

Newport Borough Council  
231 Market Street  
Newport, Pa 17074

May 3, 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 Chris Fickes, Jacob Zentichko, Billie Dudley, Greg Shope, Tami Halstead, and Mary Bucher present.

**Others Present-** Solicitor William Dissinger, Engineer Phil Brath, Streets Supervisor Cody Harris, Frank Campbell, Luke Roman, Patricia Sharar, Roseann Kinter, Katt Yonker, Kristina Abuladze, and Heather Weisen (Seda COG).

Mayor Campbell lead the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

Cl'm Fickes moved, seconded Cl'm Halstead to add to the agenda Capital Tax Bureau comment from Jacob Zentichko. Motion carried unanimously.

**Guests** – Heather Weisen representing SEDA COG, reported the Borough of Newport originally submitted to DCED for a CDBG Covid Grant to pave the walkways in Veterans Memorial Park. The Park Project was funded but the project needed to be modified. The Borough was eligible for \$23,552 for Veterans Memorial Park. Instead of using the money to pave walkways, the scope was reworked to buy new park equipment, i.e., playground equipment, swings, and grills. Cl'm Dudley moved, seconded by Cl'm Halstead to change the CDBG Grant scope from paving the walkways in the park to purchasing playground equipment for the park. Motion carried unanimously. Cl'm Halstead distributed quote from George Ely Associates Inc for the playground equipment, swings, and grills that they would like to purchase from the grant for the park. They would like to place the new playground equipment towards the parking lot, closer to the smaller building. Remove the old tether ball pole. This playground equipment would be for children ages 2 to 12 years of age. The swings would cost \$463, to replace the grills \$870, and the playground equipment \$15,591 for a total cost of \$17,224. This is the Co-Stars pricing from the vendor. Also, see if the remainder of the money from the grant would cover the cost of replacing the fencing where there is none at the ballfield. We will have to have volunteers or our own people to install the fence. Otherwise, we will have to bid it and pay prevailing wage etc. We have until October to use the money. Cl'm Fickes moved, seconded by Cl'm Shope to authorize the purchase of the playground equipment, swings and grills as presented at a cost of \$17,224 from George Ely Associates Inc. Motion carried unanimously.

- Frank Campbell reported Borough Council approved the submittal for a DCED Greenways, Trails, and Recreation Program Grant to Commonwealth Financing for \$80,680 that requires a 15% match of \$12,102. NRPS will provide the required 15% match, \$12,102 in the form of cash to the Borough to cover the Borough's commitment to match the grant. Cl'm Halstead moved, seconded by Cl'm Dudley to provide the 15% Matching Funds (\$12,102) for the DCED Greenways Grant and to accept the 15% matching funds (\$12,102) from NRPS to cover the Borough's commitment to match the grant. Motion carried unanimously.
- Frank Campbell reported the roof on the old bathroom building needs to be replaced. We use that building for storage of the ground equipment. He got a cost estimate to replace the roof in the amount \$1,975.00 from Greg Ebersole. NRPS would share the cost of replacing the roof; they would pay \$1,000 as their share. Cl'm Dudley moved, seconded by Cl'm Shope to spend up to \$1,000 to replace the roof on the old bathroom building. Motion carried unanimously. Paddi Sharar also distributed a map of the planned walkways.

**At this time**, the hearing for the Nuisance property at 55 S 2<sup>nd</sup> Street began (7:25 P.M.) Solicitor Dissinger reported we are having this hearing to decide what to do with the property owned by Thomas Haines. The Engineer inspected the property and the recommendation from the engineer was he deemed it a dangerous building. There was no one present to testify on behalf of Thomas Haines. Katt Yonkers of 51 S 2<sup>nd</sup> Street was sworn in by Solicitor Dissinger. Katt Yonkers stated she owns the property next to 55 S 2<sup>nd</sup> Street. She would be interested in the land but not the house.  
Code

Enforcement Officer Bill Dudley was present. Cl'm Dudley moved, seconded by Cl'm Shope to declare 55 S 2<sup>nd</sup> Street a dangerous building per Ordinance 92 of the Code of Ordinances of Newport Borough. Motion carried unanimously. Solicitor Dissinger said notices will be sent out. Mr Haines will have 45 days to complete the abate. He said the Borough may want to consider getting quotes for repairs or removal. The alternative is to repair ourselves. It is now the Borough's responsibility to repair or demolish. Billie Dudley will tape off porch and sidewalk. Mr. Haines will continue to own the property; we would fix or demo and then place a lien against the property. We front the money to repair or demo and wait for the property to be sold and then get our money back. Cl'm Halstead asked how long do we have to take care of. Solicitor replied we have time. It will be the July Meeting till we move forward with what we are going to do.

