

## **Newport Borough Council Meeting**

**November 5, 2019 Minutes**

### **CALL TO ORDER**

#### **Present:**

The Borough Council Members present were Gerald Robinson, Douglas Beatty, Carl Roush, Tami Halstead, Barbra Leach, and Mayor Mary Hetrick. Kristen Johns was the Secretary recording the meeting minutes. Richard Delancey was absent. John McNaughton resignation accepted.

#### **Others Present:**

Gwyn Smith, Roseann Kitner, Loretta Hubert, Greg Miller, Luke Roman, Greg Pye, Jacob Zentichko, Frank Campbell, Dave McHenry, Barb Amsler Nickel, Harry Nazzaro - Code Enforcement

### **ANNOUNCEMENT THAT THE MEETING IS BEING RECORDED**

#### **GUESTS:**

##### **Greg Miller- Don Jacobs Insurance Services**

Greg Miller presented a summary of insurance coverage. He showed that the borough would have better coverage, lower deductibles, and savings of \$3,912 from the previous year with EMC. Cl'm Halstead made a motion to ratify insurance with Don Jacobs insurance Services Inc., seconded by Cl'm Beatty. Motion carried unanimously.

##### **Frank Campbell**

Frank Campbell gave an update that he submitted the location for Newport's historic marker at Heritage Park. The information was sent out for signature and should be received by next month.

He also mentioned that NRPS (Newport Revitalization and Preservation Society) was interested in providing a kiosk downtown to disburse information about local business. He wished for preliminary approval of this idea. His original plan was to have the kiosk located by the PNC Bank on Market Street, but as the bank is closing, he was unsure of a solid location. Council asked for him to return with more formal information.

### **PUBLIC COMMENT:**

#### **Gwyn Smith and Barb Amsler Nickel- Missing Cats**

Gwyn made appreciative remarks in reference to Cody Harris and Ben Harris and their efforts in streets, commenting on their positive relationship with the public and being responsive of residents' concerns. Gwyn also asked for a status on the various containers of burger and antifreeze that were found along 5<sup>th</sup> and Gantt Streets. She stated that she has been in contact with code enforcement regarding the issue.

Both parties stated that they trap and release stray cats around the borough, at their own costs, as a community service to help control and protect the feline population, helping the coinciding mice issue and are very concerned with their welfare as well as the welfare of the town. They feel as though the cats should be housed and cared for to even help with the mice issue.

The Code Enforcement officer stated that he is investigating the issues along with the Humane Society Police Officer whom is conducting forensics on the evidence and deceased cats. He encourages residents to remain vigilant and report anything suspicious to the borough.

**Lorette Hubert- Caregiver Parking**

Loretta Hubert introduced herself as an affiliate with Angels on Call concerned with the two-hour parking limits and being able to perform quality care to their clients within the commercial district of the borough. She stated that there are fourteen clients being serviced in the area, totaling 418 hours a week. Without the issuance of parking permits for the caregivers, there will be a significant negative impact on their clients. This would promote an unnecessary risk and liability on clients that they should not be subjected to. Cl'm Robinson stated that he has discussed this issue with the solicitor and cannot make exceptions on legal advice. He is sympathetic to the needs of Angels and Call and understands the conflict. He urged her to come back to council with further evidence of the impact on clients and to bring instances to councils' attention. Cl'm Halstead mentioned that 418 hours is the equivalent of ten people parking for forty hours a week is burdensome and not feasible for the borough to uphold. She stated that landlords are responsible for off street parking for their residents and with landlords creating apartments without the borough's knowledge has had an unfavorable impact on parking. She pushes making off street parking a priority and future enforcement of two-hour parking ordinances. Cl'm Leach agreed and stated her concern for the impact on downtown local businesses.

Roseann Kinter agrees that public parking has always been an issue and never had parking to accommodate her.

Frank Campbell agrees that if you're a caregiver you can walk to work as everyone else does.

