

Newport Borough Council
231 Market Street
Newport, Pa 17074

February 1, 2022 Regular Meeting Minutes

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

Others Present- Solicitor William Dissinger, Engineer Phil Brath, Kayla Smith, Gwyn Smith, Cody Harris, Paddi Sharar, Frank Campbell, Luke Roman, Evan Wise, Brandy Snyder, and Sue Turnbaugh.

Mayor Campbell led the Pledge of Allegiance.

President Frownfelter announced the meeting was being recorded.

President Frownfelter asked if there were any amendments to the agenda.

Agenda Amendment - Cl'm Dudley moved, seconded by Cl'm Halstead to amend the agenda to allow for other Letters of Interest to be presented and considered for the vacancies on the Planning Commission Board. Motion carried unanimously.

Guest – Evan Wise, Field Manager for the Girls' Softball Team informed Borough Council of a safety issue at the Girls' Softball field. There is a 30-foot section of fence in need of repair or replacement. It is leaning. Need something to pull back towards the concession stand. Putting in a stake will be a trip hazard. Not sure if it can be repaired. He would like to be informed of the next playground meeting. Each team maintains their fields. Borough through the years has taken care of the playground. Borough built the concession stand. There are grants for Park & Recreation. The fencing is causing an immediate danger. The cost to replace the 30 ft section would probably be about \$3,000. The team does not have the money to repair right now. Evan commented that it is a nightmare trying to find volunteers. They are applying for a 501 C3. April 9th is the opening day. All the money they take in goes to the expenses of the children. Maybe he can come back to Council in March with a price for the fencing. Cl'm Fickes commented if it is truly a safety issue, we need to get quotes. Evan reported there is no food in the concession stand allowed. They still have a mice problem. They asked permission to spend \$100 to place boxes to trap the mice. Cl'm Halstead moved, seconded by Cl'm Dudley to get mouse trap boxes for outside of the concession building. Motion carried unanimously.

- Frank Campbell talked about the coming Newport Events for approval. A list of the events was distributed to Borough Council. May 1 through the 31st is Art Uplifts, Perry County Council of the Arts. They will focus on mental health awareness month. June 18th is Movies in the Park. July 9th will be the Truck Festival, July 16th Movies in the Park, August 2nd is National Night Out (Newport Fire Company, EMS and NRPS), August 28 Movies in the Park, Oct 1st Canal Days, November 25 & 26 Black Friday/Small Business Saturday, Dec 3 Christmas Tree Lighting Celebration, December will have a Christmas Decorating Contest. Street closures are required for July 9, October 1, and December 3. Cl'm Halstead moved, seconded by Cl'm Shope to approve the Schedule of Events for 2022 to include the street closures. Motion carried unanimously.
- **RESOLUTION # 03-22 Discover Newport and Food Truck Festival** – Cl'm Fickes moved, seconded by Cl'm Dudley to adopt Resolution # 03-22 for the Banner approval by Penn Dot from June 10th to July 9, 2022 for Discover Newport and the Food Truck Festival. Motion carried unanimously.
- **RESOLUTION # 04-22 Canal Days** – Cl'm Dudley moved, seconded by Cl'm Fickes to adopt Resolution # 04-22 for the Banner approval by PennDot from September 2nd to October 1, 2022 for Canal Days. Motion carried unanimously.
- Frank Campbell asked the Borough Council to submit a letter to Representative Perry Stambaugh to officially request that PennDOT paint the Newport Bridge (Paul Rider Bridge) that crosses the Juniata River. The Perry County Centennial is coming up and it would be nice to get the bridge painted. Cl'm Bucher moved, seconded

by Cl'm Dudley to submit a letter to Representative Stambaugh to request that PennDOT paint the Newport Bridge (Paul Rider Bridge). Motion carried with Council Members Jacob Zentichko and Tami Halstead opposed.

- Frank reported the Downtown Economic Vitality Meeting will be held on February 11, 2022 at 6:30 P.M. at the Newport Library. They are planning to come to the next meeting. Let Frank know if you are interested in attending. There is more information on the PCEDA website.

