

Newport Borough Council
April 5, 2022 - Regular Meeting Minutes
Newport, Pennsylvania

President of Council, Penny Frownfelter called the meeting to order at 7:00 P.M. with Mayor Robert Campbell and Borough Council Members Billy Dudley, Greg Shope, Mary Bucher, Tami Halstead, Jacob Zentichko and Christian Fickes present.

Others Present – Solicitor William Dissinger, Engineer Phil Brath, Cody Harris, Frank Campbell, Kayla Smith, Gwyn Smith, Luke Roman, Martin Sargent, Tamara Dalton, and Paddi Sharar.

Council President Penny Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

There were no amendments to the meeting agenda.

Approval of Minutes – Cl'm Halstead moved, seconded by Cl'm Dudley to approve the February 1, 2022 and the March 1, 2022 Meeting Minutes as drafted. Motion carried unanimously.

Guests:

Martin Sargent representing the American Legion Post 177, stated there will be no Memorial Day Parade this year, but they would like to hold a Memorial Program on Sunday May 29, 2022 on the south side of the square. They are requesting that the south side of the square be closed to hold their Memorial Program from 12:30 P.M. to 5:00 P.M. Program will start at 3:30 P.M. to 4:30 P.M. They will also have the (21) gun salute down at the river. Cl'm Fickes moved, seconded by Cl'm Shope to approve the request to have the south side of the square closed from 12:30 P.M. to 5:00 P.M. on May 29, 2022 for the American Legion Post 177 to hold their Memorial Program. Motion carried unanimously.

- **Gwyn Smith** announced the Spring Cleanup is set for May 14th and the Community Yard sale will be June 17th & 18th.
- **Frank Campbell** asked the Borough to adopt a Resolution authorizing the submission of a Greenways, Trails, and Recreation Program Grant application to the Commonwealth Financing Authority. They are submitting for \$82,000 to be used for the Veterans Memorial Walkway Project with a 15% match which NRPS has pledged to cover the match. The grant will be written by the county, no cost to the Borough. Cl'm Halstead moved, seconded by Cl'm Shope to adopt Resolution # 08-22 authorizing the submission of a Greenways, Trails, and Recreation Program Grant application to the Commonwealth Financing Authority. Motion carried unanimously.

Public Comment - Tamara Dalton stated she was organizing a group to pick up trash within the Borough of Newport on April 23, 2022. This is a community effort. She asked if the Borough could supply trash bags and gloves. They would like to dump the trash bags at the Borough Garage dumpster. There may be people that need to do community service, would the Borough sign off on that. Cl'm Halstead commented as far as signing off for the community service workers, Tamara can do that. She is the organizer. The Borough Council had no problem with put the trash bags in the Borough Garage Dumpster. Mayor Campbell commented he would purchase the gloves. Tamara asked if the Borough had a map, she could use with the street names. Will make sure she has a map. Frank commented your town is a reflection of your investment in it. President Frownfelter commented she was glad the idea did not come from Borough Council. Good to see community involvement.

Engineer's Report – Phil Brath reported we need to do a Curb and Sidewalk Project Public Meeting. We can hold it April 26, 2022 at 7:00 P.M. at the Fire House; to many people to hold at the Borough Municipal Building. This meeting will be held to discuss the Project with interested residents of the Borough; to show them what we would be doing. The cost for the Firehouse will be \$100.00 plus \$75.00 deposit. Also, we will need to advertise the meeting. Cl'm Halstead moved,

seconded by Cl'm Dudley to authorize the ad for the Public Meeting for the Curb & Sidewalk Project for April 26, 2022 at 7:00 P.M. and pay to rent the Firehouse for April 26, 2022 at a cost of \$175.00. Motion carried unanimously.

