

Newport Borough Council
July 5, 2022
Regular Meeting Minutes

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

Others Present – Frank Campbell and Cody Harris.

Cl'm Fickes led the Pledge of Allegiance.

President Frownfelter announced the meeting is being recorded.

President Frownfelter introduced the new Secretary/Treasurer Ty Zimmerman that was hired at the June 7, 2022 Meeting.

Approval of Minutes – Cl'm Fickes moved, seconded by Cl'm Shope to approve the June 7, 2022 Regular Meeting Minutes as drafted. Motion carried.

Guest - Karen Gabel had a conflict and could not attend the meeting tonight.

Public Comment – Frank Campbell announced the Food Truck Festival is being held on Penn Avenue on July 9, 2022. Getting things organized for the event. Frank mentioned there is a possible homeless guy at 108 Market Street. Do not know if that is a good idea. President Frownfelter commented we have removed his cushion several times.

Streets Report – Cody Harris reported they have completed the main sweep through town. All streets have been swept and they are now working on the alleys. They are doing inlet cleanouts as well and he will be making a list of those that do not work or need repairs.

- Cody Harris asked for Borough Council to approve the purchase of (1) more tire for the John Deere Tractor from Deimler's Tire at a cost of \$176.00. Cl'm Halstead moved, seconded by Cl'm Shope to authorize the purchase of (1) tire from Deimler's Tire at a cost of \$176.00. Motion carried.
- Saturday is Discover Newport; they are beginning preparation for that tomorrow. They will resweep Penn Avenue as well as filling the potholes. Dan and Cody will resign Penn Avenue for Saturday's event placing barricades, cones, and trash cans. They will also put out the pedestrian signs on Saturday morning. Frank will pick them up after the event.
- There was a sinkhole on Penn Avenue, in the parking area along the side of Kauffman's garage. Dan and Cody cut it open but did not see any visible issues, so they compacted stone twice into it and then patched it. It is sinking a bit; they will refill tomorrow and then monitor it from there.
- They are tending to the normal brush pickup and mowing, etc.
- Finally, Cody would like to thank PennDOT crew for their assistance in the stone spill last Friday around 12:45 P.M. at the (4) way stop at Market and 4th Streets. Dan and Cody worked alongside Supervisor Steve Wilt and his guys for an hour and a half in the Independence traffic, cleaning up a mess of stone a Tri-Axle dumped from Market Street to Base camp. Did not want their help to go unnoticed and without it, Dan and Cody would still be shoveling.

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Engineer's Report - Phil Brath submitted his Report to Borough Council for review. Phil did not attend the meeting tonight.

Street Committee Report – Cl'm Fickes reported Amity Enterprises suggested a method for secondary streets that involves using fine screened millings for resurfacing. This is a fraction of the cost when compared to complete re-paving. We will need to verify that there are no PennDOT restrictions to using this method before moving forward in planning for 2023.

- Cl'm Fickes reported N Shrub Steet is done. An issue came up about the floor drain in the streets garage that drains into old storm/sewer line and into one of the inlets that were to be removed. The inlet has been removed and streets crew was informed not to use floor drain. We will need to investigate a different method of cleaning equipment for the crew.
- Cl'm Fickes reported on the 6th and Caroline Street water issue. He was waiting on a quote from Kirby Kitner Excavating. He did get to speak with Mr. Kitner, and he said it would cost approximately \$1,500 to repair. Cl'm Fickes also spoke with Amity Enterprises, and they suggested installing an inlet on upper and lower side of 6th & Caroline Street intersection. Cl'm Halstead moved, seconded by Cl'm Bucher to have Kirby Kitner Excavating to proceed with the repairs to 6th and Caroline Streets at a cost of \$1,500 or less. Motion carried.
- Cl'm Fickes reported on the Locust & Catherine Street Inlet issue. Harry Fahnestock is concerned about the small inlet at the intersection not collecting water because the inlet is higher than the surrounding soil. The water is running down Catherine Street and into his property at the 5th Street intersection. Cl'm Fickes is reviewing to see what needs to be done to fix.
- Cl'm Fickes reported they are looking into the streets for crack sealing to preserve our streets, they may last longer. Next year project.
- Cl'm Fickes reported Mayor Campbell suggested that we start working on what streets should be considered for next year's paving. This would be dependent on other projects.

