

NEWPORT BOROUGH COUNCIL
MARCH 1, 2022
REGULAR MEETING MINUTES

Call to order 7:00 P.M. – President Frownfelter called the meeting to order at 7:00 PM. Council Members Billie Dudley, Mary Bucher, Tami Halstead, Gregory Shope, Christian Fickes and Jacob Zentichko were present. Mayor Robert Campbell was not present.

President Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

Guests: Michelle Jones, Luke Roman, Tyler Geer, Craig Geer, Frank Campbell, Kayla Smith, Gwyn Smith, Cody Harris.

President Frownfelter announced the minutes for February Meeting will be done shortly for approval at the next meeting.

Public Comment- Tyler Greer is trying to fill his last requirement for his Eagle Scout badge and is asking approval from the Borough for his project. Tyler wants to provide free literature access to the community. He feels this would be a good way to give back to the town and community and would also have a good impact for the residents of Newport. He would like to have (3) locations throughout Newport. Tyler would like to have the literature boxes to be in view of cameras if placed at the playground. The Newport Library is going to help keep the boxes filled up with new literature to read. The boy scouts would maintain these literature boxes. President Frownfelter suggested one of the sites to be on the square somewhere. Cl'm Fickes suggested one be placed at the fire station and for Tyler to talk to Dan Barlup. Tyler suggested to place one at the historical Marker site at N 4th Street and Market Street. Cl'm Halstead moved, seconded by Cl'm Dudley to approve Tyler Geer's project but for him to come back to next meeting with (3) definite places to put up the literature boxes. Motion carried unanimously.

- Gwyn Smith reported that Spring Cleanup will be held on May 14th; it will be posted on Facebook. Dumpsters are already set for date needed. Newport Community Yard Sales are June 17th & 18th. She will start to advertise both.

Engineer's Report-Phil wants Kirby and Cody to look at the stormwater runoff with him from Caroline and 6th Street while there is water running. The water is running down from Caroline and not going into any of the drains and inlets at the High School parking lot and running down on 5th Street. Inlets need cleaned when weather starts to be nice. Cody contacted Cl'm Shope when there was an issue earlier in the month with icing occurring because the water ran under the blacktop and froze and lifted it up. The blacktop went down when the ice melted. Something needs to be done there because there is clearly an issue. Kirby did the work there before; he should come back and take a look at. President Frownfelter said, Cody will try to handle to see what he can do to take care of it. Phil will help with it; he will be contacting Kirby.

- Cl'm Halstead reported we have \$200,000 to spend for paving by July 2022. A top priority for paving is Peach Street to Fickes Street going to Gantt Street behind Flickinger's and including Market to Mulberry Street and Oliver St from Shrub to Front Street. Marsh Street and N Shrub Street. Also, behind alley Bitting's Restaurant. Cl'm Shope and Cody also said, "Part of Dock Street needs to be included in paving discussions related to alleys. Phil Brath asked about the issue in front of the Borough Shed, can this be talked about this year. Cl'm Halstead reported in front of the Borough Shed (Shrub Alley) there are (2) inlets (really at Marsh and Shrub) that need to be removed. Stormwater comes out comes out to (2) inlets and into the sanitary line. They must be disconnected. Marsh is now Sanitary Sewer. The storm needs to be taken down Shrub Street to Oliver Street. This needs to be put on the list. Cl'm Halstead moved, seconded by Cl'm Shope to get quotes for the stormwater repair on Marsh & Shrub Street to Oliver and to proceed with project presented by the Engineer, Phil Brath to be paid out of the ARPA money. President Frownfelter commented we do not need to make a motion tonight to use the ARPA money, the finance committee has not met yet. Cl'm Halstead amended her

motion to remove the use of the ARPA money for storm work, seconded by CI'm Shope. Motion carried. Give to Street Committee to contact contractors for quotes. Will need (3) quotes.