Street Report – Cody Harris reported they will be taking down the snowflakes tomorrow morning, starting at 7:00 A.M. There have been no major issues with any of our winter events. Cody ordered antiskid yesterday and it came this morning. The Tiger Scag is going Wednesday for its annual service to Smiths. Cody will be scheduling the paint machine servicing with Sealmasters. Just keeping busy cleaning equipment, picking up Christmas trees etc.

Spring Cleanup – Gwyn Smith reported cleanup will be in the Spring; she is gathering comments as to when it would be the best time to hold. There will be (2) dumpsters and a separate scrap pile. Gwyn reported the yard sales will not be concurrent with the Food Truck Festival.

Public Comment – Sue Turnbaugh and Brandy Snyder had complaints regarding parking issues on Mulberry Street. Where are we supposed to park? There is no parking behind their house. It is getting really bad. You cannot park at the District Justice Office. They will have you towed. President Frownfelter commented we must get these landlords to provide parking for their tenants. She asked how Council can help the problem. Brandi commented provide permit parking up to a certain time in the evening. Cl'm Dudley will research. President Frownfelter said I wish we had a better solution, no process in place for permitting. Too much money for a small municipality too. Cl'm Dudley will research to figure out how to address through their landlord.

Approval of Minutes – Cl'm Dudley moved, seconded by Cl'm Fickes to approve the January 3, 2022 Reorganization and Regular Meeting Minutes as drafted. Motion carried unanimously.

Emergency Repair Resolution for Dock Street 05-22 – Cl'm Halstead moved, seconded by Cl'm Bucher to adopt Resolution # 05-22 that approves the emergency repair of the storm line at 3rd and Dock Street by the contractor Kirby Kitner in the amount of \$1,074.00. Motion carried unanimously.

Financial Report for February – Newport General Fund Account balance February 1, 2022 was \$455,534.84. Outstanding bills presented for payment of \$3,410.82. Estimated income for the balance of February of \$36,442.00. Estimated expenses for the balance of February of \$28,275.74 will leave an estimated balance of \$460,290.28. Liquid Fuels Account balance February 1, 2022 was \$36,913.66. Outstanding bills presented for payment in the amount of \$542.64 will leave a balance of \$36,371.02. Cl'm Halstead moved, seconded by Cl'm Zentichko to accept the Financial Report as presented. Motion carried unanimously.

Approval of Bills to Date for February – Cl'm Halstead moved, seconded by Cl'm Bucher to pay the outstanding bills in the amount of \$3,410.82 from the General Fund Account and pay the outstanding bills presented for payment in the amount of \$542.64 from the Liquid Fuels Account. Motion carried unanimously.

Donation to Newport Public Library – Cl'm Halstead moved, seconded by Cl'm Zentichko to make a \$1,000 donation to the Newport Public Library. Motion carried unanimously.

Co-Stars Salt Agreement for 2022-2023 Season - Cl'm Halstead moved, seconded by Cl'm Shope to approve the 2022-2023 Salt Agreement with Co-Stars for submittal. Motion carried unanimously.

Rescind Resolution #06-19 for Asst Secretary Tami Halstead – Cl'm Shope moved, seconded by Cl'm Halstead not to rescind Resolution # 06-19 for Asst Secretary Tami Halstead. Motion carried with a Roll Call Vote of Council Members Tami Halstead, Christian Fickes, Jacob Zentichko, Mary Bucher, and Greg Shop voting yes and Council Members Penny Frownfelter, Billie Dudley voting no.

Curb & Sidewalk Project - Gibson-Thomas has been approved by PennDOT as the Qualified Based Engineer for the Curb and Sidewalk Project along state routes, on Market, 6th and 4th Streets.

