

Newport Borough Council
Reorganization & Regular Meeting Minutes
January 6, 2020

Mayor Hetrick administered the Oath of Office to Penny Frownfelter, Barbara Leach, Gregory Shope, Jacob Zentichko, and Mary Bucher prior to the meeting.

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

Others Present:

Frank Campbell, Autumn Shope, Luke Roman, and Kingston Shope

ANNOUNCEMENT THAT THE MEETING IS BEING RECORDED

Nomination and Election of President:

CL'm Leach nominated Cl'm Halstead for President and stated that she has the most experience with 12.5 years on council and direct experience with years of projects within the municipality. She is also on the PSAB Board of Directors, Secretary/Treasurer of the Perry County Council of Governments and Perry County Boroughs Association and is currently the Newport Borough Emergency Management Coordinator. She is aware of what goes on within the Borough and the legalities to abide by.

Cl'm Bucher nominated Penny Frownfelter for President.

Roll call vote was taken for Tami Halstead as Council President with (5) yeas and (2) nays. Yeas: Cl'm Halstead, Cl'm Leach, Cl'm Roush, Cl'm Shope and Cl'm Zentichko. Nays: Cl'm Frownfelter and Cl'm Bucher.

Mayor Hetrick announced Tami Halstead as the President of Council.

Nomination and Election of Vice President:

Cl'm Halstead nominated Barbara Leach for Vice President.

Cl'm Bucher nominated Penny Frownfelter for Vice President.

Roll call vote was taken for Barbara Leach as Vice President with (4) yeas and (3) nays. Yeas: Cl'm Halstead, Cl'm Leach, Cl'm Roush, and Cl'm Zentichko. Nays: Cl'm Frownfelter, Cl'm Bucher, and Cl'm Shope.

Mayor Hetrick announced Barbara Leach as the Vice President of Council.

Mayor Hetrick turned meeting over to Cl'm Halstead

Cl'm Halstead announced that she will put forth her best effort to run smooth meetings and that all decisions will come from council collectively. She stated that council is required to take NIMS 100 and 700 courses that are offered online and suggested taking webinars through PSAB and suggested everyone obtain their Certified Borough Officials certificate as she has. PSAB also offers seminars to become familiar with their role on council. She asked council members to let her know who would like to be on different committees as she hopes council will be active, and not passive, in the best interests of the

Borough. Opinions and ideas should be voiced because different perspectives matter to help formulate better decisions together to better help the community. Although Council may not always agree, she asked that everyone have respect for each other and work together.

Appointment of Secretary / Treasurer:

Cl'm Leach made a motion to appoint Kristen Johns as Secretary/ Treasurer of Newport Borough seconded by Cl'm Shope. Motion carried.

Appointment of Assistant Secretary/ Assistant Treasurer and Resolution 2-20:

Cl'm Leach made a motion to appoint Patricia Bowers as Assistant Secretary/ Assistant Treasurer and approve Resolution 2-20 seconded by Cl'm Roush. Motion carried.

Appointment of Solicitor:

Cl'm Frownfelter made a motion to retain William Dissinger as the current Solicitor and advertise for RFP's from other solicitors seconded by Cl'm Zentichko. Motion carried.

Appointment of Engineer

Cl'm Frownfelter made a motion to continue using Barton & Loguidice as the engineer seconded by Cl'm Leach. Motion carried.

Other Board/Commission Appointments:

Newport Borough Water Authority

Cl'm Bucher made a motion to appoint Penny Frownfelter to NBWA seconded by Cl'm Roush. Motion carried. Cl'm Frownfelter abstained from voting.

NBMA

Cl'm Roush made a motion to appoint Jim Sharar to NBMA seconded by Cl'm Roush. Motion carried.

Planning Commission

Cl'm Frownfelter made a motion to appoint Frank Campbell to the Planning Commission seconded by Cl'm Leach. Motion carried.

Zoning Hearing Board

No Letters of Interest were submitted. Cl'm Roush made a motion to advertise for Letters of Interest for the Zoning Hearing Board seconded by Cl'm Zentichko. Motion carried.

Vacancy Chair

Cl'm Leach made a motion to appoint Frank Campbell to the Vacancy Chair seconded by Cl'm Roush. Motion carried.

Council Delegates and Alternates:

Cap Tax

Cl'm Frownfelter offered to be the Borough's delegate to Cap Tax. Cl'm Zentichko offered to be the alternate.

PCCOG

Cl'm Halstead offered to be the delegate as she is Secretary/Treasurer and attend the meetings. She asked if anyone would be an alternate. No one showed interest in being an alternate.

PCBA

Cl'm Halstead offered to be the delegate as she is the Secretary/Treasurer and attend the meetings. She asked if anyone would be an alternate. No one showed interest in being an alternate.

