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Newport Borough Council  
October 4, 2022  
Regular Meeting Minutes  
DRAFT

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Regular Meeting Minutes

President of Council Penny Frownfelter called the meeting to order at 6:59p.m. with Borough Council Members Mary Bucher, Tami Halstead, Greg Shope, Jacob Zentichko, and Christian Fickes present. Mayor Robert Campbell and Vice President Billie Dudley were absent.

**Others Present** – Solicitor Mary Dissinger, Engineer Phil Brath, Frank Campbell, Luke Roman, Gwyn Smith, David MacFaline, Charles Kipp, Frank Buchle, Randy Sylvester, and son, Jeremy Still, Steve Flickinger, Karen Gabel, Tyler Geer, and Craig Geer.

Cl'm Fickes led the Pledge of Allegiance.

President Frownfelter announced the meeting is being recorded.

**Amendments** – Cl'm Fickes stated he would like to amend the Streets Committee report by adding Front Street and Fickes Street. Cl'm Halstead stated she would like to move executive session before the adjournment. Cl'm Shope moved, seconded by Cl'm Halstead to accept the amendments. Motion Carried.

**Approval of Minutes** – Cl'm Fickes moved, seconded by Cl'm Bucher to approve the August 16, 2022 Meeting Minutes as drafted. Motion carried unanimously. Cl'm Bucher moved, seconded by Cl'm Fickes to approve the September 6, 2022 Meeting Minutes as drafted. Motion carried unanimously.

**Guest – Steve Flickinger** spoke on behalf of Jeremy Still and the fire company about the planned festivities of their 100<sup>th</sup> Anniversary celebration. Events will take place July 27 – August 2, 2025 from about 6:00pm to 10:00pm daily. Flickinger stated multiple committees have been put together to assist in organizing the events. Sunday through Wednesday there will be activities in the square on N. 2<sup>nd</sup> Street from Market Street to Dock Street. On Tuesday an extension to Walnut Street will be needed for fire truck parking. Actives Schedule as follows:

- **Sunday** – Memorial Service, Live entertainment, and a Pageant where a queen will be recognized.
- **Monday** – Youth Night.
- **Tuesday** – Fire Expo Night with neighboring counties for educational demonstrations.
- **Wednesday** – Game Night.
- **Thursday** – Hosting convention and picnic for the Cumberland Valley Volunteer Firemen's Association.
- **Friday** – 5 States President's meeting and banquet for the Cumberland Valley Firemen's Association.
- **Saturday** – Parade.
- **Sunday** – Clean Up.

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**Jeremy Still** took over asking the Borough for guidance on erecting a banner, securing port-a-johns, decorations throughout the town as well as getting 2 flatbed trucks.

- **Guest – Charles Kipp** introduced himself as a 27-year resident on 4<sup>th</sup> street. He stated the alley way by his home has many large potholes. Kipp said the alley from Pine Street from Mulberry Street down to Market Street is paved. He asked Borough Council why can't the section where he lives be paved? Cl'm Fickes apologized and stated it was forgotten in the bidding process for the work that was completed this year. He would also like to see it paved in the next year as well due to the conditions of the alley. Cl'm Fickes stated he will stop by to evaluate and see if the streets crew can make it easier for residents to drive.

**Public Comment –**

- **Tyler Geer** from Boy Scout Troop 222 presented an update for his Eagle Scout project of creating and placing library boxes at two locations within the Borough. The boxes will be at the park next to the bulletin board near the women's restrooms and in the square next to Buffalo Brew. The park box will be erected on concrete and the one in the square will be placed on the wall by a mount. The projects will be completed by the end of October.
- **Frank Campbell** thanks Newport Borough and Street Crew on behalf of NRPS for their cooperation with Canal Day.

**Street Report – Cody Harris** submitted a written report. Cl'm Fickes read from the report a banner is suggested for between events such as Canal Day and Thanksgiving.

- **Tractor Update - Cl'm Fickes** received an updated tractor quote directly from Hoover Tractor for a model with greater power. This standard model also has the ability for a backhoe attachment. Cl'm Halstead questions if there any other dealers and if the pricing is under a time constraint. Cl'm Fickes responded saying there is no time restriction and other dealers are at a wait time of 2 or more years to receive equipment. Cl'm Fickes additionally stated the quote from Smith's Equipment for the sweeper broom is still compatible with the new model. Cl'm Shope asked if there was a plug in with the standard model. Cl'm Fickes was not sure but will investigate. Cl'm Halstead moved, seconded by Cl'm Bucher to approve purchase of the Kioti HST with Deluxe Cab at \$35,289.50, the purchase of a power cord plug in up to \$1,000, and a sweeper broom from Smith's Equipment at \$8,900 applied for through USDA. Motion carried unanimously.
- **Line Painting –** Streets committee members are currently researching PennDOT standard for line length on streets including lines for parking spaces.
- **Inlet Update –** Cl'm Fickes reached out to Amity Enterprise and Kirby Kitner for inlet quotes and repairs at 6<sup>th</sup> & Caroline and Gantt Street. A quote was received back from Amity, but 2 others will need obtained for bidding.
- Remaining non-working inlets are continued to be monitored.