Luke Roman suggested that Angels on Call should contact local business, such as the Owl's Club, to see if they could be of any assistance.

**Approval of October 1, 2019 Minutes:**

Cl'm Halstead moved and Cl'm Leach seconded to approve the October 1, 2019 minutes. Motion carried unanimously.

**Approval of the Financial Report:**

The General Fund account balance November 1, 2019 was \$136,967.97. The outstanding bills presented for payment are \$5,643.75. The estimated income for the balance of November is \$36,200.00. The estimated expenses for the balance of November are 30,250.06 leaving an estimated balance for November 30, 2019 is 137,274.16. The Liquid Fuels account balance November 1, 2019 was 119,657.67. Outstanding bills presented for payment is \$1,897.77 for a remaining balance of \$117,759.90. Cl'm Halstead moved and Cl'm Leach seconded to approve the Financial Report. Motion carried.

**Approval of Bills:**

Cl'm Halstead moved, seconded by Cl'm Leach to approve the bills presented for payment. Motion carried unanimously.

**NEW BUSINESS:**

**Letter of resignation from John McNaughton from the Newport Borough Council**

Cl'm Halstead moved, seconded by Cl'm Roush to accept the resignation from John McNaughton as Borough Councilman. Motion carried unanimously.

**Appointment of a new Vice President to replace John McNaughton**

Cl'm Halstead nominated Doug Beatty to finish John McNaughton's term as Vice President seconded by Cl'm Leach. Motion carried unanimously.

**Approval of Resolution #11-19 to remove John McNaughton from all borough accounts and safety deposit boxes and to add Kristen Johns to all borough accounts and safety deposit boxes that are owned and managed by the borough**

Cl'm Halstead made a motion to remove John McNaughton from all borough accounts and safety deposit boxes and to add Kristen Johns and Cl'm Beatty seconded. Motion carried unanimously.

**Appointment of a Representative from the Borough Council to Capital Tax to replace John McNaughton**

Cl'm Leach made a motion to appoint Cl'm Robinson to Capital Tax to replace John McNaughton seconded by Cl'm Halsted. Motion carried unanimously.

**Letters of Resignation from Melanie Schubert and Drew Gross from the Newport Borough Planning Commission**

Cl'm Halstead made a motion to accept the resignations of Melanie Schubert and Drew Gross from the Newport Borough Planning Commission seconded by Cl'm Beatty. Motion carried unanimously.

**Approval to advertise for letters of interest for the Planning Commission and Borough Council**

Cl'm Halstead made a motion to approve to advertise for letters of interest in the News Sun for one week seconded by Cl'm Beatty. Motion carried unanimously.

**Approval of the final payment to New Enterprise Lime & Stone Company for \$58,001.50 for paving Pine and Locust Streets from the Liquid Fuels account**

Cl'm Halstead made a motion to approve the final payment to New Enterprise Lime & Stone for the paving of Pine and Locust Street in the amount of \$58,001.50 from the Liquid Fuels account seconded by Cl'm Roush. Motion carried unanimously.

**Approval to purchase a roll of stamps each month as a monthly bill for office postage**

Cl'm Leach made a motion to approve purchase of a roll of stamps each month or as needed seconded by Cl'm Beatty. Motion carried unanimously.

**Approve the use of grant money from the USDA grant PCEDA received to purchase a new computer for the Code Enforcement Officer**

Cl'm Halstead explained that Newport Borough was awarded \$5,000 through PCEDA for technology. For budgeting purposes, we could use the grant in place of general funds. Cl'm Halstead made a motion to

approve going forward with the purchase of the computer with grant money pending clarification of the grant seconded by Cl'm Roush. Motion carried unanimously.

