

Newport Borough
231 Market Street
Newport, Pa 17074

January 3, 2022 Reorganization Meeting followed by the Regular Borough Council Meeting

Former Mayor (also Notary) administered the Oath of Office to the newly elected Mayor Robert Campbell prior to the meeting.

Mayor Robert Campbell administered the oath of office to Christian Fickes, Tami Halstead and Billie Dudley

Meeting was called to order at 7:05 P.M. by Mayor Robert Campbell. Meeting was being recorded.

The Mayor led the Pledge of Allegiance to the Flag.

Mayor Campbell announced the meeting was being recorded.

At this time, the Secretary did a Roll Call of the Borough Council.

Tami Halstead – Present
Christian Fickes – Present
Billie Dudley – Present
Jacob Zentichko – Present
Mary Bucher – Present
Greg Shope – Present
Penny Frownfelter – Present
Robert Campbell – Present

Mayor Campbell asked for nominations for President of Council.

Greg Shope moved to nominate Tami Halstead as President of Council.

Billie Dudley moved to nominate Penny Frownfelter as President of Council.

Tami Halstead moved to close the nominations.

Roll Call Vote # 1 for Tami Halstead as President of Council was (4) Nays (Christian Fickes, Penny Frownfelter, Billie Dudley and Mary Bucher) and (3) Yeas (Tami Halstead, Greg Shope and Jacob Zentichko).

Roll Call Vote # 2 for Penny Frownfelter as President of Council was (4) Yeas (Penny Frownfelter, Mary Bucher, Billie Dudley and Christian Fickes) and (3) Nays (Tami Halstead, Greg Shope and Jacob Zentichko).

Penny Frownfelter will be the President of Council.

Mayor Campbell asked for nominations for Vice President of Council.

Tami Halstead moved to nominate Greg Shope as Vice President of Council.

Penny Frownfelter moved to nominate Billie Dudley as Vice President of Council.

Mary Bucher moved to close the nominations.

Roll Call Vote # 3 for Greg Shope as Vice President of Council was (4) Nays (Penny Frownfelter, Billie Dudley, Christian Fickes and Mary Bucher) and (3) Yeas (Tami Halstead, Greg Shope and Jacob Zentichko).

Roll Call # 4 for Billie Dudley as Vice President of Council was (5) Yeas (Penny Frownfelter, Billie Dudley, Christian Fickes, Jacob Zentichko and Mary Bucher) and (2) Nays (Tami Halstead and Greg Shope).

Billie Dudley will be the Vice President of Council.

At this time Mayor Campbell turned the meeting over to the President of Council Penny Frownfelter.

Board will make appointments for the following:

- Solicitor**
- Right to Know Officer**
- Engineer**
- Secretary & Assistant Secretary**
- Treasurer**
- Auditor**
- Zoning Solicitor**

Solicitor - Cl'm Dudley moved, seconded by Cl'm Bucher to appoint Dissinger & Dissinger as the Solicitor for the Borough of Newport. Motion carried unanimously.

Right to Know Officer - Cl'm Halstead moved, seconded by Cl'm Shope to appoint Patricia Bowers as the Right to Know Officer for the Borough of Newport. Motion carried unanimously.

Engineer – Cl'm Dudley moved, seconded by Cl'm Fickes to appoint Gibson-Thomas as the Engineer for the Borough of Newport. Motion carried unanimously.

Secretary – Cl'm Halstead moved, seconded by Cl'm Zentichko to appoint Patricia Bowers as the Secretary for the Borough of Newport. Motion carried unanimously.

No appointment at this time for Assistant Secretary.

Treasurer – Cl'm Halstead moved, seconded by Cl'm Dudley to appoint Patricia Bowers as the Treasurer for the Borough of Newport. Motion carried unanimously.

Auditor – Cl'm Halstead moved, seconded by Cl'm Bucher to appoint SEK & Co as the Auditor for the Borough of Newport. Motion carried unanimously.

Zoning Solicitor – Cl'm Halstead moved, seconded by Cl'm Shope to appoint James Turner as the Zoning Solicitor for the Borough of Newport. Motion carried unanimously.

Approval of Bank Resolution # 01-22 – Cl'm Halstead moved, seconded by Cl'm Bucher to adopt Resolution # 01-22 to update the President and Vice President and update the signers to Penny Frownfelter (President of Council), Billie Dudley (Vice President of Council), Greg Shope, Tami Halstead, Mary Bucher and Christian Fickes. Motion carried unanimously.

Board Appointments

Newport Water Authority – Borough Council received a Letter of Interest from Trevor Kaufman to reappoint him to the Newport Water Authority. The Newport Water Authority submitted a letter of Support to reappoint Trevor Kaufman to the Water Authority. Cl'm Bucher moved, seconded by Cl'm Dudley to reappoint Trevor Kaufman to the Newport Water Authority. Motion carried unanimously. His term will expire on January 1, 2027.