Selectech – Cl'm Dudley reported our website is not functioning. It is not 100% finished. She would like to work with Selectech to get it fully functioning. Need to make a list of defects and get them fixed. It may take 2-3 hours. Selectech has provided a quote to the Borough for a (1) year contract for service for \$3,150.00. They will backdate the contract to January 1, 2022. Cl'm Dudley reported the Microsoft Office Business Accounts are personal accounts and the Microsoft Emails are business accounts. This does not work. Need those fixed. President Frownfelter reported we paid \$5,500 from January 2020 to December 2021 in service for our issues. Cl'm Fickes asked if we checked on anyone else. See what Ever Round would quote us. Tabled for more information.

- President Frownfelter reported we need (2) licenses for Microsoft Office for each Microsoft Account (Code Enforcement and the Secretary) at a cost of \$150.00 for a total of \$300.00. Cl'm Bucher moved, seconded by Cl'm Fickes to approve the purchase of (2) Microsoft Office Business software for (2) Microsoft Accounts. Motion carried unanimously.
- Cl'm Dudley reported the President, Vice president and Mayor have new emails set up. They are set up so they can be passed down. Cl'm Halstead commented we were going to get prices on this. The only person interested was Rob and Penny. There was not a vote to do. The cost for the (3) emails was \$60 each; times (3) for a total of \$180.00. President Frownfelter commented it is under the \$250 limit to spend. Cl'm Dudley commented it is more beneficial and Cl'm Fickes commented it is more professional. Should separate professional from personal. Cl'm Dudley agreed. Cl'm Halstead commented this was not presented back to Council. President Frownfelter said it is be presented now. Cl'm Shope commented we should be making a decision as a whole group. Cl'm Halstead commented wants to have a vote on any decisions. Cl'm Dudley said we did not vote on purchasing a plaque for the Mayor. The Solicitor recommended that everyone have a borough email for communications for the borough. Cl'm Bucher moved, seconded by Cl'm Fickes to have emails for the Borough Council and Mayor at a cost of \$60 each per year per email address at the recommendation of the Borough Solicitor. Motion carried with a Roll Call vote of Council Members Christian Fickes, Billie Dudley, Penny Frownfelter, Mary Bucher voting yes and Council Members Greg Shope, Tami Halstead and Jacob Zentichko voting no.

PSAB PLUS Training Subscription Program (\$450) – The PSAB Subscription Program provides the borough with a cost-effective option for training. Free access to all PSAB webinars. Fifty percent discount on all PSAB traditional classroom and online course training courses. Twenty-five percent discount on attendance at the PA Municipal Legal Update and PSAB also offers a 50 % discount on the newly elected municipal officials boot camp starting in January 2022. Cl'm Halstead moved, seconded by Cl'm Dudley to approve the purchase of the PSAB Plus Training Subscription at a cost of \$450.00. Motion carried unanimously.

Borough Parking Issue - Pres Frownfelter commented we talked about doing a parking study to see what we need to do. Cl'm Dudley commented we need to figure out how we address the issue when we do not have alley ways behind houses.

Office Copier Information and Contract - Borough has a contract with Quality that will be expiring in April of this year. Quality presented the Borough with a new contract to lease a copier again for another (5) years. The new contract would provide a new copier with maintenance and toner included at a cost of \$136.27. It would cost additional for any overage use of the set amount of copies and provides for (3) tier color costs which will be a cost savings also. Cl'm Fickes moved, seconded by Cl'm Bucher to accept the Quality Contract Agreement for (5) years as presented to include maintenance and toner at a cost of \$136.27 with any additional charge for overage use for color and black and white. Motion carried unanimously.

Nuisance at 55 S 2nd Street – Cl'm Dudley reported Gibson-Thomas will perform a building inspection of the existing structure at 55 S 2nd Street on February 16, 2022 at 10:00 A.M. Gibson-Thomas will determine if the property is considered dangerous or dilapidated as define in our ordinance. They will provide the Borough with a report. The quote given is a little misleading. They will only charge us for the time they spend there at the property. Max cost is

\$2,740.00. This is for the inspection, report, and review by the Project Manager. Will have another update at the next meeting.

