

Newport Borough Council

Regular Meeting Minutes

February 4, 2020

CALL TO ORDER: Council President Tami Halstead called the meeting to order at 7:00 P.M. with Mayor Hetrick and Council Members Barbara Leach, Carl Roush, Mary Bucher, Gregory Shope, Penny Frownfelter and Jacob Zentichko present.

Others Present:

Frank Campbell, Luke Roman, Gwyn Smith, Lt. Robert Ligon, Code Enforcement Officer, Kingston Shope, and Kayla Narlor.

ANNOUNCEMENT THAT THE MEETING IS BEING RECORDED

GUESTS:

Lt. Ligon - State Police:

Lt. Ligon introduced himself as the assigned State Police station manager with 28 years police experience. He updated the Council on various items.

The Census will be conducted in April and be aware that the borough may receive phone calls from concerned residents. If residents have concerns with people coming to their door, they can go on the Census website to see when they should expect them to come to their municipality and that all census takers will have ID.

In 2019 the State Police responded to almost 600 calls for service, 13 DUI's, and 26 crashes.

He stated that the State Police are actively trying to recruit officers that are willing to stay in the county.

If Council was concerned about any upcoming events and needed police support, contact him and he will try to accommodate the Borough as much as possible

Cl'm Frownfelter inquired about a cost for having State Police servicing our municipality since there was no local police force in which he could not provide any information since that would be something to discuss with the state; However, he was aware that many municipalities cut their police force due to the high cost to maintain one. Cl'm Halstead stated that since we were such a small municipality, it probably would not apply to the Borough.

PUBLIC COMMENT

Frank Campbell:

The Borough Park Committee combined with NRPS were interested in building an amphitheater and walkway with electric at the North end of the Veterans Memorial Park through a DCNR grant. Cl'm Frownfelter made a motion to approve moving forward with submitting a DCNR grant for construction of an amphitheater and walkway with electric seconded by Cl'm Leach. Motion carried.

The Firecracker 5K Fun Run and Walk was approved by previous council in October and Frank requested a letter from council to submit to PennDot for acquisition of a special event permit. Cl'm Frownfelter made a motion to approve a letter to submit to PennDot for a Special Events permit for the Firecracker 5K and Fun Run and Walk seconded by Cl'm Leach. Motion carried.

APPROVAL OF MINUTES

Cl'm Roush made a motion to approve the January 6, 2020 Monthly Meeting Minutes seconded by Cl'm Leach. Motion carried.

FINANCIAL REPORT

The General Fund account balance February 1, 2020 was \$103,301.12. The outstanding bills presented for payment are \$3,108.54. The estimated income for the balance of February is \$14,100.00. The estimated expenses for the balance of February are \$27,270.46 leaving an estimated balance for February 29, 2020 is \$87,022.12. The Liquid Fuels account balance February 1, 2020 was \$54,262.15. Outstanding bills presented for payment is \$2,934.06 for a remaining balance of \$51,328.09. Cl'm Roush made a motion to approve the financial report seconded by Cl'm Shope. Motion carried.

APPROVAL OF BILLS TO DATE

Cl'm Roush made a motion seconded by Cl'm Zentichko to pay the outstanding bills in the amount of \$3,108.54 from the General Fund account and \$2,934.06 from the Liquid Fuels account. Motion carried.

NEW BUSINESS:

Approval of Handicapped Parking Permits for Nympha Miller, Debra DeLancey, Suzanne Beamer and Janet Sheaffer

Mayor Hetrick recommended approving all parking permits. Cl'm Leach made a motion to approve Handicapped Parking Permits for Nympha Miller, Debra DeLancey, Suzanne Beamer and Janet Sheaffer seconded by Cl'm Shope. Motion carried.

Approval of Banking Resolution 3-20

Cl'm Frownfelter made a motion to approve the Banking Resolution 3-20 as amended to include all council members having access to accounts seconded by Cl'm Zentichko. Motion carried.

Approval of Discover Newport Banner Resolution 4-20

Cl'm Frownfelter made a motion to approve Discover Newport Banner Resolution 4-20 seconded by Cl'm Zentichko. Motion carried.

Committee List with Descriptions

Committee lists were assigned, and descriptions were given to all council members. All the information being brought together from the committees should help formulate the 5-year plan and in hopes of being more successful in finding funding in the future to help shape the community. All council members were informed that they cannot meet as a quorum, which is 4 members, outside of a public meeting for discussions and all decisions must be voted on at a public meeting of council for transparency.

State Ethics Forms

Ethics forms were handed out to be returned to the secretary.

Updates to the Title 8 Borough Code

Updates to the Title 8 Borough Code were minimal and all council members received the updates to the code in lieu of purchasing new books.

Letters of Interest for IT Support

Borough Council will continue to use SelecTech and will contact other IT support as needed.

Appointment of Kristen Johns as Pension Administrator

Cl'm Frownfelter made a motion to appoint Kristen Johns as Pension Administrator for the nonuniform and police pensions at PMRS seconded by Cl'm Leach. Motion carried.