Newport Borough Municipal Authority – Borough Council received a Letter of Interest from Carl Roush to reappoint him to the Newport Borough Municipal Authority. Cl'm Dudley moved, seconded by Cl'm Shope to reappoint Carl Roush to the Newport Borough Municipal Authority. Motion carried unanimously. His term will expire on January 1, 2027.

Planning Commission – No Letters of Interest were submitted. Two (2) vacancies exist currently.

Zoning Hearing Board – No letters of Interest were received.

Vacancy Board – Borough Council received a Letter of Interest from Frank Campbell to reappoint him to the Vacancy Board. Cl'm Halstead moved, seconded by Cl'm Shope to reappoint Frank Campbell to the Vacancy Board. Motion carried unanimously.

Appointment of Organization Representatives

Capital Tax Bureau – Cl'm Dudley moved, seconded by Cl'm Halstead to appoint Jacob Zentichko as the Capital Tax Bureau Representative for the Borough of Newport. Motion carried unanimously. Cl'm Dudley moved, seconded by Cl'm Halstead to appoint Mary Bucher as the Alternate Representative for the Borough of Newport. Motion carried unanimously.

Perry County Borough's Association – Cl'm Dudley moved, seconded by Cl'm Fickes to appoint Tami Halstead as the Perry County Borough's Association Delegate with Penny Frownfelter as the Alternate. Motion carried unanimously.

Perry County Council of Governments – Cl'm Dudley moved, seconded by Cl'm Shope to appoint Penny Frownfelter as the Perry County Council of Governments Delegate with Tami Halstead as Alternate. Motion carried unanimously.

President Frownfelter announced at this time we will continue with the Regular Meeting.

Financial Report – Newport Borough General Fund Account balance January 1, 2022 was \$470,176.82. Outstanding bills presented for payment in the amount of \$5,991.25. Estimated income for the balance of January of \$12,027.70. Estimated expenses for the balance of January of \$28,275.74 will leave an estimated balance of \$459,920.03. Liquid Fuels Account balance January 1, 2022 was \$38,389.68. There were no outstanding bills presented for payment. Balance will remain at \$38,389.68. Cl'm Halstead moved, seconded by Cl'm Dudley to accept the Financial Report as presented. Motion carried unanimously.

Approval of Bills – Cl'm Halstead moved, seconded by Cl'm Shope to pay the outstanding bills in the amount of \$5,991.25 from the General Fund Account. Motion carried unanimously.

Approval to Pay PSAB Subscription for Members \$70, PSMA \$60, and Association of Mayors \$60 – Cl'm Bucher moved, seconded by Cl'm Dudley to pay PSAB \$70, PSMA \$60 and pay Association of Mayors \$60 from the General Fund Account. Motion carried unanimously.

Approval of December 7, 2021 Regular Meeting Minutes – Cl'm Halstead moved, seconded by Cl'm Dudley to approve the December 7, 2021 Regular Meeting minutes as drafted. Motion carried unanimously.

OLD BUSINESS

Nuisance Property 55 S 2nd St - Code Enforcement Officer Billie Dudley reported she was in contact with the Borough Solicitor Bill Dissinger regarding 55 S 2nd Street. He was in agreeance with Billie that a Structural Engineer at this point should inspect this property to decide if it should be considered a dangerous structure. She contacted Phil Brath at

Gibson-Thomas Engineering. Phil is not qualified to perform the inspection of the property, but they have multiple structural engineers within the firm who are. She will have a meeting with them at the end of January, beginning of February to inspect the property. We do not have to notify the owner per Bill Dissinger.

Revisit Qualified Based Engineer for Sidewalk & Curb Project – Cl'm Halstead reported the board needs to revisit the Qualified Based Engineer selection for the Sidewalk & Curb Project. Four (4) out of the eight (8) firms gave a Statement of Interest. If they do not submit a Statement of Interest, they are ranked low. She consolidated information and ranked them as follows: Gibson-Thomas # 1, Dawood # 2, Navarro Wright #3, and Mackin Engineers # 4. Cl'm Dudley commented a lot of the Engineers we picked did not submit a Statement of Interest. President Frownfelter commented she is ok with the order. Cl'm Halstead moved, seconded by Cl'm Dudley to approve the order of selection for the Qualified Based Engineer as presented by Cl'm Halstead. Motion carried unanimously.

Adoption of Ordinance #380 Rental Occupancy Reports – Ordinance #380 was properly advertised and is ready for adoption. Cl'm Halstead moved, seconded by Cl'm Dudley to adopt Ordinance #380, Rental Occupancy Reports. Motion carried unanimously.