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- **5<sup>TH</sup> Street sidewalks** will be fixed by Doli once both Sewer and Water Authority projects are completed. Water and Sewer Authorities will ensure a plowable surface for roadways to be ready for winter.
- **Manhole** – A manhole is to be constructed at Front Street & Fickes Street headed by Oliver Township. Cl'm Fickes said he has not yet heard of a date for this project. Cl'm Fickes describes that machines will come in and the following day the existing manhole will be removed and another one will be put in its place. Oliver township has asked Newport Borough to assist in traffic control.

**Engineer's Report - Phillip Brath** submitted a written report.

**One-Way Switch** – Engineer Brath stated to complete the switch on Locust Street from Caroline Street to Oliver Street to the direction of North to South an advertised public meeting will need to be held. Dissinger stated that an advertisement can be drafted for the vehicle and traffic ordinance once it has been voted upon. Engineer says that some residents may be opposed to the change of traffic around their home. Dissinger stated that property owners on Locust Street should be notified.

**Solicitor's Report – Solicitor Dissinger** will review the draft of the rental ordinance. Cl'm Halstead stated that she had comments on the ordinance and will submit them to Ordinance Committee as well as to the Solicitor.

- **Rental Ordinance** – Cl'm Halstead leads with suggesting deleting the language of disruptive behavior as it carries merit only with police matters and not the job of the code enforcement officer. President Frownfelter clarified that it is only a definition and what can be enforced by Code Enforcement is a separate section of the policy. Cl'm Zentichko stated he will review the definitions and remove outdated language and policies. Solicitor Dissinger asks if record keeping of landlords will play a role in rescinding right to rent. President Frownfelter replies to confirm, and many other counties have similar ordinances. Adding in, the idea is to license or permit dwellings of proper code after an inspection process to rent their property. The community is 70% rentals with landlords of which many live out of state who do not maintenance their properties and tenants. Dissinger questioned who would be responsible for the inspection process? President Frownfelter stated that BIU can be contacted for specified inspections, but the Borough will give the general inspection. Halstead questions if it is legal to require the landlord to complete specific duties. Dissinger stated that the language would have to mirror current property requirements. President Frownfelter asks Dissinger to review for the next meeting.
- **Act 57** - Solicitor Dissinger stated that a resolution or ordinance can be constructed for Act 57, relieving the tax collector of the responsibility of calculating taxes and submitting them for late payments. Dissinger stated the act was valid in July of 2022.
- **55 S. Second** – Dissinger asked if there was any progress on the nuisance property at 55 S. Second Street for demolition or repair. President Frownfelter states there are currently no bids for either.

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**Treasurer's Report** - Newport General Fund Account balance was \$218,109.84. Outstanding bills presented for payment of \$14,907.81. Estimated income is \$21,588.00. Liquid Fuels Account balance was \$65,890.79 with September interest of \$11.67. PIB Loan Account balance was \$136,081.84 with September interest of \$41.75. PLGIT Reserve Account balance was \$126,005.45 with September interest of \$269.90. PLGIT ARPA Fund balance was \$54,353.12 with September interest of \$101.73 and check from Amity Enterprises at \$17,680.00 for North Shrub Street storm repairs. PLGIT Paving project balance was \$200,732.86 with September interest of \$374.68. Secretary/Treasurer reported that there was a P-Card charge of \$171.71 from August purchases to be paid in September and \$1,049.12 from September purchases to be paid in October.

- Received Pension Sate Aide of \$10,729.21 that will be utilized for the MMO Payment.
- Received Fire Relief Payment of \$6,912.82 that will be paid to Fire Company.
- Fire Protection Contract Price for 2023 – \$19,126.32
- Received ARPA money of \$83,422.62 that needs to be transferred to PLGIT ARPA account. Cl'm Bucher moved, seconded by Cl'm Shope to approve the transfer of \$83,422.62 from the general fund account to the PLGIT ARPA account. Motion Carried.
- Treasurer Zimmerman presented a bill from Glenn O. Hawbaker for Application #1, Dates 8/21-8/26/22 for \$162,836.64, invoice # 87854.

Cl'm Halstead moved, seconded by Cl'm Zentichko to approve the Treasurer's Report and bills as presented. Motion Carried.