GUESTS:

PUBLIC COMMENT:

Frank Campbell welcomed new members and thanked council for his appointments. He made mention that Heller's has donated the lift for the tree and would now also donate its use for town snowflakes as well.

Approval of December 3, 2019 and December 17, 2019 Meeting Minutes:

Cl'm Leach made a motion to approve the December 3, 2019 and December 17, 2019 meeting minutes as amended with the spelling of her name corrected seconded by Cl'm Roush. Motion carried.

Approval of the Financial Report:

The General Fund account balance January 1, 2019 was \$106,848.96. The outstanding bills presented for payment are \$6,028.77. The estimated income for the balance of January is \$43,200.00. The estimated expenses for the balance of January are \$27,241.96 leaving an estimated balance for January 31, 2019 is \$121,462.12. The Liquid Fuels account balance January 1, 2019 was \$56,181.62. Outstanding bills presented for payment is \$1,919.47 for a remaining balance of \$55,798.28. Cl'm Roush made a motion to approve the financial report seconded by Cl'm Leach. Motion carried.

Approval of Bills:

Cl'm Roush made a motion to approve the bills seconded by Cl'm Leach. Motion carried.

NEW BUSINESS:

Requirement of Council Members to take NIMS courses 100 & 700

Cl'm Halstead made mention that all council members are required to take NIMS courses 100 & 700.

Information: Webinars for Councilmember's training is available through PSAB

Cl'm Halstead made mention to contact the secretary for any interest in taking webinars.

Approval to remove snowflake lights by January 17

Cl'm Leach made a motion to remove the snowflakes lights by January 17, 2020 seconded by Cl'm Shope. Motion carried.

Approval of Banner Resolution 1-20 for One Community, One District, One Book Literacy Event

Cl'm Zentichko made a motion to approve Resolution 1-20 for the One Community, One District, One Book Literacy event seconded by Cl'm Roush. Motion carried.

Approval of a handicap permit parking space for Jane Beatty

Cl'm Roush made a motion to approve a handicap parking space for Jane Beatty seconded by Cl'm Leach. Motion carried.

Approval of a donation to the Newport Public Library for \$1,000

Cl'm Roush made a motion to donate \$1,000 to the Newport Public Library seconded by Cl'm Leach. Motion carried.

Approval of request for an additional streetlight at 111 N Front ST for an approximate cost of \$185 per year.

Cl'm Frownfelter made a motion to approve the request for an additional streetlight at 111 North Front Street for an approximate cost of \$185 a year seconded by Cl'm Leach. Motion carried.

Approval of Office 365 Business Premium License for Secretary

Cl'm Frownfelter made a motion to approve Office 365 Premium License for the Secretary seconded by Cl'm Leach. Motion carried.

Approval of Select Tech to solve network problems with Code Enforcement's computer

Cl'm Frownfelter made a motion to approve Select Tech to solve the network problems with the Code Enforcement Officer's computer and continue using Select Tech and advertise for an RFP for tech support seconded by Cl'm Roush. Motion carried.

Approval of using the back-office space for an Emergency Operations Center (EOP)

Cl'm Frownfelter made a motion to approve using the back office for EOP seconded by Cl'm Leach. Motion carried.

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

Newport Borough unexpectedly received water bills from the Water Authority totaling \$1,304.56 a month with minimum usage which totals \$15,654.24 a year. These bills include a monthly charge of \$1,013.44 for the fire hydrants throughout the borough. These bills were not budgeted which causes a problem in the 2020 budget. Cl'm Frownfelter stated that it was her understanding that NBWA's secretary contacted the Borough secretary. Cl'm Halstead asked the Borough secretary if this was true, which she responded "no". Newport Borough currently holds the bond for the Water Authority in the approximate amount of 3.7 million dollars. Cl'm Frownfelter, who is a member of the NBWA, explained that a clause was removed from the water bond when it was refinanced in 2014. The clause that was removed during the refinance stated that whomever backed the bond, which would be the Newport Borough, received a .1% discount of the current value of the bond in credit for water services. She said they discuss this at their meetings. She stated that the building has minimal usage but in places like the park and other facilities people outside the borough are using the water. She states that water authority customers are the people supporting this decision. She says if it was just the borough the authority would be fine with not charging the borough however since there are outside people using the facilities that went forward with the billing.