- Phil Brath reported we were looking at the drainage on Oliver and N. Shrub Streets. We need to find the storm sewer and how deep it is. He has an idea but is just guessing. We can only put in a 10" pipe, not sure if we can put an inlet in there. It comes from the Borough garage down to Oliver Street along the park. Would like to hire Kirby to dig and find out where the invert is on that pipe and check the inlet elevation on the other end (Marsh Street). Get a verification of an elevation difference to install that pipe. It would be about a day's work approximately 1,000 to 2,000 dollars. Cl'm Halstead moved, seconded by Cl'm Dudley to have Kirby Kitner do exploratory excavation work on Oliver and Shrub to determine the elevation at a cost of \$1,000 to 2,000 dollars and do the elevation evaluation work on Marsh. Motion carried unanimously.
- Phil Brath reported there is engineering work that needs to be done for the 5th Street Project from Mulberry to Market. The Borough would be paving, fixing curbs, and doing storm inlets. Sewer will be issuing their notice to proceed for their project April 29, 2022. Cl'm Halstead moved, seconded by Cl'm Fickes to authorize the Engineer, Phil Brath to complete the engineering work needed for the 5th Street Project from Market to Mulberry Street. Motion carried unanimously.

Street Report – Cody Harris reported they started sweeping today. They fixed the leak in the tractor. They will sweep when weather permits. They turned the water on at the park last week. Had two leaks. They had a third leak after the other two were repaired. They fixed softball fence. Brush pickup has started and will continue until the end of fall or early winter. He sent the paint machine out for its annual maintenance; it came back already. Cody would like to purchase two new trashcans for the playground. He will get prices. Some of them have the bottoms rotted out. They put up the spring banners. Looking to take the winter equipment off of the trucks next week. He will be ordering the cold patch tomorrow. He was holding off until they used up our old stuff or most of it. Annual inlet cleanout started, and they are up to 3rd & Walnut Streets. They will also be cleaning out the runs asap. At the street committee meeting the runs were cleaned out. Cody reported we only do the one side. Can take a look at and do the other side, would be a perfect time to do that also. Phil Brath requested that Cody take pictures of some of the inlets that they are cleaning out. He will email a map/list to Pat. Cl'm Fickes reported they had the Street Committee Meeting as Cody said. Everyone received a copy of the meeting minutes. The streets highlighted in yellow are the first streets they are recommending being paved. Oliver Street from Front Street to Second Street. Peach Street from Market to Mulberry Street and Pine Street from Walnut to Market. The highlighted red are streets that need other work done also. There are some streets that Cody is going to take a look at to see if he can do. Cl'm Fickes also reported there are (3) additional trash cans that are still sitting in the borough garage that need to be put out. We have Paving Grant money. What we have recommended is just a start. Phil Brath commented he is seeing a 30% increase in costs. Cl'm Halstead commented we have until December 31, 2022 to use the paving money, really only until October 31, 2022 for paving. Cl'm Fickes commented he wants to start paving to show we are doing something. Cl'm Halstead commented do the work on N Shrub to Oliver Street and then bid the for paving. Do the (3) streets plus the paving on Oliver & N Shrub Streets. No action taken to bid for paving. Tabled. Cl'm Fickes reported we have an issue up at 6th and Caroline Streets. Phil Brath suggested we put a drain/inlet at the upper side of 6th and Caroline Streets. Kirby could do the work the same day. Cl'm Frownfelter commented she feels like we don't have a solid plan. Request from Kirby a write up of what he thinks we should do and send to the engineer.

Procurement Card Policy – Solicitor Dissinger reviewed the Procurement Policy and made revisions to the policy. Council should set limits when this policy is adopted. The single limit for each purchase is \$2,500 with a \$5,000 monthly limit on the procurement card. Any exceptions to the standardized limits must have express written approval from the Newport Borough Council. The administrator will be the Borough Treasurer. Cl'm Dudley moved, seconded by Cl'm Fickes to adopt the Procurement Card Policy as presented with a \$2,500 single transaction limit, with a \$5,000 monthly limit, the card administrator being the Treasurer. Motion carried unanimously. Cl'm Dudley moved, seconded by Cl'm Bucher to have the President of Council as an authorized user of the procurement card. Motion carried unanimously.

Nuisance Property at 55 S 2nd Street – Solicitor Dissinger reported we will have the hearing at the next meeting.