Hearing closed at 7:35.

**Engineering Report** – Phil met with and spoke with Rob Campbell at Gibson-Thomas office to continue efforts towards the creation of a Borough Map with all facilities and plans for improvements.

- Phil Brath reported he updated the base plan per Penn Dot requirements. The public meeting was held on April 26, 2022 at the Firehouse. Next thing we must do is determine improvement design at each location, survey for certain locations. Need to investigate the water line concern also.
- Phil reviewed and discussed the drainage improvements required in the project area. He requested information from Cody for drains cleaned. He needs to discuss water improvements with the Water Authority Engineer.
- Phil started to prepare plans and specifications for the 5<sup>th</sup> Street Project from Market to Mulberry Streets. He needs to coordinate work needed with Water and Sewer Plans.
- Phil followed up with Chris regarding the cleaning of the inlets.
- Phil will get prices for the Market Street inlets for next meeting.
- Cl'm Dudley asked Phil to add to the to do list to evaluate the 5<sup>th</sup> Street Pipe.

**Streets Report** - Cody Harris reported the crew has been sweeping every day. They have (3) streets to go and then everything is done above 4<sup>th</sup> Street. The sweeper and tractor have been performing great.

- They repaired an inlet on 3<sup>rd</sup> Street, down from Chris Hess's garage. While there Chris approached them about a storm issue he is having with a property he owns at the corner of 3<sup>rd</sup> and Walnut Streets. When it rains, all the water goes into the property's basement, which he has witnessed. He believes it is an issue with Dock Street. What can we do to address the situation? Board did not think it was related to Dock Street.
- Cody reported they must renew their flagger training. He has been looking at courses that PSATS provide to obtain our updated cards. Currently there is no training available locally. He is trying to figure out if he can find a virtual class to attend. Still working on.
- He has been working with Chris and Tami on the Paving Project.
- He purchased new trash cans for the playground from Rte 104 Barrels. Same color and size and they look much more uniform around the park. The cost was \$70.00.
- They have been patching holes as the weather permits.
- There was a question at their streets meeting last week regarding four ways stop signs at every intersection in our alleys. Due to various reasons, not all have four way stop signs on every intersection of some of the alleys. He is willing to go around and look at these locations and see what we can come up with.
- They will begin painting as soon as the weather permits. He wants to paint everything in the square (crosswalks, parking spaces). Also paint the Yield and School templates.

**Trash Can Lids for Square** - Quotes were acquired from Home Depot for the pricing of trash can lids for the square. Cost for a 32 "round flat lid was \$190.81. Cost for the raised 8" top would be \$237 each. The 8" raised top with the ashtray would cost \$266 each. Cody would like to purchase (4) lids. After a brief discussion, Cl'm Zentichko moved, seconded by Cl'm Dudley to purchase (5) 32" round trashcan lids with a 8" riser at a cost of \$237 each and to purchase (4) 32"round trash can lids with the ashtray at a cost of \$266 each. Motion carried unanimously.

**Paving of Street Locations** - Cl'm Fickes reported they did (2) street paving estimates. One for \$145,166 for Oliver St from N Shrub to Front St, Pine St from Walnut St to Market St, Peach St from Market to Mulberry St, Peach St from Gantt St to Dollar General Store, Caroline St from 4<sup>th</sup> St to 5<sup>th</sup> St, Gantt St from 4<sup>th</sup> St to 5<sup>th</sup> St, N Shrub St from Oliver St to Marsh St, and S Spruce St from Catharine to Mulberry St and the second to include an additional street of Marsh St from N Shrub to 2<sup>nd</sup> St with an estimate of \$153,857. He reviewed with Rick Levan of District 8 Penn Dot. There were comments on additional streets that could be done if there was money there. Cl'm Halstead commented the Borough will be doing 5<sup>th</sup> St from Market St to Mulberry St. We have approximately \$136,000 for the project left over in our PIB Loan Account. If this project comes in over what we have, we could use the remaining grant money to pay any overage of the 5<sup>th</sup> St Project. Cl'm Fickes moved, seconded by Cl'm Shope to accept the 2022 Proposed Paving List of Streets for the 2022 Paving Project to include Marsh St from Shrub to 2<sup>nd</sup> St at an estimated cost of \$153,857 and authorize the advertisement for bids. Motion carried unanimously.