Cl'm Halstead questioned the billing of the fire hydrants being \$1,013.44 a month when water is not being utilized. Cl'm Frownfelter stated that is the same amount they charge Oliver and Howe Townships and that it is not a matter of the water being used but they are billing for the service and maintenance of the

lines. She asked where the increase in expenses should shift to: the customers or the entity that is using the water? Cl'm Halstead asked who is responsible for flushing of hydrants and how often they are maintained. Cl'm Frownfelter said that the NBWA is responsible and conduct fire hydrant maintenance on a schedule. Cl'm Halstead stated that some hydrants around town aren't even functional with garbage bags over them. Mayor Hetrick stated that the hydrant by her house has a bag over it, that it has been that way and asked if it worked. Cl'm Frownfelter said that if it had a bag over it, it was not functional and legal to be that way. Mayor Hetrick requested it be fixed immediately.

Cl'm Halstead asked who removed the language from the bond as there were other clauses removed such as the \$100,000 reserve which was in the prior bond which Borough Council requested because NBWA has defaulted in the past. Cl'm Frownfelter stated that the only option council has is to be involved with the next bond. Cl'm Halstead stated that these are 40- or 50-year bonds and they should not be refinanced. Cl'm Halstead stated that NBWA had chosen the option to only pay on the interest and not on the principal of the bond for a 3-year period, with no progress to alleviate the debt costing them more money. Cl'm Frownfelter disagreed and said they would redo the bond before 40 or 50 years. Cl'm Leach stated that the borough has not received any reports from the NBWA, as they had in previous years, which is concerning because the Borough does back the bond if they do not pay it. It was requested that NBWA provide a financial report and minutes of every meeting.

Cl'm Halstead stated that NBWA is aware that the borough works on a budget and to be handed these bills with liability over \$15,000 a year with such short notice was not considerate and will affect projects around the community and fixing streets. Cl'm Frownfelter said that billing the borough for water usage was a decision that they did not take lightly, discussed it for a year and they need to pay their bills. Cl'm Frownfelter said the communication needs to be improved and this is the cost of running the Water Authority. Cl'm Halstead stated she wants to see completed maintenance of the hydrants, along with all documentation of the maintenance and costs to justify a bill being over \$1,000 a month. Cl'm Frownfelter said the engineer makes the rates based on their bills. Cl'm Halstead asked if they were behind on bills. Cl'm Frownfelter stated that the NBWA has been in the "red" every year that she has been on water and last year they were "in the black" regarding their finances. Cl'm Halstead stated that we are supposed to help each other and wishes to negotiate at the next NBWA meeting.

Cl'm Roush made a motion to table the discussion and investigate the bills and not pay them seconded by Cl'm Shope. Motion carried.

OLD BUSINESS:

Update on property at 640 Oliver Street

The previous dumpster has been dumped and volunteers plan to continue work. With holidays, things have slowed however more dumpsters are planned to be placed at the property.

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

Inlets in the alley drain storm water into the new sewer lines and need removed. Sewer had discussed doing the work and allowing the borough reimbursing them. The borough shed needs improvements that contribute to the drainage issues. This was considered by the borough as a new project.

Cl'm Halstead will call for estimates for either work in efforts to plan and be prepared for the year.

Approval for attending Township Supervisors Annual Convention February 29, 2020

Council was informed to let the secretary know if they are interested in attending by January 10, 2020.

Executive Session: Legal Matter

Cl'm Roush made a motion to enter executive session for a legal matter seconded by Cl'm Leach at 8:30 PM. Motion carried.

Cl'm Frownfelter made a motion to exit executive session for a legal matter seconded by Cl'm Leach. Motion carried.

Cl'm Frownfelter made a motion to pay H. R. Fahnestock \$19,457.86 for the work completed on Dock Street seconded by Cl'm Roush. A roll call vote was taken on the motion with (6) yeas and (1) nay by Cl'm Halstead. Motion carried.

MAYOR'S REPORT

COMMUNICATIONS

1. Perry Housing Partnership sent a letter asking for a count of homeless individuals in our community.
2. Newport Public Library sent a letter concerning a resource available through their website called Auto Repair Source.
3. Code Enforcement's computer was purchased, and the borough was reimbursed through PCEDA's grant.
4. HATS Technical and coordinating committees will meet in January 2020.
5. Secretary is working with Brite Switch to obtain the PPL rebate for light bulbs purchased for borough streetlights.
6. Streets Report: Cl'm Halstead also discussed starting brush pickup in March weather depending and that fuses were purchased to fix the remaining lights.
7. Codes: In addition to the Code Enforcement Officers written report, he spoke of people avoiding registering their landlord/ tenant lists and issued citations. Town has been very active, and most offenders are the same handful of people.

Next Meeting Date: February 4, 2020

Adjournment: Cl'm Frownfelter made a motion to adjourn seconded by Cl'm Roush at 8:57 PM. Motion carried.

Respectfully Submitted,
Kristen Johns
Secretary