

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
November 3, 2020**

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

OTHERS PRESENT: Gwyn Smith and Jeremy Still

ANNOUNCEMENT THAT THE MEETING IS BEING RECORDED

PUBLIC COMMENT: Gwyn Smith wanted to make the Borough aware that there is construction debris in the yard at 4th and Catherine. Cl'm Shope will address the issue with Cody.

Jeremy Still wanted to make Borough Council aware that he is now the Lead at the Firehouse. Council requested an updated list of personnel for Workmen's Compensation Insurance purposes.

APPROVAL OF THE MINUTES: Cl'm Shope moved, seconded by Cl'm Leach to approve the October 6, 2020 Minutes as drafted. Motion Carried unanimously.

APPROVAL OF THE FINANCIAL REPORT FOR NOVEMBER: Newport Borough General Fund Account balance November 1, 2020 was \$187,843.08. Outstanding invoices presented for payment in the amount of \$2,671.29. Estimated income for the balance of November 2020 \$26,400.00. Estimated expenses for the balance of November \$26,706.78 will leave an estimated balance of \$184,865.01. Liquid Fuels Account balance November 1, 2020 was \$86,500.44. Outstanding invoices presented for payment in the amount of \$102.49 will leave a balance of \$86,397.95. Cl'm Roush moved, seconded by Cl'm Shope to accept the financial report as presented. Motion carried unanimously.

APPROVAL OF THE NOVEMBER BILLS TO DATE: Cl'm Leach moved, seconded by Cl'm Roush to pay the outstanding invoices presented for payment totaling \$2,671.29 from the General Fund Account and pay the outstanding invoices presented for payment totaling \$102.49 from the Liquid Fuels Account. Motion carried unanimously.

Approval for NRPS to conduct an Outdoors Christmas Decorating Contest in place of the Christmas Tree Lighting Ceremony, which they will not be hosting this year. Cl'm Bucher moved, seconded by Cl'm Roush to allow NRPS to conduct a Christmas Tree Decorating Contest. Motion carried unanimously.

Discussion on the Christmas Tree Lighting Ceremony. Cl'm Frownfelter moved, seconded by Cl'm Leach to allow the Christmas Tree Lighting to be held pending a list of volunteers as well as dates and times to be held. Information to be given to the Borough this week. Motion carried unanimously.

Approval to purchase QuickBooks latest version for the Borough Secretary. Cl'm Frownfelter moved, seconded by Cl'm Shope to approve the purchase of the latest version of QuickBooks for the Borough Secretary. Motion carried unanimously.

Approval for the Borough Secretary to get training through PSAB webinars in the amount of \$250.00. Cl'm Frownfelter moved, seconded by Cl'm Bucher to approve the training through PSAB webinars for the Borough Secretary in the amount of \$250.00. Motion carried unanimously.

Discussion on adding 8 borough emails to Microsoft 365 for \$480 per year. Cl'm Zentichko stated that he would like to research different options and prices. Matter tabled until next meeting.

Discussion on an agreement between the Water Authority and Borough. Cl'm Frownfelter stated that the Water Authority decided not to bill the Borough for water. This had been discussed at the Water Authority meetings in the summer. President Halstead stated she would like to have that in writing.

Approval to tentatively adopt the 2021 budget and advertise it. Cl'm Bucher moved, seconded by Cl'm Shope to adopt the 2021 General Fund Budget and advertise it. Motion carried unanimously.

OLD BUSINESS:

A decision as to what to do with the property at 640 Oliver needs to be discussed at the next meeting.

STREETS - Cl'm Leach asked Borough Council if it is the responsibility of the businesses on Second Street to gather the leaves in front of their businesses so that the Streets employees could pick up? Cl'm Shope stated that it is the responsibility of the businesses.

CODE ENFORCEMENT – Codes Officer Nazzaro asked Council their thoughts on getting a sign for Fifth and Walnut Streets. Cl'm Halstead and Cl'm Shope thought another “Do Not Enter” sign on the opposite side of the street would be sufficient, Borough Council all agreed.

Cl'm Leach moved, seconded by Cl'm Shope to go into an Executive Session at 7:52 P.M. to discuss a potential legal matter. President Halstead called the meeting back to order at 8:06 P.M. with no action taken.

NEXT MEETING DATE: December 1, 2020 Regular Meeting at 7:00 P.M.

ADJOURNMENT: There being no further business to come before Borough Council, Cl'm Leach moved seconded by Cl'm Frownfelter to adjourn the meeting at 8:08 P.M. motion carried unanimously.

Respectfully Submitted
Tina Burkholder
Secretary