

**NEWPORT BOROUGH COUNCIL  
REGULAR MEETING APRIL 4, 2023  
MEETING MINUTES**

President Frownfelter called the meeting to order at 7:00 PM with Borough Council Members Billie Dudley, Christian Fickes, Greg Shope, Mary Bucher, Jacob Zentichko and Tami Halstead present.

**OTHERS PRESENT:** Mayor Tice, Phillip Brath, Frank Campbell, Luke Roman, Tamara Dalton, and Shelly Matter.

Christian Fickes led the Pledge of Allegiance

President Frownfelter announced that the meeting was being recorded.

**GUEST:** Shelly Matter: June 3, 2023, Block Party Event

Shelly Matter is the Chair of the Merchants Committee. The Merchants Committee would like to host a Block Party Event on North 2<sup>nd</sup> Street from Market Street to Dock Street. There will be a trailer in front of the Orrstown Bank and music will be played for country line dancing on the street. Food trucks will be stationed at the playground. The time of the event is from 5:00 PM to 8:00 PM. They would like the square posted from 3:00 PM to 9:00 PM for street closure for the event. Cl'm Fickes asked about safety for the event. The Merchants Committee will be asking the fire police to participate for safety protection. Cl'm Dudley moved, seconded by Cl'm Shope to approve the June 3, Block Party Event and to close N 2<sup>nd</sup> Street from Market Street to Dock Street. Motion carried unanimously.

**PUBLIC COMMENT:** Tamara Dalton asked if she could coordinate a May 6, litter pick-up event. She will be utilizing volunteers to pick up litter around the Borough. She asked if we could promote this. The trash that is picked up can be put in the dumpster that day, as this will be Spring Clean Up also.

Frank Campbell stated that NRPS has a committee in place that is organizing litter pick-up as well. Tamara Dalton can coordinate her group with NRPS's group for litter pick-up. NRPS is willing to coordinate Spring Clean Up on May 6, with their volunteers. They will be present at the dumpsters at the borough shed for Spring Clean Up and for additional litter being picked up throughout the Borough. Frank will give details to the borough secretary. He also commented that he just stopped by Veterans Memorial Park, and he was happy to see that the park was being fully utilized. The tennis/pickle ball court is in the process of being converted.

**ENGINEER'S REPORT:** Phillip Brath, Gibson-Thomas

- Update on the curb and sidewalk project on South 4<sup>th</sup> Street from Catherine Street to the Borough limit. PENNDOT's let date to begin the project is June 15, 2023. This is PENN DOT's time schedule which the Borough must adhere to. Phil must complete the verification of the costs estimates verses the contribution amount of \$175,000 which the Borough is contributing out of the RTP HATS 2020 Grant. He asked the council to decide if we want to cut down the trees on the upper end of 4<sup>th</sup> Street on the hill. There is still time to make that decision. The sidewalks will get torn up by the tree roots if the trees are not removed. Cl'm Fickes and Cl'm Shope will get estimates for the two trees to be removed for the next meeting in May.

PENN DOT requires that a letter must be given to each homeowner in the project area. The letter is for giving permission for PENN DOT contractors to be on landowners

property and to have their permission to give them new sidewalks and curbs. The letters must be signed and returned to the Borough to be given to PENN DOT prior to the start of the project. The borough secretary will be responsible for the letters and follow through. Cl'm Halstead requested that two people go together to visit the homeowners for permission.

- Street walk through to review the sewer project. There was a walkthrough of the project area which Phil attended as a part of reviewing our upcoming curb and sidewalk project. This summer the Borough will be replacing the sidewalks and curbs on South 4<sup>th</sup> Street with the PENN DOT project. The sewer project contractor who replaced damaged sidewalks on 4<sup>th</sup> Street did not produce quality work for the sidewalks replaced. We could ask the Sewer Authority for some money toward repairs if we decided to do so. No motion was made to ask for money from the Sewer Authority.
- South 5<sup>th</sup> Street from Market Street to Mulberry Street. The Sewer Authority will do temporary repairs to the curbs and sidewalks there. The Borough has approximately \$136,000 left in the PIB Loan for South 5<sup>th</sup> Street. Phillip Brath is estimating the project cost will be \$256,270 for South 5<sup>th</sup> Street from Market Street to Mulberry Street. The Borough is about \$120,000 short in funding. The sanitary/storm was removed in 5<sup>th</sup> Street from Market Street to Mulberry Street during the sewer project in 2022. There are inlets at the intersection of Catherine Street and 5<sup>th</sup> Street, Mulberry Street and 5<sup>th</sup> Street, and Market Street and 5<sup>th</sup> Street for a total of six inlets. Each inlet will cost \$2,800 for a total of \$16,800 for the six inlets. The drainage improvement is \$49,000 which includes the costs of the six inlets. New curbs are \$54,600. Paving is \$90,000. Plus, additional costs listed on the spread sheet. The borough will need additional funding to do this project. If the Borough would choose to start doing something on this project the drainage would be the first item to do and then the curbs. Cl'm Dudley asked why the Borough did not put in new pipes when the street was open with the sewer project in 2022? Phil replied that it was because the trenches were not in the right place nor the right depth for the new storm lines to be placed. President Frownfelter said Borough Committees will talk more about this at Streets and Finance Committee meetings.
- Market Street sidewalks. Cl'm Halstead stated that sidewalks on Market Street will have to be done this summer 2023. This project will be a Borough only separate project from PENN DOT. A curb and sidewalk project on Market Street will need to be ready to bid out soon and asked Engineer, Phillip Brath to get the engineering ready to bid. The Borough will use the CDBG money of \$56,000 to pay for this work. This grant must be used this year, or the borough will lose the funds. This is our matching money for the curb and sidewalk project with the RTP HATS Grant. Tri County Regional Planning is fine with the Borough using the money this way and it will still apply as our match for the RTP 2020 grant.