123 S 2nd Street Handicap Ramp - Mayor Campbell look at the area of 123 S 2nd Street and he does not have a problem with putting a handicap ramp in. Area is on a curve, and you cannot park there anyway.

138 S 4th Street – The tree at 138 S 4th Street is causing a problem with the roof and with roots in the basement and with the sidewalk damage from the root of the tree. Cl'm Halstead commented the engineer did look at. According to the survey done in 2010 that she got from the Recorder of Deeds at the County, the bank is ours to take care of. The map was hard to read. Pres Frownfelter commented there is a difference between trimming and removing that tree. We need to know for sure who owns it. Cl'm Fickes will check into. If that is included in the grant it would be great. Tabled till the next meeting.

Selling of Code Enforcement Vehicle - Cl'm Fickes reported the Kelly Blue Book Value for the 2004 Ford Ranger pickup for good condition through a private party is \$4,986 and for fair condition \$4,407. The mileage on the vehicle is 107,000 and it needs a new battery. Vehicle is sitting there, and we are not using it. Cl'm Zentichko commented if we sell the truck and we get a new vehicle down the road for the code enforcement officer we need to get a smaller vehicle, maybe even a golf cart. Cl'm Fickes stated just think about what we want to do with.

Adding Marsh Street Paving Going Toward Weis Market – Cl'm Fickes asked the Borough Council to include paving Marsh Street going toward the Weis Market to the Paving Project if Hawbaker is ok with adding to the project. Cl'm Fickes commented that Engineer Phil Brath changed the plan on N Shrub Street so we could get the proper drainage. It would be 75 ft X 17 ft section. It would be an estimated cost of about \$3,000.00. Cl'm Halstead moved, seconded by Cl'm Shope to include Marsh Street, a section of 75' X 17' going towards Weis Market, with the 2022 Paving Project at a cost not to exceed \$4,000.00. Motion carried unanimously.

CoStars Quote for Tractor Replacement- Cl'm Fickes reported he obtained a Co-Stars Quote for a new Kioti tractor from Perry Power Equipment in the amount of \$49,116.80. This price includes the cost of a new sweeper broom in the amount of \$10,388.00. He would like to submit to USDA for a loan/grant. Cl'm Halstead moved, seconded by Cl'm July 5, 2022 Regular Meeting Minutes continued.....Page 3

Bucher to proceed with the quote received and submitting an application with USDA for a grant/loan for a new tractor. Motion carried unanimously.

Handicap Parking Permits - Mayor Campbell received (2) handicap permit applications. One from Mary Holley of 140 N 4th Street and one from Thomas & Tana Witmyer of 418 N 4th Street. Mayor Campbell recommended approval of both permits. Cl'm Fickes moved, seconded by Cl'm Halstead to approve the applications for permit parking for Tana/Thomas Witmyer of 418 N 4th Street and Mary Holley of 140 N 4th Street. Motion carried unanimously.

Solicitor's Report - The Borough received no quotes yet for 55 S 2nd Street Property. Building is secured.

North Shrub Street Update – Cl'm Fickes reported N Shrub Street storm repairs are completed. Original bid was for \$18,280.00. Amity gave the Borough credit for (2) inlets which reduced the invoice to \$17,680.00. Cl'm Halstead moved, seconded by Cl'm Bucher to pay the invoice from Amity Enterprises in the amount of \$17,680.00 from the PLGIT ARPA Fund Account for North Shrub Street storm repairs. Motion carried unanimously.