Approval of Bills – Newport Borough General Fund Account balance April 1, 2022 was \$479,450.45. Outstanding bills presented for payment of \$23,313.68 . Estimated income for the balance of April of \$43,060.00. Estimated expenses for the balance of April of \$28,275.74 will leave an estimated balance of \$470,921.03. Liquid Fuels balance March 1, 2022 was \$34,895.62. March 1, 2022 State Aid Allocation deposit for 2022 of \$43,796.53. Liquid Fuels Account balance April 1, 2022 was \$78,692.15. Outstanding bills presented for payment of \$101.00 will leave a balance a balance of \$78,591.15. Cl'm Bucher moved, seconded by Cl'm Dudley to approve the payment of the outstanding bills in the amount of \$23,313.68 from the General Fund Account and pay the outstanding bills presented for payment in the amount of \$101.00 from the Liquid Fuels Account. Motion carried unanimously. Cl'm Halstead moved, seconded by Cl'm Bucher to accept the Financial Report as presented. Motion carried unanimously.

Adoption of Ordinance # 381 – Secretary Bowers reported the Ordinance has been advertised and is ready for adoption. Cl'm Halstead moved, seconded by Cl'm Dudley to adopt Ordinance #381 authorizing the Borough of Newport's participation in joining the Pennsylvania Local Government Investment Trust (PLGIT). Motion carried unanimously. Cl'm Halstead moved, seconded by Cl'm Dudley to open (3) account with PLIGIT (Paving, Reserve and ARPA money). Motion carried unanimously.

Approve 2021 Audit & Advertisement – Cl'm Halstead moved, seconded by Cl'm Dudley to accept the 2021 Newport Borough Audit and authorize the advertisement of the audit. Motion carried unanimously. SEK will be zooming with Finance Committee for audit info.

Finance/Grant Committee Report - Cl'm Bucher reported they talked about opening up the PLGIT Accounts. Tami Halstead reviewed the current grant funding list.

Code Enforcement Report – Billie Dudley reported 96% of the Landlords have reported to the Borough. Six landlords did not report.

Ordinance Committee Report – Cl'm Zentichko reported the committee is still looking at drafts of some of the ordinances they have been working on; Landlord Tenant, Vehicle & Traffic and down the road Zoning. May be ready to present at the next meeting.

Playground Committee Meeting Report - Cl'm Halstead asked for authorization to do some repairs at the Concession Stand. Fix the faucet in the ladies' restroom, urinal in the men's restroom and some electrical work that needs done and the existing service pole that belongs to the Borough needs replaced by the tennis court. It should not be over \$1,000. Cl'm Halstead reported NRPS has applied for some grants for pathways at VMP. T-Mobile Grant for \$50,000. The Kubota Grant-up to \$100,000 for people who are building up their communities. Future Grants will be PP & L Grant Submission will be July-August and awarded in October. NRPS will apply for pathways for VMP. DCED for Greenways Grant. The Environmental Club will be doing some work at VMP on Wednesday 13 starting at noon. Frank Campbell is scheduling Wednesday workdays at the park at 1:00 P.m. Anyone who wants to help out at the park can contact Frank to be put on his contact list.

Mayor's Report - Mayor Campbell reported he met with Phil Brath, Tim Seiber and Chris. He still has a lot of questions of what is under ground. Larson sent a map but it has to be color coded differently. The he can fill in what needs to be done.

Borough Access Codes – President Frownfelter reported Pat Bowers, Cl'm Dudley, Mayor Campbell and herself have Borough Access Codes. Cl'm Halstead commented she would need an access code because she is the Planning Commission Chairman needs access for meetings, she has to come in and get supplies for the playground, she also is the EMC Coordinator. There are times when she needs access to the building. President Frownfelter felt that we should limit access to the building. Every elected official does not need an access code. At this point we are not giving out access codes. Cl'm Bucher moved, seconded by Cl'm Halstead to allow access codes to President Frownfelter, Cl'm Dudley, Mayor Campbell, Pat Bowers and Cl'm Halstead. Motion carried unanimously.

Everound Proposal for Computer - Nothing at this time presented.

Letter of Interest for Shade Tree Commission - A letter of interest was received from Barbara Leach to serve as a member of the Newport Borough Shade Tree Commission. Cl'm Halstead moved, seconded by Cl'm Dudley to appoint Barbara Leach as a member of the Newport Borough Shade Tree Commission. Motion carried unanimously.