Dock Street Project – Engineer Phil Brath commented the material costs may be coming down. The project is ready to bid again when the Borough is ready. Cl'm Halstead called the Perry County Commissioners to see if there is any decision on the ARPA money. We cannot wait a real long time to get this done. Phil Brath wondered if they could extend the grant. Cl'm Halstead commented there is a way around that, we can reimburse ourselves for paving done last year. We can use the 200,000 from July 2021 forward. Pres Frownfelter commented we have the opportunity to apply for federal money for Dock Street. Make sure we maximize to benefit.

Act 50 Legislation and Update on the 5G Ordinance – Cl'm Zenticko reported they are not done yet with the 5G Ordinance. Cl'm Halstead and he have researched everyone else's, and we have started writing it ourselves. It is very restrictive as far as what we can do. Solicitor Dissinger commented you had a very restrictive time period to make up this ordinance. The Borough cannot do. The time frame has expired. The Solicitor will double check to make sure. Pres Frownfelter said we will put on hold until the Solicitor checks on this.

Quote for Borough Locks – Cl'm Dudley reported we received a quote from Duty's Lock for locks/keys for the Borough. #1 would be for keypads on all (3) doors for \$2,557, #2 would be for a keypad on the main office door and rekey the other (2) doors at a cost of \$1,242, #3 would be for rekeying all (3) doors at a cost of \$311.50. When using the keypad, we will know who comes in and out of the office. Cl'm Halstead commented that we talked about having a key policy. Cl'm Dudley replied we must have a policy either way. Cl'm Dudley moved, seconded by Cl'm Fickes to accept the quote for a keypad on the main door and rekeying the (2) other doors at a cost of \$1,242. Motion carried with Cl'm Halstead opposed, as she wanted option 3.

Letter of Interest from Frank Campbell to be reappointed to the Shade Tree Commission – Cl'm Bucher moved, seconded by Cl'm Zentichko to reappoint Frank Campbell to the Shade Tree Commission. Motion carried unanimously.

Letters of Interest received from Eugene Alex & Gwyn Smith to serve on the Zoning Hearing Board - Gwyn Smith withdrew her Letter of Interest to serve on the Zoning Hearing Board. Only one letter of interest received now from Eugene Alex. Paddi Sharar asked how many people were on the board. There are (3) members on the Zoning Hearing Board. Cl'm Halstead moved, seconded by Cl'm Zentichko to reappoint Eugene Alex to the Zoning Hearing Board for another term to January 1, 2025. Motion carried unanimously.

- Paddi Sharar asked who Cl'm Halstead talked to about Billie Dudley being the Zoning Officer. Cl'm Halstead replied that Shelley Houck who works for PSAB saw it in the newspaper and called her and told her that Billie Dudley cannot be the Zoning Officer because she is a Council Member. Paddi Sharar did not believe that Pat Bowers can be the Zoning Officer either since she is the Secretary. Solicitor Dissinger will check to see if Pat Bowers can be the Zoning Officer. Paddi Sharar commented she heard the Borough will be working on revising the ordinances and asked if someone from the Zoning Hearing Board could sit in on the meetings. Solicitor Dissinger recommended not to do, could be considered a conflict of interest. Should consult the Zoning Hearing Board Solicitor. Pres Frownfelter said to follow up with the Zoning Hear Solicitor James Turner to see what he would say.

Letter of Interest from Daniel Barlup to serve on the Planning Commission - Borough Council received additional Letters of Interest besides Daniel Barlup to serve on the Planning Commission from Billie Dudley and Barbara Leach. Cl'm Dudley moved, seconded by Cl'm Fickes to nominate for consideration Daniel Barlup. Motion carried. Cl'm Halstead moved, seconded by Cl'm Zentichko to nominate for consideration Barbara Leach. Motion carried. Cl'm Fickes moved to nominate Billie Dudley for consideration. Motion died for a lack of a seconded to the motion. There were (7) yeas for Daniel Barlup and (7) yeas for Barbara Leach to serve on the board of the Newport Borough Planning Commission.