Treasurer's Report – Newport Borough General Fund Account balance July 1, 2022 was \$209,922.26. Outstanding bills presented for payment in the amount of \$26,187.62. Estimated income for the balance of July is \$33,000.00. Estimated expenses for the balance of July are \$20,674.97 will leave an estimated balance of \$190,059.67. Liquid Fuels Account balance July 1, 2022 was \$70,282.45. Outstanding bills presented for payment of \$1,492.59 will leave a balance of \$68,789.86. Secretary Bowers reported she had an additional invoice from Gibson Thomas in the amount of \$4,282.50. She did not include in the bills because she was not sure where it was being paid out of. She contacted the engineer and found out the invoice was specifically for the 5th Street Project between Market & Mulberry. She looked back in the minutes and this expense was approved previously. This invoice would bring the total for Gibson Thomas to \$23,810.59. Cl'm Halstead commented that of the Gibson Thomas invoices the Borough has paid \$15,700 plus in engineering fees for the Curb and Sidewalk Project. This is our match, our money we were to chip in for the project. So, we are done with that. Cl'm Halstead moved, seconded by Cl'm Shope to accept the Treasurer's Report with the additional invoice from Gibson Thomas in the amount of \$4,282.50 added for payment to bring total General Fund bills to \$30,470.12. Motion carried unanimously.

Approval June Bills to Date - Cl'm Halstead moved, seconded by Cl'm Fickes to pay the outstanding invoices in the amount of \$30,470.12 from the General Fund Account which includes an additional invoice in the amount of \$4,282.50 from Gibson Thomas for engineering fees for the 5th Street Project from Market to Mulberry Street and pay the outstanding invoices in the amount of \$1,492.59 from the Liquid Fuels Account. Motion carried unanimously.

- Cl'm Halstead moved, seconded by Cl'm Bucher to ratify the purchase of (1) tractor tire at a cost of \$176.00 from Deimler's Tire. Motion carried unanimously.
- Cl'm Fickes moved, seconded by Cl'm Shope to ratify the Veterans Park Rental Fee to \$100 a day for 10 days for a total of \$1,000.00 for the Perry County Literacy Council. Motion carried unanimously.

Finance Committee – Cl'm Bucher reported at the last meeting they discussed selling the old tractor, 55 S 2nd Street property, the tree removal at 138 S 4th Street. Cl'm Halstead provided info on the CDBG -Covid-VMP Grant and the CDBG Curb and Sidewalk Grant. Cl'm Halstead reported on the opportunity to get additional money for the Curb and Sidewalk Project by amending the grant to get funding for storm work in the amount of \$105,484.17. It would be a 20/80 grant. Would not take long to amend. Cl'm Shope moved, seconded by Cl'm Halstead to amend the agenda to add the discussion of the amendment for the Curb and Sidewalk Project. Motion carried. Cl'm Shope moved, seconded by Cl'm Fickes to modify the Curb and Sidewalk Grant to request additional monies in the amount of \$105,484.17 for the Curb and Sidewalk Project for stormwater repairs from 4th to 6th on Market Street. Motion carried.

Code enforcement Report- President Frownfelter commented everyone received a copy of the Code Enforcement Report for review.

Ordinance Committee – Cl'm Zentichko reported everyone received a copy of the Vehicle and Traffic Ordinance with the amendments. There were some changes that they wanted to do with the Zoning Ordinance so that everything could be in one place. If changing the Zoning Ordinance, you need to advertise and have a hearing. This can be expensive. Cl'm

Fickes commented he is a stickler about everything being consistent. Code enforcement officer/police is used in different sections. Please double check how you use some of the wording for code enforcement officer/police. Also, in the car washing section, you cannot wash a car on driveways or roads. Are you going to fine the Fire Company for using the driveway instead of the grassy area? They would sink in. Cl'm Zentichko said he would look at that section. President Frownfelter commented everything that is put in the storm drain goes to the river. Should not be in ordinance. Should have one comprehensive ordinance for sewer and for water. She asked when will the committee bring to Council for a vote. Cl'm Zentichko said the one sent out for tonight's meeting is the most complete, not including tonight's issues. He will have one final review with the changes from tonight. President Frownfelter asked Borough Council to review ordinance and get changes to Cl'm Zentichko and plan to vote at the next meeting. Cl'm Zentichko reported they are still looking at the rental ordinance. President Frownfelter asked Cl'm Zentichko to send out the rental ordinance so council can start to review. Cl'm Zentichko will send out the draft.