Website Update – Cl'm Dudley reported the website is being worked on. There are items that are not included in the website work. We need to purchase WordPress plugin (to add new content and functionality), which is also outlined in the proposal distributed to the Borough Council at a cost of \$260.00. The time to update and set up new content would be an estimated at a cost of 10 hours at \$120.00 and hour. We will also get brand new training for the website. Cl'm Bucher moved, seconded by Cl'm Shope to accept the quote for the WordPress plugin and for the additional time to update and add new content to the website. Motion carried with Cl'm Fickes opposed.

Paytime Electronic Payroll Timekeeping - Cl'm Dudley presented a quote from Paytime Payroll to do electronic payroll submissions at a cost of \$25.75 per month. Our employees would clock in from their desktop or from their phone. It would be more accurate record keeping. They can also track benefit time. Cl'm Fickes moved, seconded by Cl'm Dudley to accept the quote to do electronic payroll submissions and to have employees clock in on their desktop or from their phone. Motion carried with Cl'm Halstead opposed.

Borough Roof Estimates – The Borough received (1) quote from Encore Roofing in the amount of \$15,980. No action Tabled to get (2) more quotes till the next meeting.

PSAB Conference – President Frownfelter announced Borough Council Members need to let the Secretary know when they would like to attend the PSAB Conference. Registration must be done by April 15th or else the price goes up. Cl'm Shope moved, seconded by Cl'm Halstead to allow any Borough Council Member and the Mayor to attend the PSAB Conference. Motion carried unanimously.

Yellow Lines at South 4th Street at the Bridge – Cl'm Dudley reported Penn Dot has a safety concern after coming across the bridge coming into Newport Borough. Penn Dot trucks have to wait for traffic before going across the bridge. Penn Dot will be sending the Borough a letter.

PCAR (Perry County Animal Rescue) Donation – Cl'm Bucher moved, seconded by Cl'm Shope to donate \$1,000 to the Perry County Animal Rescue. Motion carried unanimously.

2021-2022 Salt Contract Storage Fee for 54 Tons of Salt – Cl'm Halstead moved, seconded by Cl'm Shope to authorize the payment of \$270.00 to American Rock Salt for storage fees for 54 tons of salt that was not purchased to meet Co Stars Salt Agreement requirements. Motion carried unanimously.

Borough Office Cleaning – Cl'm Fickes moved, seconded by Cl'm Dudley to authorize the Secretary to find someone to clean the borough office once a month for \$50.00. Motion carried unanimously.

Street Committee Time Change and to Advertise – Cl'm Bucher moved, seconded by Cl'm Dudley to readvertise the Committee Meeting Dates and Times to change the meeting time for Streets and Finance to 6:00 P.M. Motion carried unanimously.

2022 Community Service Award – Cl'm Dudley moved, seconded by Cl'm Shope to present a Community Service Award for 2022 in the amount of \$500.00. Motion carried unanimously. Applications will be in by April 27, 2022 for Borough Council's review.

Communications

- (1) Newport Borough Water Authority February 8, 2022 Meeting Minutes and Financial Report.

(2) Newport Borough Municipal Authority February 24, 2022 and March 9, 2022 Meeting Minutes.

Executive Session – Cl'm Dudley moved, seconded by Cl'm Fickes to go into executive session at 8:45 P.M. to discuss personnel issue. All of Borough Council Members remained along with Mayor Campbell and Secretary Bowers.

Cl'm Fickes moved, seconded by Cl'm Bucher to come out of executive session.

Cl'm Bucher moved, seconded by Cl'm Fickes to terminate Shawna Otstott as Assistant Secretary for Newport Borough. Motion carried unanimously.

Cl'm Halstead moved, seconded by Cl'm Dudley to advertise for a full-time Secretary. Motion carried unanimously.

Cl'm Fickes moved, seconded by Cl'm Bucher to hire Daniel Miller as a full-time Streets employee at a rate of \$15.00 an hour with benefits and with a 90-day probation period. Motion carried unanimously.

Cl'm Halstead moved, seconded by Cl'm Shope to adjourn the meeting at 8:58 P.M. Motion carried unanimously.

Respectfully Submitted,
Patricia Bowers
Secretary