NEW BUSINESS

Credit Card/Debit Card for Borough Purchases when needed – Cl'm Dudley reported there are some instances that she had to use her personal credit card to make a purchase for the Borough. We should not be using our personal credit cards to make Borough purchases. We should have a credit card for auditing purposes also. The Council must create a strict policy for using the card. President Frownfelter suggested we should look into a Procurement Card from Penn Vest. It has a low interest rate. Cl'm Dudley commented we could get a card through our bank. Cl'm Halstead stated we need to have who uses it in the policy and what approved purchases can be made with the card. Cl'm Dudley stated it can be controlled. Cl'm Halstead moved, seconded by Cl'm Dudley to create a credit/debit card policy and we look into institutions that will provide a Borough credit card before we get one. Motion carried unanimously. Information will be brought back to the Borough Council.

Purchase of Desktop Computer for Streets – Cl'm Halstead reported the Streets Department needs a computer. They have the internet, and we should utilize it. It would be paid for by PCEDA Grant. No action at this time.

Purchase of Laptop Computer for Emergency Management – Cl'm Halstead reported the laptop for emergency management is unable to be unlocked. Do not know what happened to it. Cl'm Halstead moved, seconded by Cl'm Shope to purchase a Laptop for Emergency Management and purchase a Desktop for the Streets Department. Motion carried unanimously. Will be paid for by PCEDA Grant. We have between \$900 to \$1,300 left of our grant.

Purchase of Cameras for Streets – Cl'm Halstead reported we need to upgrade the cameras at the Street Shed. No action taken at this time.

Scissor Lift to take down Xmas Lights (Week of January 10th) – Cl'm Halstead moved, seconded by Cl'm Shope to authorize the rental of a scissor lift to take down the Xmas lights January 10th. Motion carried unanimously.

Ratify the Emergency Repair Work on 3rd & Dock Street – Previously Cl'm Halstead sent out an email for a situation that that happened on December 21st when the Sewer was doing work at the Orrstown Bank Drive thru. A PA One Call was done before work began. The existing storm line was not marked, and contractor Kirby Kitner damaged the pipe when excavating. She authorized the repair as an emergency repair. We had no other choice but to fix it. Rain was coming, no option but do the repair. This was some of the work to be done on Dock Street. This can be paid out of the ARPA money because it was storm work. Cl'm Zentichko moved, seconded by Cl'm Halstead to ratify the emergency repair by

Kirby Excavating on Dock Street at 3rd Street. Motion carried unanimously. No invoice was received yet, which will go to NBMA.

Mayor's Comments – Mayor Campbell asked if there is any way to get us a Borough email address, so he is not getting emails at work. President Frownfelter replied SelecTech has that option for us. Cl'm Halstead commented there is free Gmail you can get that does not cost taxpayer dollars. Some Council Members use Gmail. If we go through SelecTech it will cost us. President Frownfelter commented she would like one, there are benefits. It is not a waste of taxpayer money. Cl'm Halstead stated we would have to purchase more licenses, maybe cost us \$60 annual for each email address. Cl'm Dudley commented she will call Rob at SelecTech tomorrow to get prices and bring back to the Council. No action was taken.

Cl'm Bucher moved, seconded by Cl'm Halstead to go into Executive Session at 7:53 P.M. to discuss Personnel and Security Matters. Mayor Campbell and Secretary Bowers were included in the session.

Cl'm Halstead moved, seconded by Cl'm Shope to come out of Executive Session at 8:17 P.M.

Cl'm Halstead moved, seconded by Cl'm Bucher to hire Shawna Otstott as the part-time assistant secretary at \$17.00 an hour, 16 to 20 hours a week pending her acceptance of the position. Motion carried unanimously.

President Frownfelter commented the Borough will be looking into some other issues relating to security.

Communications – Received a letter from the Newport Youth Baseball Association thanking the Borough for their generous donation to help in renovating the bleachers at the Billy Cox Field.

Codes Report – Billie Dudley reported now that the Landlord Tenant Ordinance is adopted, she will be mailing out a letter to all the owners of each rental property. She attached a copy of that letter to her Code Report. The online submittal form is up and ready to go also.

Resolution # 02-22 - Cl'm Bucher moved, seconded by Cl'm Halstead to adopt Resolution #02-22 to hire Shawna Otstott as the Assistant Secretary for the Borough of Newport. Motion carried unanimously.

President Frownfelter commented the Council Packet contains the meeting dates for 2022.

There being no further business to come before Borough Council, Cl'm Dudley moved, seconded by Cl'm Halstead to adjourn the meeting at 8:23 P.M. motion carried unanimously.

Respectfully Submitted,
Patricia Bowers
Secretary