PennDOT Sidewalk & Curb Project Update –Phil Brath reported the PennDOT Project starts at Market Street to 6th Street out to Middle Ridge Rd to do resurfacing by PennDOT. Included in their project is a project within a project of doing sidewalks and curbs by the Borough while they are doing their project. PennDOT will be doing the bidding so that will help as far as costs to the Borough. Already have grants. HATS is going to pay for part of it and the Borough has another grant through CDBG. We have about \$300,000 dollars to replace sidewalks and curbs. Whatever we can do for that amount of money is what we are going to replace. We need to figure out where we need to replace sidewalks and curbs. There are a lot of problems up on 6th Street. PennDOT pays for the ADA ramps. In the meantime, there are other things that need to be taken care of. We have a few inlets; Inlet at the corner of 5th Street needs to be put in storm. Will have access to what was the combined sewer which is being separated. Inlet at 6th Street where it comes around the corner. Pine Street, the inlet is not in good shape. Will get pricing. Sewer Authority recommended doing during the project under their HOP. Look at both options, local contractor or project contractor. See which is less expensive. We might be able to do without bidding. Pres Frownfelter commented we are talking about a minimal amount of money here to do the inlets. Maybe a max of \$25,000. Surprised we applied for anything from ARPA from the Perry County Commissioners. Pres Frownfelter commented about being at the Sewer Meeting the other night in talking with Shawn max would be \$25,000 for everything. However, one of her concerns from what Shawn said is there is a section on 4th Street from the square down to almost Catherine Street that was never televised because there is a bend in the line. Now the project is already gone out to bid, we do not have the option to straighten the line, we do not have the option to televise the line to see if there is anything that needs to be repaired. We are kind of stuck. Another thing, Shawn Downey is not representing the Borough. Phil Brath is representative for the project. Cl'm Dudley, seconded by Cl'm Shope to have the engineer Phil Brath to move forward with making up a summary and a cost of the work to be done to the storm lines on Market and 4th Streets. Motion carried unanimously.

Curbs and Sidewalk Grants – Cl'm Halstead reported we have a CDBG Grant for \$60,000 which covers the engineering costs for the Project. We also have the RTP (HATS) Grant that will cover the actual cost of putting the concrete on the ground and labor cost etc. It came to her attention that if the Borough contributes \$15,000 in matching funds it will increase the total funding to \$375,000. The \$15,000 match would maximize the RTP grant award funds to the highest amount of \$300,000. The Borough could do 50 to 100 feet of sidewalk for \$15,000. Cl'm Halstead moved, seconded by Cl'm Shope to contribute \$15,000 to the Curb and Sidewalk Project to maximize the RTP (HATS)Grant funds to the highest amount of \$300,000. Motion carried with (4) yeas and (3) nays.

Resolution for Reimbursement Agreement PennDOT Sidewalk & Curb Project - Cl'm Halstead moved, seconded by Cl'm Bucher to adopt Resolution # 06-22 to enter into a Reimbursement Agreement with Pennsylvania Department of Transportation for the RTP Implementation Program for the Curbs and Sidewalks along SR0034 and SR4008 Project in the Borough of Newport. Patricia Bowers, Secretary/Treasurer shall be designated as the official to execute all documents and agreements between Newport Borough and the Pennsylvania Dept of Transportation to facilitate and assist in the reimbursements. It gives authorization to provide electronic signature for reimbursements for the project. Motion carried unanimously. Total Project funds will be \$375,000.

- Cl'm Halstead moved, seconded by Cl'm Fickes for Gibson-Thomas to proceed with the services for the Curb and Sidewalk Project.

5th Street Project – Pres Frownfelter reported the water needs to be done on 5th Street. They have some possibilities. Would like to put 5th Street on hold so we all can do at the same time. Cl'm Zentichko commented Penn Vest may not go along with. Cl'm Halstead commented the Sewer and Borough is under a time constraint. Sewer will not want to just do two-thirds of their project. Water has known about it. Borough has the money to pave. Pres Frownfelter commented we need to come up with a solution and what is best for 5th Street residents. Cl'm Zentichko asked for options for us to do at the same time. DEP will be happy when that gets done. Pres Frownfelter said try to ask. Cl'm Zentichko commented do not know if we will have the opportunity to do down the road.