Approval to order General Fund checks

Cl'm Roush made a motion to approve ordering more General Fund checks seconded by Cl'm Leach. Motion carried.

Approval of Community Service Award for \$250.00

Cl'm Roush made a motion to approve the Community Service Award for \$250 seconded by Cl'm Zentichko. Motion carried.

Approval of CoStars Salt Agreement for 2020

Cl'm Roush made a motion to approve the CoStars Salt Agreement for 2020 seconded by Cl'm Leach. Motion carried.

Approval of Planning Commission Items

The Planning Commission is trying to plan for 2020 including a tentative date for Spring Clean-Up which tentatively is May 16, 2020 with two dumpsters with the possibility of one depending on demand.

The Planning Commission also has three tentative dates for Movie Nights with locations at the park or the school. These tentative dates are June 13, July 7, and August 15, 2020. They would also need to obtain a Certificate of Insurance to have the event at the school. The Planning Commission also requested street closures of Penn Ave from Market Street to Catherine Street to Front Street, Catherine Street from Second Street to Penn Ave, and Spruce Street from Penn Ave to Mulberry Street between the times of 6:00AM to 4:00PM for the Discover Newport event on July 11, 2020. Cl'm Frownfelter made a motion to approve the Spring Clean-Up, 3 Movie Nights, and Street Closures for the Discover Newport event seconded by Cl'm Zentichko. Motion carried.

Appointments to the Shade Tree Commission

Cl'm Leach made a motion to appoint Doug Beatty to January 2023 and Scott Keyser to January 2024 to the Shade Tree Commission seconded by Cl'm Frownfelter. Motion carried.

Discussion on Dock Street

Previous council has requested the engineer provide information of costs to complete work on Dock Street from 4th Street to 2nd Street and pricing was divided into sections. The complete project was estimated at approximately \$115,000, which is not in the budget. Divided, pricing was 4th to Peach Street was \$12,000 to complete the unfinished work. Peach Street to 3rd Street was estimated at \$30,000. 3rd Street to 2nd Street was estimated at \$62,000. There was a Small Water Grant that could be submitted for funding; however, the deadline has passed. The option is available for council to get another application ready to apply later. Cl'm Frownfelter made a motion to gather 3 or more quotes to complete work on Dock Street from 4th Street to Peach Street for tentative work to begin in Spring and talk to Rick Levan regarding using Liquid Fuels for paving seconded by Cl'm Shope. Motion carried.

OLD BUSINESS:**Update on property at 640 Oliver Street**

Things have been on a stand-still presumably because of the weather. No new updates.

Discussion on storm drain removal from Shrub Street and Marsh Street from NBMA's letter

NBMA has informed the borough that two inlets at the corner of Shrub Street and Marsh Street need the storm water rerouted to Oliver Street. The borough has been having issues with drainage off the borough shed and ball fields from the park as well. There was an estimate of rerouting this storm water in the amount of \$15,000. It is questionable, however, that the inlets are even receiving water. Cl'm Zentichko suggested that if they aren't taking on water, to possibly wait until the borough is doing other work in the area, to wait until then. Council was in agreement that that the inlets should be watched to see if they are taking on any water to avoid rerouting them unnecessarily.

Additional streetlight at 111 N Front ST

A work order was issued on January 29, 2020 with PPL to install the light. There were no further updates.

Update on LED Bulb Rebate

The application was received and placed on a wait list to receive about \$600.

Discussion on billing from the Newport Borough Water Authority to the Newport Borough for water usage

The Borough will have a committee of Barbara Leach, Gregory Shope and Tami Halstead to research and gather information and the council as a whole will make decisions. Having an agreement with the Water Authority in writing was mentioned to know who is responsible for what without assumptions.

Cl'm Frownfelter mentioned that responsibilities are all defined in the bylaws, the hydrants are flushed and maintained, and that there was no question of responsibility until the borough received a bill. Cl'm Halstead stated that if we are paying for something, we need to know what we are paying for. Cl'm Zentichko stated that regardless of what council decides to do with the bills, we have the right to be able to justify it to ourselves why we are paying. Cl'm Halstead stated that we will decide collectively what we will do with the bills. It was agreed that more information was needed to be gathered and council was instructed to write down thoughts and concerns to forward to Cl'm Halstead.

CODE ENFORCEMENT

Code Enforcement Officer, Harry Nazzaro, has been conducting a street study of all the sidewalks around the borough. He is researching different avenues of grants and wants to create a plan to help homeowners with costs. He is also working on recommendations to change weak or outdated ordinances that would help them be more enforceable.

COMMUNICATIONS

1. PennBid Webinar
2. PCEDA Revitalization Project Meeting Dates
3. PPL Light at 111 N. Ft. St.
4. BriteSwitch Rebate Update
5. E-mail regarding Planning Commission Recommendation for Events

Next Meeting Date: March 3, 2020

Adjournment: Cl'm Roush made a motion to adjourn seconded by Cl'm Zentichko at 9:04 PM. Motion carried.

Respectfully Submitted,

Kristen Johns
Secretary