**Approval to send a letter to Fahnestock for an itemized invoice for work on Dock Street, approval of the engineer to verify the invoice as accurate for work completed, consideration of engineer project of storm work on Dock Street**

Cl'm Halstead had asked engineer, Phil Brath, at the direction of council, what was needed to complete the work from Dock Street to Peach Street, which was estimated at \$17,000. Concerns were mentioned of running into issues once they reach 3<sup>rd</sup> Street and consideration should be made to complete the project, potentially to 2<sup>nd</sup> Street. The engineer estimated that completing a project to 3<sup>rd</sup> Street could cost an additional \$24,000, totaling \$41,000 not including the \$18,000 bill from Harry Fahnestock. Including this \$18,000 bill would total the amount of \$59,000 plus attorney fees. There is not much to do at the current time, considering it is almost winter and with \$10,000 currently in the budget. For consideration of starting a project next year, it is encouraged to seek funding and grants for the storm work from 4<sup>th</sup> Street to 2<sup>nd</sup> Street, eliminating extraneous water from the sewer plant. Cl'm Halstead made a motion to send a letter to Fahnestock for an itemized invoice for the work on Dock Street and have the engineer verify the invoice, and look for funding and grants and use liquid fuels for storm work from 4<sup>th</sup>/Dock Street to 2<sup>nd</sup> Street, and create this plan and pricing for 2020 seconded by Cl'm Roush. Motion carried.

**Approval of Secretary phone reimbursement of \$30/month**

Cl'm Halstead made a motion to approve the secretary's cell phone reimbursement to Kristen Johns in the amount of \$30/month seconded by Cl'm Roush. Motion carried.

**Snow Plowing applications received**

Applications were reviewed and no decision has been made, as the ad is still running.

**Executive Session for Personnel Issue and Legal Matter**

Cl'm Halstead made a motion to go into executive session for a personnel and legal matter at 8:54 PM seconded by Cl'm Leach. Motion carried. Cl'm Halstead moved to come out of executive session at 9:23 PM seconded by Cl'm Beatty. Motion carried.

**OLD BUSINESS:**

**Update on property at 640 Oliver Street-Solicitor's letter to Gardner**

Cl'm Halstead explained that a gentleman had approached the borough regarding helping the owners of 640 Oliver Street with a dumpster and volunteers to help clean up the property. Cl'm Halstead had brought this to Gardner's attention of which she was accepting of any help. Cl'm Robinson encouraged the idea and to move forward pending more details from the gentleman.

**Caregiver parking permit discussion with opinion of Solicitor Dissinger and removal of the four spaces of two-hour parking on South 3rd Street by Brother's Pizza**

Cl'm Halstead moved to enforce two-hour parking with no exceptions for caregiver parking and to remove the four spaces of two-hour parking on South 3<sup>rd</sup> Street by Brother's Pizza seconded by Cl'm Leach. Motion carried unanimously.

**Approval of Capital Blue Cross Insurance renewal**

With personnel changes, prices went down to save money with the same policy for a total \$24,024 for 2020. Cl'm Halstead moved to approve the Capital Blue Cross Insurance renewal seconded by Cl'm Leach. Motion carried.

**2020 Agreement for Local Planning Assistance through Perry County Planning Commission**

Cl'm Halstead moved to pay \$600 for the 2020 agreement for Local Planning Assistance through Perry County Planning Commission seconded by Cl'm Roush. Motion carried.

**Tentative Approval of 2020 Budget / 2020 Liquid Fuels Budget and approval to advertise**

With savings on insurance and search for grants, minor adjustments were made to the budgets with a prioritized focus made on paving and street work with no tax increases to residents. Street workers received a 2% raise. Cl'm Beatty moved to pass the 2020 Budget / 2020 Liquid Fuels Budget and approval to advertise seconded by Cl'm Halstead. Motion carried.

**Communications:**

Cl'm Halstead wanted to bring attention to the context of abstaining to vote. Unless it is a conflict of interest that affects you, your spouse, or be to your financial benefit, you may not abstain from voting.

**Next Meeting Date:** December 3, 2019

**Adjournment:** Cl'm Leach moved and Cl'm Beatty seconded to adjourn at 10:15 PM seconded. Motion carried.

Respectfully Submitted,

Kristen Johns

Secretary