- Phil commented PennDOT will mill and overlay Market Street. We have a HATS (RTP) Grant. We will be doing curbs and sidewalks. We need to approach homeowners about the sidewalks to let them know about the sidewalks being replaced and when the curb and sidewalk project is going to be done. We need to have a public meeting and if anyone refuses to have their section of sidewalk replaced then they must get them to sign a waiver and maintain their own section of the sidewalk or brick sidewalk. They have the option of fixing the sidewalks themselves or participating in the project. We need to get a letter of release to do the work. The letter acts as an easement to allow us to go on their property and do their sidewalks. Phil will present to residents when we have the public meeting.
- Phil Brath reported on the water drainage at Locust and Market Streets. CI'm Fickes commented there is no storm drain or anything. Phil Brath said we need to put an inlet on Locust off Market Street. This will go with the Market Street Project. Phil commented PennDOT is responsible for the grate but not the inlet box.
- Phil Brath reported he has no bid base info for 5th Street from Market to Mulberry until Sewer and Water are done. The bids came in for the Sewer separation project on 4th, Market and 5th Streets as follows (#1 bid) DOLI Construction LLC at \$928,263 with an Alternate Bid amount of \$67,747 for the storm repairs for the Borough. (#2 bid) Fulkroad & Sons Inc at \$931,183 for the Sewer Separation with an Alternate bid of \$55,453 for the Borough storm repairs. CI'm Halstead moved, seconded by CI'm Shope to accept the Alternate from bid from DOLI Construction Corporation in the amount of \$67,747 pending the review by Pres Frownfelter and Phil Brath and contingent up NBMA accepting the DOLI Bid. Motion carried unanimously.

Approval of Resolution # 07-22 – A resolution was presented by Michelle Jones (Executive Director of PCEDA) to Newport Borough Council to support Application to and Participation in the Commonwealth's Main Street Designation with Perry County Economic Development Authority. Michelle reported that Christy Caswell has resigned, and she is looking for a new Maintenance Coordinator if we know anyone that would be interested in the position. Frank Campbell reported the next Newport Meeting will be April 21st, 2022 at Louise Beard Memorial at 6:30 P.M. The project takes a core group of volunteers to do. These volunteers are borough members, workers or residents which will be for a (2) year term. She is looking for a 5-year support and participation from the borough. CI'm Dudley moved, seconded by CI'm Bucher to adopt Resolution # 07-22 supporting the application to and participating in the Commonwealth's Main Street Designation with PCEDA. Motion carried unanimously.

Streets Report from Cody Harris – Cody would like to purchase cold patch for street repairs. Hemp Brothers was the cheapest he found at \$115.00 a ton. CI'm Fickes moved, seconded by CI'm Dudley to purchase a triaxle of cold patch for street repairs. Motion carried unanimously.

- Brush Pickup will be Monday, March 7th, 2022 (Every 1st and 3rd Monday of the month).
- Another parking permit sign was added on 2nd street.
- On 2/28/22 there was an issue of vandalism at the playground. Police and Council Members were notified.
- They have been having to push back falling trees on the railroad bank. What can we do? CI'm Halstead said you are welcome to clear off what you can. The railroad is not going to do anything to help. CI'm Halstead had asked streets to check inlets, which we did and reported back to her. Hopefully, we will be doing our main inlet cleanout soon.
- They have been patching when temperatures permit.
- They have been doing their normal "No Parking" requests and picking up dirt piles.
- If anyone has any questions or concerns let me know. Gwyn Smith mentioned about painting crosswalks at 4th and Market Street. Cody contacted Penn Dot (2) years ago to have some added manpower to be able to paint and have it dry in 1 1/2 to 2 hours. Cody said, "unless we are painting at night when there isn't as much traffic,

we would have time to paint and to let it dry,” “I do not know what else to do because of the traffic.” Phil Brath commented Penn Dot will be painting but it will not be for a year and half. Cl’m Chris suggested to talk to the March 1, 2022 Regular Meeting Minutes continued.....Page 3

community and fire company to help. Also, if possible, to add the crosswalk between 4th Street, Catherine Street and Mulberry Street.

- **Solicitors Report** – Solicitor Dissinger reported that Committee Meetings must be advertised. They are an agency of the Borough. They must make an agenda and post 24 hours in advance, and they must also have meeting minutes. Quorum of a committee; (2) people make a committee so they cannot be discussing information with one another. If (5) members are on a committee then (2) people would not be a Quorum. Respect for the governing Laws needs to be practiced when discussing the agendas and minutes so as not to violate the sunshine act. If you go to a Committee Meeting and (4) council members are present someone needs to go home because of violation of the sunshine (would be a quorum of the Council). Cl’m Bucher moved, seconded by Cl’m Dudley to advertise the Committee Meetings one time in the News Sun. Motion carried unanimously.
- Solicitor Dissinger reported there is nothing we can do with the 5G Ordinance now. Wait and see if we have a problem. The act is our ordinance under zoning process.
- Solicitor Dissinger reported there is no incompatibility with an appointed official being the Zoning Officer. Secretary Pat Bowers may be the Zoning Officer for the Borough.
- Solicitor Dissinger commented the Ball Team Lease Agreements look good. The Ball team is responsible for the maintenance at the ball field. President Frownfelter stated based on the Boroughs lease the Borough needs to make sure we are not making a nuisance out there. It is ultimately our responsibility to take care of the ballfield because it is our property.