**Yellow Line Painting on 5<sup>th</sup> Street and Fickes** - Cl'm Fickes reported there was an issue reported with people parking their vehicles on Fickes Lane from 5<sup>th</sup> Street to the driveway that enters the school while waiting to pick-up their children from the school. They are requesting that that area be painted yellow. Recently there was an accident that took place in that area. Cl'm Halstead moved, seconded by Cl'm Dudley to have the curb painted yellow on Fickes Lane from 5<sup>th</sup> Street to the driveway that enters the school. Motion carried unanimously. President Frownfelter commented the school can purchase the signs to be put up and we will install them.

**123 S 2<sup>nd</sup> Street Handicap Ramp** – Billie Dudley made a request to Council request to allow a handicap ramp at 123 S 2<sup>nd</sup> Street where the curb cut is already there for her wife Dena who is handicapped. She will be applying for a handicap parking permit as soon as she gets her letter for it. This matter was tabled until Mayor Campbell can go and take a look at.

**Treasurer's Report for May 2022** – Newport General Fund Account balance May 1, 2022 was \$606,911.48. Outstanding bills presented for payment in the amount of \$5,309.65. Estimated income for the balance of May of \$22,260.00. Estimated expenses for the balance of May of \$30,579.46 will leave an estimated balance of \$588,282.37. Liquid Fuels Account balance May 1, 2022 was \$77,172.99. Outstanding bills presented for payment of \$97.79 will leave a balance of \$77,065.20. Cl'm Dudley moved, seconded by Cl'm Halstead to accept the Treasurer's Report as presented. Motion carried unanimously.

- The Secretary reported she has been trying to get the Shred-it invoices cleared up. We have a claim into the company for a \$75.00 expense for a delivery installation charge which Cl'm Dudley and her were never told about, plus the surcharges we are being charged with. When the salesman talked with us there was no mention of that. Still waiting on Shred-it for an answer to our claim. We really owe them \$330.00 so far, which is the cost for (2) dumps for (3) months. **Cl'm Fickes moved, seconded by Cl'm Shope to pay the \$330.00 we owe so far and reduce down to (1) container. Motion carried unanimously.**
- **Resolution # 09-22 Procurement Card** - Cl'm Fickes moved, seconded by Cl'm Dudley to adopt Resolution # 09-22 that authorizes the issuance of individual Procurement Cards through the PLGIT P-Card Program for the purchase of goods and services. Motion carried unanimously.
- Secretary Bowers reported the paperwork for the PLGIT Accounts has been submitted. Just waiting for everything to be reviewed and setup then the transfers will be made to the Paving Project Account (\$200,000), the APA Funds Account (71,814.50) and the Reserve Account (\$125,418).
- **Cl'm Halstead moved, seconded by Cl'm Dudley to pay the outstanding bills in the amount of \$5,309.65 from the General Fund Account and pay the outstanding bills in the amount of \$97.79 from the Liquid Fuels Account. Motion carried unanimously.**

**Finance/Grant Committee Report** – Cl'm Bucher reported they need to find storm grants for the inlets and stormwater. Need to figure out where the money is coming from for the work on Shrub, Caroline, 4<sup>th</sup>, and 6<sup>th</sup> Streets. They discussed that with streets. She wanted to ask Pat to add the PLGIT Accounts to the Monthly Budget Report. They discussed having the Tax Collector come to their next meeting to talk about delinquent taxes.

**Code Enforcement Report** – Billie Dudley reported there is garbage out back of 28 N 4<sup>th</sup> Streets. Landlord is from New York and does not think anyone knows about what is going on. She will be speaking with the landlord. The landlord is going after the tenants. The water was shut off. The toilet is in a garbage bag sitting out back. President Frownfelter commented there is no ordinance that prevents you from living in a residence that has no water. Roseann Kitner commented she lives in a historic district, and she has to live next to that. Billie reported this started about (3) weeks ago as soon as the complaint was received. Billie is working on. It takes time to go through the process. Board and Council Members received her report.