**STREETS COMMITTEE REPORT:** Cl'm Fickes

Cody Harris and Dan Miller will be attending a PA 1 Call Class tomorrow April 5, in York. Cl'm Fickes asked if any of the street employees would need to be available for the May 6, Spring Clean Up. The council decided it was not necessary for them to be there.

Cl'm Fickes went over the committee report. The update on the USDA tractor loan was that Assistant Secretary Halstead was completing the unfinished application. The 6<sup>th</sup> Street and Caroline

Street water issue is going to be revisited. They are going to look it over. The streets committee thinks that only one inlet is needed on 6<sup>th</sup> Street and Caroline Street. Some of the other inlet work has been completed by the streets crew on Gantt Street. There was an accident on Fickes Street. A Dollar General driver hit the Fickes Street Run railing with his trailer and pushed over the bridge railing and that caused the road surface to be broken and pushed up. Cl'm Fickes was at the scene after the accident. Assistant Secretary Halstead contacted the driver's insurance company and had Kirby Kitner give the Borough an estimate which came to \$5,800, on damages, to follow through with a claim. Cl'm Fickes listed the secondary roads that need attention which are: Locust Street from Catherine Street to Market Street, Catherine Street from 3<sup>rd</sup> Street to 2<sup>nd</sup> Street, and Dock Street from 4<sup>th</sup> Street to 2<sup>nd</sup> Street. No final paving decision has been made yet. They are working on the tractor bucket to get it functioning properly. A new pin costs approximately \$300 and they will grease it first to see if that will fix it before purchasing a new pin.

**APPROVAL OF THE MINUTES:** March 7, 2023 Minutes are not completed-tabled; March 21, 2023 Minutes-Cl'm Fickes moved, seconded by Cl'm Dudley to approve the March 21, 2023 Minutes. Motion carried unanimously.

**TREASURER'S REPORT FOR APRIL:** Assistant Treasurer Patricia Bowers calculated that the correct Newport Borough General Account Year End Balance for 2022 was \$97,672.55. This is the starting balance for January 1, 2023. Cl'm Halstead reminded the Council that Secretary Zimmerman did not pay the PIB Loan in the amount of \$4,150.74 for each monthly payment for the months of September, October, November, and December of 2022. The amount of those four payments is \$16,602.96. Had those payments been paid in the correct calendar year of 2022, the year-end balance would have been \$81,069.59. The 2023 Budget prior year balance forwarded was \$78,607.00. The difference between the two figures is \$2,462.59 which represents our excess funds for 2023. Cl'm Halstead stated we need to follow the budget closely and watch our spending.

Newport Borough General Account balance April 1, 2023 was \$62,423.83. Outstanding bills presented for payment of \$3,461.66. Estimated income for the balance of April of \$172,000. Estimated expenses for the balance of April of \$24,141.74 will leave an estimated balance of \$206,820.43. Liquid Fuels State Aid Allocation was received in March in the amount of \$45,153.73. Liquid Fuels balance April 1, 2023 is \$102,834.51. Payment to PP&L was made March 8, 2023 for \$1,493.24. Outstanding bills presented for payment of \$1,464.68 will leave a balance of \$99,876.59. Cl'm Fickes moved, seconded by Cl'm Dudley to approve the April Treasurer's report. Motion carried unanimously.

**APPROVAL OF THE APRIL BILLS TO DATE:** Cl'm Dudley moved, seconded by Cl'm Shope to approve the April bills. Motion carried unanimously.