Treasurer’s Report- Newport General Fund Account balance was \$450,251.28. Outstanding bills presented for payment of \$6,010.25. Additional Street Light invoice to be paid in the amount of \$371.86. Estimated income for the balance of March of \$8,060.00. Estimated expense for the balance of March in the of \$28,275.74 will leave an estimated balance of \$423,653.43. Liquid Fuels Account balance March 1, 2022 was \$34,895.34. There are no invoices for payment. Cl’m Halstead moved, seconded by Cl’m Dudley to approve the Treasurer’s Report as presented. Motion carried unanimously.

- No update on the audit currently. Still providing info.

Moving Project Money to PLGIT (ARPA & Paving) – Secretary Bowers asked the Borough Council to consider opening a PLGIT Account(s) to put Project monies in. We should not have these monies mixed in with the General Fund money. It would be beneficial for tracking purposes. Ordinance # 381 was presented for consideration of adoption authorizing the Newport Borough’s participation in joining the Pennsylvania Government Investment Trust (PLGIT). Solicitor Dissinger reviewed the ordinance with no negative comment. Cl’m Dudley moved, seconded by Cl’m Fickes to advertise Ordinance #381 for consideration for adoption at the next meeting. Motion carried unanimously. This ordinance will allow the Borough to open project accounts.

Policy for PLGIT Procurement Card – Solicitor Dissinger asked that the approval of the Policy for a PLGIT Procurement Card be tabled until he had the chance to review the Policy. Tabled at this time.

Approval of March bills to date – Cl’m Halstead moved, seconded by Cl’m Dudley to pay the outstanding bills in the amount of \$6,010.25 plus an additional bill for street lighting in the amount of \$371.86 from the General Fund Account. Motion carried unanimously.

Code Enforcement Report – Code Enforcement Officer Billie Dudley reported the cleanup of 45 N 5th Street has begun. You can already see a huge difference in the presentation of the outside of the house. The inside of the house will be gutted and restored this spring/summer.

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- Billie reported we have a 79% reporting from the Landlord Tenant updates for the past (2) months. She will send out the final notice to report within the next 30 days or it goes to the District Justice. Council had no problem with.
- Billie reported the playground was vandalized on February 27, 2022. A woman witnessed it being done and called the police. Benches were overturned, rocks thrown at the concession stand, the bathrooms were attempted to be kicked open and a receptacle was ripped off the building. Pictures were taken and the police were called to the playground. Cody was present with the police for the report.
- We have the cameras for the Borough Street Shed.
- Locks are being done on March 9, 2022. We have new surveillance signs. Need to place new signs so they are more visible. Talked with Cody about getting put up. Put one at the corner of the borough building already.
- Complaint received about the furniture piled up at the Myers warehouse.

Update of Nuisance Property 55 S 2nd Street - Code Enforcement Officer Billie Dudley distributed the inspection report from Gibson- Thomas. They have determined that this building is unsafe. They observed and identified several structural failures within the building that deem this property as a “Dangerous Building” in accordance with Newport Borough Ordinance Chapter 92 Subsection 92-1. She reported the next step is to hold a hearing. We need to contact the owner of the property to notify them of the hearing. She would like any correspondence sent to be through the constable. Council asked what our remedies are. Solicitor Dissinger replied go after them with a fine of \$600 a day and proceed with the process to demolish. Pres Frownfelter asked if we have any right to confiscate the property. Billie commented someone might purchase the property. Cl’m Halstead moved, seconded by Cl’m Zentichko to have the Code Enforcement Officer proceed with a hearing. Motion carried unanimously.

Zoning Report- The following Zoning Permits were issued in February as follows:

- Harry Barnes at 425 Mulberry Street for installation of a pole barn for storage of vehicles and re-stoning of an existing driveway.
- Angie and Brandon Dishman for a new sidewalk for front and side of house and fixing existing driveway.
- Gary Fortenbaugh for placement of a 12x18 (216 Square feet) temporary shed for storage, No electric.

Mayors Report- No report, Mayor was absent from meeting.

Selectech Agreement – Cl’m Dudley Reported Selectech has been holding off for 3 months with bills to see if the Borough is going to approve the Selectech Agreement. The cost for the service to include the website support is \$3,150.00 for 2022. Cl’m Bucher moved, seconded by Cl’m Dudley to accept the Selectech Agreement to include Website support at a cost of \$3,150.00 for 2022. Motion carried unanimously.

Policy for Computers – Cl’m Dudley reported this policy is for every computer owned by the Borough. This policy covers the use of Borough Equipment, the internet, and the computers. Cl’m Shope moved, seconded by Cl’m Zentichko to approve the Computer Policy for the use Borough Equipment, the internet, and the computers. Motion carried unanimously.