**Finance/Grant Committee Report** – Cl'm Bucher said at the last Finance meeting they started to plug in figures to the proposed 2023 budget. The committee also started to look for grants to build a new Streets shed and grants for loan forgiveness.

- Cl'm Halstead stated the playground equipment through CDBG was revised and will be sent back for approval in November 2022.
- **RTP Phase 1** – Cl'm Halstead stated the RTP Grant Phase 1 was originally accepted in 2020. An additional request was made for storm work at \$105,000. The addition was approved in September 2022. Cl'm Halstead explains the reimbursement agreement was amended with the additional monies by the consultant. The updated match is \$26,371.04. The total project price is \$506,855.21. Cl'm Halstead moved, seconded by Cl'm Shope to approve the amended reimbursement agreement for the RTP Grant and Newport Borough pay a match of \$26,371.04 from the PLGIT ARPA account. Motion Carried.
- **RTP Phase 2** – Cl'm Halstead states Phase 2 was applied for and awarded at \$520,000 for curbs and sidewalks on North 4<sup>th</sup> Street from Market St to Fickes St. There is a 20% match. Cl'm Halstead states that \$130,000 will need to be found to pay the match.

**Code Enforcement Report** – No Report - Applicant to be Interviewed in executive session.

**Ordinance Committee Report-**

- **Cl'm Zentichko** stated the **vehicle and traffic ordinance** was updated to mimic the current code book. The handicapped parking requirements are revised to defer to the presentation of a valid handicapped placard. Cl'm Fickes asks if there is a difference between the language of a permitted residential handicapped spaces vs. a residential handicapped parking space. After discussion, it was agreed to be reviewed further. The change of direction on Locust St. is included within the ordinance.
- President Frownfelter reminded that the current draft does not contain a **Snow Emergency** plan but names the emergency route and basics. She asks if making it a separate ordinance policy is still the goal. Adding this as a new ordinance would give specific details on where residents can park, when to move vehicles for plowing, and alert process. Cl'm Bucher expressed it would be simpler to have it separated. Cl'm Zentichko stated the separation will allow for easier expansion on the ordinance to maybe include flood emergency.

**Playground Committee – President Frownfelter** stated during a meeting with Don Jacobs it was found that only the tennis court fences are covered by the current insurance policy. President Frownfelter puts questions to council about if this is the right coverage or needing to add or eliminate coverage for fences. Cl'm Halstead stated she would check with ball teams to see what insurances they have on fences, if any.

- **Restrooms** – Mayor Campbell's written report stated the bathrooms at the playground were locked early. He asks if a port-a-john should be placed at the park until the winter season. Cl'm Halstead explains an incident occurred where toilet paper was lit on fire in the women's restroom. The fire had left burn marks on the toilet seat lid. She recommends having bathrooms open when adults are present as a preventive measure until the season is over in October. Cl'm Fickes asks if there are signs indicating restroom closure. Cl'm Halstead said she will put signs up. Cl'm Halstead stated that she contacted the police, but no evidence could be found. Cl'm Bucher recommends smoke detectors in the bathrooms. Cl'm Fickes states there is a program that can dispatch fire company through the detector, and he can research more about it.
- Cl'm Halstead reports inappropriate use of equipment and language by minors throughout the playground.

**Mayor's Report-** Mayor Campbell submitted written report.

**Old Business** – Cl'm Fickes reported that Comcast does not recognize public works within their franchise program.

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**New Business- Sylvester Recycling** – Randy Sylvester and son stated the company will be selling clear bags in local stores for recycling. The bags will contain information on what items can and cannot be accepted. This bag would then be placed in a recycling dumpster at a designated site. President Frownfelter asked if the bags could be picked up door to door. Randy stated that in a borough it would be possible, but he does not have a number on what the community's participation would be. If there was a high participation rate, they would remove recycling bags from each participating household weekly. President Frownfelter stated that she feels that participation throughout the community would be in great numbers, and a Wednesday pick up would work best in eliminating the accrual of waste sitting over the weekend days. Cl'm Halstead inquired on cost of bags and Randy answered with a figure of \$4.00. Cl'm Frownfelter asked if pick up could occur in alley ways. Randy said that in the winter it would be difficult due to snow.

**Communications –**

- Newport Water Authority August 9, 2022 Meeting Minutes & Financial Report
- Newport Borough Municipal Authority August 25, 2022 and September 22, and Meeting Minutes.
- Thank You from Kyleigh Spidle from PCEDA
- PCEDA – Façade Grant Applications Open & Very Perry Holidays
- Notification from PADEP for Water Supply Permit Modification
- PPE offer to COSTARS members from the Department of Health

**Executive Session** – Cl'm Shope moved, seconded by Cl'm Fickes to go into executive session at 9:22p.m to discuss personnel issue. All of Borough Council Members remained along with Solicitor Dissinger and Secretary Zimmerman.