PLGIT Procurement Card – Will work on a policy until the next meeting to move forward with a procurement card.

Quotes for Computers, Printer and Cameras – Quotes to purchase from Walmart were received as follows:

EMA Laptop - #399.00

Street Desktop Computer – 249.00

Backup Printer for Secretary – 189.99

TV 32" \$178.00 43" 279.00 (For Zoom and closed caption for the hearing impaired etc)

NRPS donated money for the purchase of the above items because our remaining PCEDA Grant money went to other municipalities. Cl'm Bucher moved, seconded by Cl'm Shope to approve the purchase of the EMC laptop, Street Desktop, backup printer for Secretary and a 43 "TV for a total of \$1,138.97. Motion carried unanimously.

- Also, a quote for \$279.00 for cameras for the borough shed for security purposes. Cl'm Bucher moved, seconded by Cl'm Halstead to approve the purchase of cameras for the borough shed at a cost of \$279.00. Motion carried unanimously.

Codes Report - Codes Officer Billie Dudley spoke with Solicitor Dissinger regarding the Nuisance Property at 55 S 2nd Street. He was in agreeance that a Structural Engineer at this point should enter the property to decide if this property should in fact be considered a "Dangerous Structure." Gibson-Thomas has provided an explanation and breakdown of expenses for the investigation of this property to see if it is a dangerous structure. The inspection has been scheduled for February 16th at 10:00 A.M.

- Billie found a contact who is willing to work with her on the property at 114 N 2nd Street.
- Billie reported the residents at 45 N 5th Street have been officially evicted. The property will be cleaned up as soon as possible.
- Billie reported in the month of January we experienced our first snowfalls. She posted 10 warnings for snow removal on sidewalks and followed up with (30 tickets for noncompliance. She reached out to a few Landlords to discuss their arrangements for snow removal.
- Tickets/Citations issued report

Engineer's Report – Phil Brath reviewed the Federal "Build Back Better" Funding fact sheet emphasizing that the Borough needs to prioritize the community's Capital needs and develop a project pipeline, taking time to think about the projects previously considered impossible due to the lack of funding or regional coordination. This is a once-in-a-generation funding opportunity that will require bold, inclusive thinking.

Mayor's Report – Mayor Campbell received an application for Handicap Permit Parking from Norman Postlethwaite of 103 N 2nd Street. The Mayor reviewed all the required paperwork submitted and recommended approval of the application. Application fee was paid. Cl'm Halstead moved, seconded by Cl'm Bucher to approve the application from Norman Postlethwaite for a Handicap Parking Permit. Motion carried unanimously.

Committee Reports – Pres Frownfelter assigned Borough Council Members to each Committee as follows:

Finance/Grants	Mary Bucher (Chairman), Tami Halstead and Rob Campbell
Streets	Greg Shope (Chairman), Chris Fickes and Cody Harris
Ordinance	Jacob Zentichko (Chairman), Billie Dudley, Gwyn Smith, and Rob Campbell
Playground	Tami Halstead (Chairman), Frank Campbell and Greg Shope

Pres Frownfelter commented instead of the Streets Committee overseeing the work the Street Department does, she wants the committee to focus on developing a plan for streets i.e. what infrastructure needs to be replaced etc.

Solicitor Report – Solicitor Dissinger had nothing to report. Pres Frownfelter commented she values Bill's presence here. It gives him the opportunity to get to know us, being here and participating in the meeting. She wants him to be here at every meeting. We always have the option to have him here or not. He can help us learn what we do not know. Solicitor Dissinger commented it makes him invested in the Borough.

There being no further business to come before Borough Council, Cl'm Fickes moved, seconded by Cl'm Bucher to adjourn the meeting at 10:05 P.M. Motion carried unanimously.

Patricia Bowers
Secretary