th Street), the Borough is responsible for the inlet. He noted the contractor should be able to provide good pricing as they are already mobilized here. Cl'm McNaughton stated that Council wants the sinkhole at 6th and Dock Streets repaired while Ronca is there completing the work on 6th Street for NBMA's sanitary sewer project.

Mr. Zeigler reported there are storm drains in need of repair and NBMA would like the Borough to resolve the issue with the storm drain at the Borough Shed by connecting the garage to the sanitary sewer.

Commented [H11]:

Cl'm Halsted requested Mr. Zeigler provide Council with a breakdown of the paving restoration costs for each block of Walnut Street so that Council can then make a decision on the paving priorities based on available funds by the next Council Meeting.

PUBLIC COMMENT – Al Jones, resident of S. 5th Street, discussed concerns with parking on this street. He stated his neighbor has as many as five to seven different vehicles on the street leaving the other residents who live there without a place to park. Rose Jones asked the Council to consider re-examining the Ordinance as it does not limit the number of vehicles per household. The Code Enforcement Officer received many calls regarding the issue. One resident taking over half the block for parking is not reasonable. Cl'm Halstead asked if the property in question was a rental unit? She noted each homeowner should have at least two parking spaces. Council President Robinson stated it's not a simple resolution and there is a real lack of parking in town. He requested time for Council to review the Ordinance again to try to resolve the problem. Mrs. Jones thanked the Borough Council for the paving of the streets and said that it is very much appreciated.

Jacob Zentichko asked if there was any consideration in the paving needs to go slightly over alleys to cover the crosswalks, otherwise they are slightly uneven. Mr. Keyser agreed and suggested they should be filled in with stone as an alternative if not paved.

Frank Campbell stated the Planning Commission is working on activities and Gwyn Smith is preparing a formal report for next month's Council Meeting.

Discussion was redirected back to the Paving Projects and Proposals.

5TH STREET RECONSTRUCTION PROJECT –

Andrew Reese (the Borough's Engineering Firm Representative) discussed the next phase of the 5th Street Reconstruction Project for 2019 – Exhibit A – Scope of Services & Fee Proposal. The proposal involves the reconstruction of 5th Street between Oliver Street and Walnut Street – finalization of design and preparation of bid documents, and construction management services. The estimated cost to complete this phase of the 5th Street Reconstruction project is \$20,295 with an estimated completion date for the bid process by May 31, 2019.

There was discussion regarding invoicing on an hourly basis vs. lump sum. This is a continuation of a section completed last summer. Cl'm Halstead questioned the \$12,250 fee for design and specifications since the Borough already had the drawings, and they are posted on the wall in Borough Office. Mr. Reese replied it was a competitive price for the amount of work involved; however, they are willing to work with the Borough to reduce costs and could take out the construction management if the Borough desired to do so. Cl'm Halstead moved, seconded by Cl'm Beatty to approve Exhibit A – 5th Street Reconstruction from Walnut to Oliver for an estimated cost of \$20,290. Motion unanimously carried.

STORM SEWER MAPPING -

Mr. Reese also gave a brief overview of the proposal by Barton & Loguidice for GIS Mapping of the Borough's Stormwater Collection System. It involved the site reconnaissance with data collection through GPS and subsequent GIS mapping of stormwater assets, including some limited sanitary sewer systems in the Borough. Mr. Reese stated the desktop available data is instrumental and extremely valuable to municipalities. DEP requires it for urbanized areas; however, rural areas are not yet subject to it. Reese noted the MS4 regulation is for urbanized areas and Newport is not yet categorized as an urban area; however, it is most likely coming Newport's way. Council President Robinson stated the Borough must get the inlets out of the municipal system. In the past all the surface water dumped into the wastewater treatment plant. That does not comply with the MS4 stormwater regulations. Cl'm Halstead stated the Streets Department must document all the inlets, and she would like to see this as something within the budget. Additionally, Cl'm Halstead stated she made copies of records that the Sewer Authority Secretary had, and that Larson Design could also provide copies of As-Built work done. She stated there has been televised work done at least three times in the last few years. Larson Design should be willing to share CAD/electronic files; therefore, Cl'm Halstead stated she does not feel this is the right time for the project and she can't justify the \$8,600 expense. She noted it would be money better spent on the paving needs right now. Cl'm Halstead moved, seconded by Cl'm McNaughton to table the Stormwater Collection System GIS Mapping for future budget consideration after the sanitary sewer separation project is done. Motion unanimously carried.

Scott Keyser, a resident of the borough, stated that he has work experience with a similar mapping system used by the military, and he recommended that Council wait until all the infrastructure is set before completing mapping.

FINANCIAL REPORT – Newport General Fund Account balance March 1, 2019 was \$216,203.05. Outstanding bills presented for payment of \$8,963.54. Estimated income for the balance of March of \$36,700.00. Estimated expenses for the balance of March of \$29,472.74 will leave an estimated balance March 31, 2019 of \$214,466.77. Liquid Fuels Account balance March 1, 2019 was \$85,448.145. Outstanding bills presented for payment of \$2,575.19 will leave a balance of \$82,872.95 in the Liquid Fuels Account. It was noted the 2019 Liquid Fuels Allocation is due for deposit on March 13, 2019 in the amount of \$50,576.30. Cl'm Delancey moved, seconded by Cl'm Leach to accept the Financial Report as presented. Motion carried unanimously.

APPROVAL OF BILLS – Cl'm McNaughton moved, seconded by Cl'm Leach to pay the outstanding bills in the amount of \$8,963.54 from the General Fund Account and \$2,575.19 from the Liquid Fuels Account. Motion carried unanimously.