**CODE ENFORCEMENT REPORT:** Cl'm Dudley moved, seconded by Cl'm Bucher to approve Zoning Officer, Michelle Tice's request to attend The Zoning Officer 101 Class in Lancaster County on June 22, through PSAB for up to \$150. Assistant Secretary Halstead will register her. Motion carried unanimously.

**ORDINANCE COMMITTEE REPORT:** Cl'm Zentichko  
Cl'm Zentichko updated the Council on the Ordinance Committee progress. The Storm Water Ordinance they are waiting on, it to be reviewed. The Rental Ordinance is being worked on and

**April 4, 2023 Regular Meeting Minutes continued.....page 4**

may need a new draft created. Cl'm Zentichko stated that Cl'm Halstead had given him information concerning the Emergency Ordinance that he would be looking at.

**PLAYGROUND REPORT:** Donna Sheibley has started working at the park and the restrooms opened on April 1.

**FINANCE COMMITTEE REPORT:** Finance did not meet this month due to the midmonth meeting.

**MAYOR'S REPORT:** Mayor Tice

Mayor Tice discussed having two handicapped parking spaces at the corner of Penn Avenue and Front Street extension. The decision is being tabled.

- Mayor Tice recommended Dina Dudley for a handicap parking permit at 123 S 2<sup>nd</sup> Street. Cl'm Shope moved, seconded by Cl'm Bucher. Motion carried unanimously.
- Mayor Tice recommended Carol Fickes for a handicap parking permit at 121 S 4<sup>th</sup> Street. Cl'm Shope moved, seconded by Cl'm Bucher. Motion carried unanimously.

**OLD BUSINESS:**

**Nuisance Property 55 South 2<sup>nd</sup> Street-**Cl'm Dudley stated that the Borough will need three written quotes. Kirby Kitner's quote for demolition, excavation and debris removal was over the limit by \$1,000. Cl'm Fickes stated that the Newport Fire Company was considering using it for a drill for training.

**Fence Quotes for the Softball and Tennis Court at VMP-**Cl'm Halstead presented three quotes for fencing for Veterans Memorial Park. The quotes were as follows: Security Fence Company was \$15, 075.00, R & S Fencing was \$16,105.38, and Hellers was \$16,469.08. No quote was received from Future Solutions Fence. Cl'm Dudley moved, seconded by Cl'm Shope to approve Security Fence Company for \$15,075 for fencing for Veterans Memorial Park to be paid for by the CDBG-Covid 2020 Grant. Cl'm Halstead will order the fence. Motion carried unanimously.

**Extension of the Economic Development & Community Development Initiatives Paving Grant-**PA DCED approved the Borough's request to extend the termination date of the grant #C000080477 until December 31, 2023.

**Sidewalk Murals-Downtown Placemaking-**Perry County Council of the Arts and PCEDA Main Street Committee are making plans for what would be a continuous sidewalk mural trail on North 2<sup>nd</sup> Street from Market Street to Oliver Street. President Frownfelter talked to Jasmine Colbert about the project. These murals on sidewalks would be done professionally. They would need permission from homeowners. The paint they would use would last about five years. This would be done on both sides of North 2<sup>nd</sup> Street. The Council discussed whether the Council had any authority to stop this project. Many Councilmembers are not in favor of this project. Cl'm Halstead commented that the Borough is spending a lot of money to create a nice street scape with new sidewalks, and she did not want to see them painted.

**PSAB Annual Conference Registration-**Reminder that the PSAB Annual Conference is June 4-7, 2023. Early bird registration ends April 26. President Frownfelter would like to attend two days, Cl'm Shope is interested in attending, and Cl'm Fickes. Assistant Secretary Halstead will register those who want to attend.

**Adoption of Ordinance #237 Vehicles and Traffic**-Cl'm Halstead stated that the ordinance has been advertised and is ready for adoption. Cl'm Zentichko moved, seconded by Cl'm Fickes, to adopt Ordinance #237 Vehicles and Traffic. Motion carried unanimously.

**Employee Policy for PTO**-The current policy is accrual based and is in effect. Assistant Treasurer Bowers will verify with Paytime that this is in effect.

**NEW BUSINESS**

**2023 Liquid Fuels payment**-The Borough received in March 2023 the Liquid Fuels Allocation in the amount of \$45,153.73.

**American Legion to hold the Annual Memorial Day Remembrance Event**-The American Legion will be sponsoring the Annual Memorial Day Remembrance Event on Sunday, May 28. They are requesting the closure of South 2<sup>nd</sup> Street from noon until approximately 5:00 PM. Cl'm Fickes moved, seconded by Cl'm Dudley to close South 2<sup>nd</sup> Street on May 28<sup>th</sup> from noon until 5:00 PM, for the Annual Memorial Day Remembrance Event. Motion carried unanimously.