**Ordinance Committee Report** - Cl'm Zentichko reported he will have the Vehicle & Traffic Ordinance done for the next meeting. The last major item is if there is any adjustments to the snow route. He will talk with Street Supervisor Cody Harris.

**Capital Tax Bureau Concerns** – Cl'm Zentichko reported the last meeting with Cap Tax was one of the longest meetings they have ever had. There were concerns brought up regarding the services that Cap Tax provides from accessibility of forms in Spanish to the things that are available for Senior Citizens. If anyone on Council has a concern about any of the services, please let him know and he will bring up at the next meeting. He will remind Council know ahead of time of when the next meeting is.

**Playground Committee Report** – Cl'm Halstead reported the Council approved repairs at the playground which was for the sink and the urinal at a cost of \$600.00. However, the cost of the electric pole is \$1,987. The electric pole will need permitted and inspected. Council only approved \$1,000 for all the repairs. We will need additional funds to finish the repairs in the amount of \$1,000. Cl'm Halstead moved, seconded by Cl'm Dudley to continue with repairs with an additional cost of \$1,000 needed. Motion carried unanimously.

**Mayor's Report** – Mayor Campbell commented he left his letter in the copier at work that states he will be performing weddings.

**Roof Quotes** – Council received (2) quotes for the repair/replacement of the Borough Building roof. Encore Roofing at a cost of \$15,980 for a rubber roof and Houck Roofing at a cost of \$39,929 for a metal roof. Cannot compare apples to apples. Will go back to Encore for a price of a metal roof.

**Borough Access Codes to the Office Door** – Cl'm Halstead moved, seconded by Cl'm Shope for Cl'm Fickes and Cl'm Shope to have an access code and any other Council person that requests it. Motion carried with Cl'm Dudley opposed.

**Community Service Award** – Borough Council reviewed the applications for the Community Service Award. There were (5) applications. There were (3) votes for # 4, (3) votes for #5 and (1) vote for #2. Mayor Campbell broke the tie and voted for #5. Secretary Bowers announced that Jackson Beaver was picked for the 2022 Community Service Award.

**Website Update** – Cl'm Dudley reported Selectech is still updating the website. Once everything is done then it is done!

**Delegate for Annual PSAB Conference** – Cl'm Dudley moved, seconded by Cl'm Fickes to appoint Tami Halstead as the delegate for the Borough of Newport for the Annual PSAB Conference. Motion carried unanimously.

**Assistant Secretary's Access to the Computer** – Cl'm Fickes asked if the new computer had been set up for the assistant secretary and that they are able use it. Cl'm Halstead said she needed the password. The new computer is setup, and a Password can be provided.

**Secretary Position Update** – Cl'm Frownfelter reported she had an issue with Indeed. They would not let you amend your information regarding salary. Thinks that has hindered our applications causing us to get just entry level people. We have (3) interviews lined up for May 9, 2022. The mid-range salary for a Municipal Secretary is \$46,000. We need to be competitive and be fair with our employees.

**PTO, Holidays, Salary Discussion** – Borough Council Members received a copy of the Newport Borough Water Authority PTO Policy to review for next meeting. Think about changing the Secretary Title to Office Manager.

**Trash/Recycling Grant** – President Frownfelter reported Blaine/Landisburg has a giant dumpster with several lids for recycling. Everything is recycled separately. They have a compartment for metal, for glass and for cardboard etc. She will research.

Communications

1. Newport Borough Water Authority March 8, 2022 Meeting Minutes & Financial Report
2. Newport Borough Municipal Authority March 24, 2022 and April 13, 2022 Meeting Minutes
3. PSAB Memo informing us of the proposed Constitution Amendment
4. Letter from Barton & Loguidice advising that NBWA is applying to the PA DEP for a public water supply permit modification for Well # 1 Pump replacement and treat technology changes in Oliver Township, Perry County, Pa.

There being no further business to come before Newport Borough Council, Cl'm Dudley moved, seconded by Cl'm Halstead to adjourn the meeting at 8:57 P.M. Motion carried unanimously.

Respectfully Submitted,  
Patricia Bowers  
Secretary