OLD BUSINESS (CONTINUED) -

APPROVAL OF AGREEMENT WITH NEWPORT BOROUGH MUNICIPAL AUTHORITY – Council President Robinson reported that he spoke with the Solicitor and he does not yet have his comments completed. Robinson stated he will get the Solicitor's comments ASAP.

CLARIFICATION OF CUPP INSURANCE AGENCY'S REQUEST FOR ESTIMATED PROPERTY VALUES – BUILDINGS AT VETERANS MEMORIAL PARK – PAVILLION, OLD BATHROOMS, AND TENNIS FENCING – Council President Robinson stated that he neglected to speak with Cupp's about this matter. Cl'm Halstead noted if there is no NFIP buy-out – then the Borough would not have to rebuild, so this area being in the floodplain would become open space. There was a brief discussion on the estimated values - \$50,000 for the pavilion, \$20,000 for the old restrooms, and \$12,000 for the fencing. Robinson stated the dug-outs are not on the policy. Cl'm Halstead stated the ball teams insure the fields and the lights. Council agreed to provide Cupp Insurance with those figures and ask for clarification on whether it is replacement value or current value.

NEW BUSINESS

APPROVAL OF ANNUAL STATE AUDIT REPORT FOR YEAR END 2018 AND FILING OF DCED-CLGS-30 FORM – Cl'm Leach moved, seconded by Cl'm Beatty to accept the 2018 Audit Report and submission of the DCED-CLGS30 form to the State. Motion unanimously carried.

APPROVAL OF 2019/2020 COSTARS SALT PARTICIPATION AGREEMENT – DEADLINE MARCH 15th –

Cl'm McNaughton moved, seconded by Cl'm Halstead to approve the 2019/2020 COSTARS Salt Participation Agreement. Motion unanimously carried.

BALL TEAM AGREEMENTS FOR 2019 SEASON- Cl'M Halstead reported that the ball teams have signed copies of their agreements and they are ready for signature by the Borough.

REQUEST FOR DATE CHANGE – MOVIE NIGHT – Cl'm Halstead noted the request by the Planning Commission to change one of the movie dates created a conflict with the schedule for the ball teams. The new dates are now June 8, July 6, August 10. No action official action was taken on this matter.

APPROVAL OF PART-TIME SNOW PLOWING WAGE RATE INCREASE – There was a brief discussion on the wage rate for seasonal snow plowing hires. Cl'm Halstead stated in-house plowing is better as it is less expensive than hiring contractors. Cl'm McNaughton stated that if a storm is declared an emergency then the Borough can be reimbursed for the cost of contractors. Cl'm Halstead moved, seconded by Cl'm McNaughton to raise the part-time snow plowing wage rate to \$12.00 per hour. Motion carried 7-1 with Council President Robinson opposed. Robinson noted that he opposed because this was brought up after the budget has been completed.

KEY REQUEST AND POLICY FOR ISSUING KEYS TO BOROUGH MUNICIPAL OFFICE – Council President Robinson stated that there have been two or three keys lost to the municipal office. If Council is going to authorize issuing keys to so many individuals, then we may as well leave the doors open. Keys should be for the elected officials at the table and staff. Beyond that it is irresponsible. There have been requests from the Planning Commission members, and they have suggested using a code system for each Board or Authority use that would be managed/controlled by the Borough Secretary. Cl'm Halstead moved, seconded by Cl'm McNaughton to keep the policy as is and not to authorize any changes to the issuing of keys. Motion carried unanimously.

REQUEST FOR APPROVAL TO PAY UTILITY BILLS RECEIVED AFTER THE COUNCIL'S MONTHLY MEETING (1ST TUES.) TO AVOID LATE FEES – Cl'm Halstead moved, seconded by Cl'm Leach to authorize payment of utility bills for electric and Comcast Cable upon receipt and ratified at the following Council meeting to avoid late fees. Motion unanimously carried.

MAYOR'S REPORT - Mayor Hetrick reported that she has received several calls last week from residents who expressed their appreciation to the Streets Department for a great job with plowing of the last snow.

Cl'm Halstead moved, seconded by Cl'm Beatty to approve the 2019 Handicap Permit Parking renewals for Janet Sheaffer and Nympha Miller as requested by Mayor Hetrick. Motion unanimously carried.

COMMUNICATIONS – Cl'm Halstead reported that she attended the Annual Convention of Township Supervisors. She learned about the grant for Gravel & Low Volume roads. There is a possibility it could be used as a new avenue for funding to pave the alleys in the borough as they are considered low volume.

REQUEST FOR EXECUTIVE SESSION – Cl'm Halstead moved, seconded by Cl'm Beatty to go into an executive session at 8:45 P.M. to discuss personnel, potential litigation, and security matters. Motion unanimously carried.

The Council came out of executive session at 8:57P.M.

Cl'm McNaughton moved, seconded by Cl'm Beatty to authorize payment in the amount of \$70.00 to Borough resident Charles Linn, for damages sustained to property from Borough's snow plow. Motion carried with Cl'm Halstead abstaining.

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Cl'm Halsted moved, seconded by Cl'm Beatty to amend the Borough's Employment Application to include Child Abuse Clearance for positions working at Veterans Memorial Park which require the background clearance for compliance with the Mandated Reporting. Motion unanimously carried.

There being no further business to come before Borough Council, Cl'm McNaughton moved, seconded by Cl'm Roush to adjourn the meeting at 9:01 P.M.

Respectfully Submitted,
Heather Ilgenfritz
Secretary