Policy for Keys – Cl’m Dudley asked if there were any changes for the key policy? Cl’m Dudley will correct the change to the key policy. To change Newport Borough Appointed Official to Newport Borough Council Member. Cl’m Fickes moved, seconded by Cl’m Zentichko to approve the Key Policy with the amendment requested. Motion carried unanimously

EMC Laptop - Cl'm Dudley asked what the status was on the EMC Laptop. It is still missing. We purchased a new one. Cl'm Halstead reported the Deputy EMC Doug Beatty does not need; he purchased his own. Cl'm Halstead already has a laptop. The newly purchased laptop will be kept as an extra.

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Softball Fencing - Cl'm Fickes reported the softball fencing will cost \$113.94 for four poles and concrete. We should have it fixed then. Cl'm Bucher moved, seconded by Cl'm Zentichko to approve the purchase of (4) poles and concrete to do the softball fencing repairs. Motion carried unanimously.

Doug Beatty Resignation from Shade Tree Commission – Newport Borough Council received a letter of resignation from the Shade Tree Commission from Doug Beatty. Cl'm Halstead moved, seconded by Cl'm Zentichko to accept the resignation of Doug Beatty from the Shade Tree Commission. Motion carried unanimously.

Appointment to the Shade Tree Commission – Pres Frownfelter reported there were no letters of interest submitted.

Confirm Terms for Planning Commission (1 term to 1/1/23 and 1 – 4-year term to 1/1/26) – Clarification for the terms of the newly appointed board members of the Planning Commission is Barbara Leach will serve until January 1, 2023 and Danial Barlup will serve until January 1, 2026.

Request from Brian Librero (525 Oliver Street) - Brian Librero of 525 Oliver Street requested that the Borough consider putting a speed bump on Oliver Street to slow down traffic. Pres Frownfelter commented there are issues with speeding everywhere in town. She referred this matter to the Streets Committee.

2022 Local Planning Assistance Agreement for Planning Services provided by from Perry County Planning – Cl'm Halstead moved, seconded by Cl'm Fickes to select Level (2) Planning Advisory Services at a cost of \$1,200 (24 hours) provided by Perry County Planning. Motion carried unanimously.

PSAB Training for Secretary and Assistant Secretary (\$75 w/program discount) – Secretary Bowers asked approval for the Assistant and herself to sign up for webinars on 3/14, 3/21, 3/28, 4/4, and 4/11 from 10:00 A.M.to 11:00 A.M. These webinars are sponsored by PSAB at a cost of \$75 for all (5). We get the program discount for these webinars. Cl'm Dudley moved, seconded by Cl'm Halstead approve the \$75.00 cost from PSAB for the requested training webinars as presented. Motion carried unanimously.

No Parking Request for March 12th, 2022 on Mulberry Street for Fire Company Event – Cl'm Fickes asked for approval for “No Parking” on Mulberry Street from 3rd Street to 4th Street for a Fire Company Event for March 12, 2022. Cl'm Bucher moved, seconded by Cl'm Dudley to grant the request from Cl'm Fickes to have “No Parking” on Mulberry Street from 3rd Street to 4th Street for a Fire Company Event. Motion carried unanimously.

2-hour Parking on 4th Street at the Corner of Walnut and 4th Streets – Cl'm Dudley explained that on the 4th Street side at Tranquil Touch (corner of 4th and Walnut Streets) in front of the old garage; they are requesting that the Borough put in a (2) hour handicap parking space. It would be highly beneficial. Could not do previously because it was a driveway. They are not using the driveway anymore. Cl'm Fickes moved, seconded by Cl'm Dudley to put in a handicap parking space at the corner of 4th and Walnut Streets at Tranquil Touch in front of the old garage doors. Cody will have to check the specs. Motion carried unanimously.

Committee Reports

Playground – Cl'm Halstead reported there are thirty-three items on the list to do. Donna Scheibley will be working at the playground again this year. Cl'm Halstead will be meeting with the Ball teams Thursday night to give them their agreements. Opening day will be April 9, 2022.

Streets – Pres Frownfelter reported Cl'm Fickes will be Streets Chairman. His committee will be working on the streets paving.

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Finance - Cl'm Halstead commented the Perry County Commissioners are building an Infrastructure Bank; you can apply for a loan. She is concerned about our finances because we will not be getting money from the Perry County Commissioners.

Next meeting Tuesday, April 5, 2022 at 7:00 P.M.

There being no further business to come before Borough Council, Cl'm Dudley moved, seconded by Cl'm Bucher to adjourn the meeting at 9:42 P.M. Motion carried unanimously.

Respectfully Submitted
Patricia Bowers
Secretary