Cl'm Fickes moved, seconded by Cl'm Shope to come out of executive session at 9:52p.m. Motion carried.

Cl'm Halstead moved, seconded by Cl'm Bucher for solicitor Dissinger to address mayor's report and email. Motion carried unanimously.

There being no further business to come before Borough Council, Cl'm Fickes moved, seconded by Cl'm Shope to adjourn the meeting at 9:54p.m. Motion carried unanimously.

Respectfully Submitted  
Tyteayanna Zimmerman  
Secretary

Newport Borough Regular Meeting  
September 6th, 2022  
Streets Report

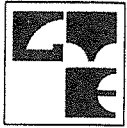
1. Our paving project is complete, and the streets look great. We measured and painted new parking lines on Caroline and Gantt last Wednesday.
2. The sinkhole by Kauffman's on Penn Avenue has returned. We coned it off until we decide what we should do next.
3. We started going over Mayor Campbell's list of intersections that need street names. I picked out the main intersections first, which is 8 of them, and the quote came in at \$1,151.17, That's 16 signs, posts, bases, and top pieces to attach the signs.
4. We also took notes of which inlets are not currently working, and they are as follows:  
South Front ST and Mulberry  
Both at Mulberry and Shrub  
Both at 4th and Walnut  
1 at the corner of Pine and Market  
1 at the corner of Locust and Oliver
5. We will begin cleaning the runs out again sometime this month.
6. The school district would like us to paint part of Fickes ST with yellow lines, indicating "No Parking" from about 5th ST to the first entrance before the basketball courts. I spoke with Councilman Fickes on the matter, and we feel further discussion should be had. I'm not sure we should be doing that, but again, any conversation on the matter would be appreciated.

Thanks for your time. As always, if anyone has any questions or concerns, please feel free to reach out to me at any time.

Cody Harris







**Gibson-Thomas**  
**ENGINEERING**

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**MEMO TO:** Newport Borough

**SUBJECT:** Engineer's Report October 2022 Council Meeting

**DATE:** October 3, 2022

**FROM:** Phillip Brath, P.E.

Newport Borough Engineer

**PROJECT NO:** 16025.867

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Reviewed or worked on the following items during the report period:

**1. Borough Mapping – Infrastructure Planning:**

- a. Nothing for this past month.

**2. HATS RTP - Curbs & Sidewalks Improvements along SR 0034 & SR 4008:**

- a. We are working on curb ramps in conjunction with PennDOT.
- b. We were in a holding pattern until middle of September for County Planning to approve change in pay scope.
- c. Reminder that Market and 6<sup>th</sup> Streets work will be delayed for a couple years to deal with reconstruction rather than overlay of this section.

**3. Sewer and Drainage Improvements for SR 0034 & SR 4008:**

- a. Received grant approval for funding for this work this month.
- b. Met on site with PennDOT August 9 and will need to continue to discuss some cost sharing with PennDOT.
- c. We will be discussing completing part of the work, prior to the repaving project, working with PennDOT maintenance.

**4. 5th Street - Market to Mulberry:**

- a. Preparing plans and specifications for bidding.
- b. Adjusting plans based on Doli/Sewer work completed and information found from work.

**5. One Way Study for Locust Street at High School:**

- a. Follow-up. The Borough will need to advertise and have a public meeting. The Solicitor will need to assist with the advertisement and timing of the meeting.

**6. HATS RTP - Curbs & Sidewalks Improvements along 4<sup>th</sup> Street – Market St to Borough Line:**

- a. Received grant approval from TCRPC for funding for this work this month.

cc: File



October 3, 2022

### Mayor Report for September

- Worked with John Myers, Myers Furniture to clean up mattress and furniture dump in alley off Market Street. That was completed before Canal Days.
- Worked with Kauffman service center to clean up the portion of the railroad station porch roof that had fallen. That was completed before Canal Days.
- Thank you to Mark Haney and his team from justice works youth care for cleaning up bricks in the square the weekend before Canal Days.
- Thank you to the Perry County Economic Development group for also cleaning bricks in the square the weekend of September 17<sup>th</sup>.
- Working with a house flipper on blighted properties in town. Contacting the owners to see if they will sell so we can clean up more properties in town. 118 North Second Street has been purchased and renovations will begin shortly. I helped a crew clean up the parking area in the ally of that property. Hauled a dump truck of brush away. Templeton's property management will be completing the rest of the cleanup. Hopefully, there will be more properties that will sell and can be cleaned up.

Martha was down at the playground with our granddaughter and the bathrooms are already locked. If the borough is going to lock them already, then a port a john should be placed by the old bathrooms until wintertime.

- Mayor Rob Campbell