Playground Committee – Cl'm Halstead reported there is an issue at times with what is age appropriate for people to be on the play equipment. We will be getting new equipment, should we purchase a sign to go with? President Frownfelter commented maybe it should be weight appropriate. Cl'm Bucher asked who makes the specs up. Cl'm Halstead answered the company gives you the limits. Cl'm Bucher said we need to sign it. Cl'm Halstead commented going forward somewhere on the equipment it should be marked. Mayor Campbell commented New Cumberland has signs for their equipment. Mayor Campbell will get some pictures of New Cumberland. Cl'm Halstead reported the grant for the new playground equipment is under environmental review. Takes 60 to 90 days. We cannot order the equipment until the Environmental Report is completed and we receive approval to proceed.

Website Update – Looks Good! President Frownfelter commented the functionality for use on mobile devices has improved.

August Meeting Date – President Frownfelter reported National Night Out is held on August 2, 2022 from 6:00 to 8:00 P.M. This is the same night as our meeting. So, Borough Council can attend we need to change the meeting. Regular Meeting is changed to August 16, 2022 at 7:00 P.M. Will put notice on the door and on the website.

Butz Building Parking – Nothing back from Butz on parking agreement.

PTO, Holidays, Salary Discussion – President Frownfelter reported everyone received the PTO Policy to review. It does not include Holidays. PTO is used for sick, vacation and personal leave. Current Policies will be sent out for you to review along with the PTO Policy.

Trash/Recycling Grant – Nothing new.

Municipal Authority Letters of Interest – None received so far.

Permit for 21 Gun Salute - President Frownfelter reported someone called for permission to do a 21 Gun Salute for a funeral at Veterans Memorial Park. In the ordinance there is no firearms discharge allowed. Maybe we need to amend the ordinance. President Frownfelter will review the ordinance and change then send to the Solicitor for review and comments.

Comcast Contract Expiration (New Rates) – The Comcast contract for the Borough Shed and the Park is expiring. The new rates will be \$159.00 for the park and \$204.00 for the Borough Shed. Cl'm Fickes and Cl'm Dudley will see what our options are.

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Tree Light Grates in the Square – Frank Campbell is taking care of. Plates are being made to cover the light openings. In the meantime, lights are being filled with mulch.

Council Emails – President Frownfelter commented she would like all requests to go through her regarding approvals, like the Tractor Tire email. She will make the decision as to whether the Secretary will conduct a vote if we need one. As stated at prior meetings, Solicitor Bill Dissinger strongly encouraged Council members to refrain from “discussing” any topic on email, text message or other written communication as it is not in a public meeting. Cl’m Bucher commented communications should not be on the internet. Solicitor Dissinger said to use the Borough Emails. No comments and no discussions. Also, President Frownfelter commented Solicitor discouraged Council Members from using their personal emails for Council business.

Bank Resolution #10-22 – Cl’m Shope moved, seconded by Cl’m Halstead to adopt Resolution # 10-22 to add Tyeayanna Zimmerman to all borough accounts and safety deposit box. Motion carried unanimously.

Perry County Association of Township Officials Annual Convention – This year the Annual Township Officials Convention will be held on September 10, 2022 8:00 A.M. to 1:00 P.M. Please let the Borough Secretary know if you plan to attend. Registration is required by July 25, 2022 and it is \$20.00.

Communications

- PennDOT Connects meeting for PA 34 over Little Buffalo and PA 34 over Juniata River. President Frownfelter responded and will let Council know when the meeting is scheduled.
- Received Notification from Perry County Tax Claim Bureau for Tax Sale. Will be sending bidder info September 16th via email.
- Thank you from Newport Public Library for the \$1,000.00 contribution to the library.
- Received Letter from Perry County Board of Commissioners regarding the Picture-Perfect Project. Check the website for project details.
- Water Authority May 10, 2022 Meeting Minutes and Financial Report
- Newport Borough Municipal Authority May 26, 2022 and June 8, 2022 Meeting Minutes.

There being no further business to come before Borough Council, Cl’m Halstead moved, seconded by Cl’m Shope to adjourn the meeting at 9:13 P.M. Motion carried unanimously.

Respectfully Submitted,
Patricia Bowers
Secretary