**Quick books purchase**-Cl'm Halstead stated that the Borough's Quick Books will soon need renewed with a new purchase. She is recommending the desktop version that the Borough currently uses as it is user friendly and less expensive around \$300 and Quick Books online is \$100 per month. President Frownfelter would like the Borough to get Quick Books online. Cl'm Fickes asked that Cl'm Halstead and President Frownfelter get exact prices for each for the next meeting.

**NFIP Program**-Discussion on whether to remain in the NFIP Program. There are currently twenty-five policy holders in the Borough who get a 5% discount on their NFIP flood insurance premium. Cl'm Halstead commented that it is increasingly difficult to maintain our current Level 9 CRS rating that gives the policy holders in the Borough a 5% discount. President Frownfelter is reinstating the Flood Task Force. The federal government called the Borough and wanted to know why we have not responded to them. Assistant Secretary Halstead responded by email to them that we have not decided if we are continuing with the NFIP program.

**Letter of Interest from Barbara Leach for the Planning Commission**-The Borough received a letter of interest from Barbara Leach to serve on the Planning Commission. Cl'm Bucher moved, seconded by Cl'm Halstead, to appoint Barbara Leach to the Planning Commission from April 4, 2023 until January 1, 2027. Motion carried unanimously.

**2022 Newport Borough Audit**-The Newport Borough 2022 Audit has been completed by SEK. Cl'm Shope moved, seconded by Cl'm Bucher to accept the 2022 audit as prepared by SEK and to advertise it. Motion carried unanimously.

**Resolution #09-23 GTRP Grant for VMP Pathways**-Resolution #09-23 is needed to submit a grant to Greenways, Trails, and Recreation Program. Cl'm Halstead moved, seconded by Cl'm Dudley to approve Resolution #09-23 for submission for a GTRP Grant for Veterans Memorial Park for pathways. Motion carried unanimously.

**Letter of Support from NRPS to provide Matching Funds for the Pathways Project**-Cl'm Halstead moved, seconded by Cl'm Dudley to approve the letter of support from NRPS to provide

the matching funds for the GTRP Grant to the Borough if the Borough receives the grant. Motion carried unanimously.

**Letter to DCED from the Borough to provide Matching Funds for the Pathways Project-**Cl'm Halstead moved, seconded by Cl'm Dudley to approve the letter to DCED to provide the matching funds for the GTRP Grant. The matching funds will come from NRPS. Motion carried unanimously.

**Zoning Class June 22 for Codes Enforcement Officer Tice-**Cl'm Dudley moved, seconded by Cl'm Bucher to approve Zoning Officer, Michelle Tice's request to attend The Zoning Officer 101 Class in Lancaster County on June 22, through PSAB for up to \$150. Motion carried unanimously.

**Mileage for employees training classes using personnel vehicles-**Cl'm Dudley moved, seconded by Cl'm Fickes to approve mileage for employees using their personal vehicles to attended Borough approved training. Motion carried unanimously. The Borough will use the current State mileage rate when calculating reimbursement. The current rate is 65.5 cents per mile. A policy with more detail will need to be created. Motion carried unanimously.

**EXECUTIVE SESSION:** Personnel Matter. Cl'm Fickes moved, seconded by Cl'm Dudley to go into executive session for a personnel matter at 8:31 PM. Motion carried. Cl'm Fickes moved, seconded by Cl'm Halstead to come out of executive session at 8:56 PM. Motion carried. President Frownfelter asked if there were any motions coming out of executive session. Cl'm Halstead moved, seconded by Cl'm Dudley to terminate the employment of Tyteayanna Zimmerman effective April 4, 2023, to continue her Capital Blue Cross Heathcare medical insurance until April 30, 2023 and to pay her any PTO time she had earned. Motion carried. Cl'm Dudley moved seconded by Cl'm Shope to advertise on Indeed for a full-time secretary. Motion carried unanimously.

**COMMUNICATIONS:**

- (1) Greenwood Newport Buffalos Football & Cheer Sponsorship Letter
- (2) PCLC 27<sup>th</sup> Annual Race for Reading\_Perry County Literacy Council
- (3) Bloom in Newport from NRPS Merchants Committee
- (4) Newport Borough Municipal Authority annual mailing

**NEXT MEETING DATE:** May 2, 2023

**ADJOURNMENT:** Cl'm Shope moved, seconded by Cl'm Dudley to adjourn at 9:13 PM. Motion carried unanimously.

Respectfully Submitted,

Tami Halstead,  
Assistant Secretary