

**NEWPORT BOROUGH COUNCIL  
REGULAR MEETING MARCH 7, 2023  
MEETING MINUTES**

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

**OTHERS PRESENT:** Solicitor William Dissinger, Frank Campbell, Mayor Tice, Paddi Sharar and Luke Roman.

Cl'm Fickes led the Pledge of Allegiance.

President Frownfelter announced the meeting is being recorded.

**ADMENDMENTS TO THE AGENDA:** Amend the agenda to move from COMMUNICATIONS to NEW BUSINESS #4. NRSP Membership, #5. Main Street Committee Update and to list it as Borough Calendar of Events and add Resolution #07-23 Picture Perry County Comprehensive Plan. Cl'm Dudley moved, seconded by Cl'm Fickes, to amend the agenda. Motion carried unanimously.

**APPROVAL OF THE MINUTES:** Cl'm Dudley moved, seconded by Cl'm Bucher to approve the January 3, 2023 and February 7, 2023 Regular Meeting Minutes as drafted. Motion carried unanimously.

**PUBLIC COMMENT:** Frank Campbell commented that PCEDA's Main Street has facade grants available for businesses. The grant is for fixing the front of a business owner's building. The grant is a 75/25 for \$4,000. PCEDA will provide up to \$3,000 of the grant. PCEDA is still accepting applications. NRPS gave the Borough a membership renewal form. Lifetime membership with NRPS is \$250. A new event called Newport in Bloom, sponsored by the NRPS Merchants Committee would like permission to use Veterans Memorial Park for Food Trucks for the event on April 29, 2023. Newport in Bloom is a shopping event in the downtown area with Food Trucks at Veterans Memorial Park from 9:00 AM to 3:00 PM. Paddi Sharar commented it would be a similar event like National Night Out with the Food Trucks at Veterans Memorial Park. President Frownfelter asked how many trucks will be at the park? Frank Campbell stated two or three. Cl'm Bucher moved, seconded by Cl'm Dudley to approve Bloom in Newport and Food Trucks at Veterans Memorial Park. Motion carried unanimously. President Frownfelter asked about the sidewalk painting. Frank Campbell will check with Jasmine Colbert who should attend the Council Meeting to give more details on the project. Frank Campbell was approached by USPS as to who owns the bench outside of the Newport Post Office? The Council thought that the Post Office did. There are some improvements that need to be done, to the bench. Frank Campbell would let the USPS know the bench was theirs.

**ENGINEER'S REPORT:** Phillip Brath reported on Borough Projects

- **HATS RTP-Curbs & Sidewalks Improvements along SR 0034 and SR 4008.**  
Phil has been communicating with PENN DOT regarding the work that will be taking place. PENNDOT will be doing SR0034 in June 2023. The Borough must decide how much of the grant they will be contribution to this portion of the project. The area on South 4<sup>th</sup> Street between Catherine Street and Mulberry Street needs total reconstruction of all the curbs and sidewalks. Phil is estimating the cost for this portion of the project to be approximately \$175,000. Cl'm Halstead moved, seconded by Cl'm Dudley, to approve \$175,000 of the RTP grant funds to be contributed to the project in the Contribution Agreement with PENN DOT. Motion carried unanimously.

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- 5<sup>th</sup> Street-Market Street to Mulberry Street-Phil walked the site for a final project punch list. He completed the engineering for the project. He wants to have it ready for bids next month. Stormwater will be directed to Market Street as discussed in the December meeting. The Borough has RTP funding for Market Street storm replacements. Estimated cost is \$272,286.00.
- Sewer and Drainage Improvements for SR 0034 & SR 4008-Phil received survey plans from PENN DOT to be used in the Borough project. The Sewer Authority should verify that new and existing connections and pipe locations are correct and where they go prior to the Authority turning the old, combined sewer system over to the Borough for a stormwater system. The Borough should not accept the system without verification that the turned over piping is in working order and verification of where the water goes.

**STREETS COMMITTEE REPORT:** Cl'm Fickes reported that patching of potholes was not working long term. He wants to look at the process of using milling for paving on secondary streets. Also, the street crew had rebuilt two inlets that can be removed from the list. Cl'm Fickes had no updates on the USDA tractor loan. Cl'm Fickes report that the Handicap Permit Parking space was removed at 121 S 4<sup>th</sup> Street. He expressed his frustration concerning a sink hole on South 2<sup>nd</sup> Street. He was not informed that repairs were being done to the sink hole at South 2<sup>nd</sup> Street. He asked who authorized the repair? President Frownfelter stated that she and Cl'm Dudley made the decision to have the sink hole fixed. Cl'm Fickes stated he would like to be informed about issues concerning streets as he is the Streets Chairman. Cl'm Shope expressed his position that he also was not informed about the repair work, and he was on the streets committee and should have been notified and wants transparency. Cl'm Halstead commented that she had not been informed either and there was no vote to ratify it. President Frownfelter said it was an emergency to fix it or close the street.

**SOLICITOR'S REPORT:** Solicitor Dissinger commented on the South 2<sup>nd</sup> Street sink hole decision to repair it. He stated that it is always the decision of the entire council to make financial decisions. Concerning the sink hole on South 2<sup>nd</sup> Street, if this is not ratified then Cl'm Dudley and President Frownfelter will be responsible to pay the \$2,218.00 themselves. The Borough Council has a spending limit of \$250 that is approved without a vote of Council for daily operating expenses. Cl'm Halstead commented that a resolution is needed to approve an emergency repair with funds used. Solicitor Dissinger stated it can just be ratified. If it is not ratified, then the Councilmembers who made the decision will have to pay for it. You run that risk if there is not a vote of Council.

Solicitor, Dissinger reported that the Vehicles and Traffic Ordinance will need a summary completed and it advertised. Cl'm Shope moved, seconded by Cl'm Fickes to have Solicitor Dissinger prepare the summary and advertise the Vehicles and Traffic Ordinance. Motion carried unanimously. The ordinance will also be sent to the law library.

**TREASURER'S REPORT FOR MARCH:**

Newport Borough General Account balance March 1, 2023 was \$68,623.67. Outstanding bills presented for payment of \$9,499.03. Estimated income for the balance of March of \$58,400.00. Estimated expenses for the balance of March of \$20,800.00 will leave an estimated balance of \$96,724.64. Liquid Fuels balance March 1, 2023 is \$57,680.78. Outstanding bills presented for payment of \$1,493.24 will leave a balance of \$56,187.54. Cl'm Dudley moved, seconded by Cl'm Shope to approve the March Treasurer's report. Motion carried unanimously.

Other Account Balances March 1, 2023-PIB Loan balance \$136,382.42, PLGIT Reserve \$128,437.60, PLGIT ARPA \$140,125.21, PLGIT Paving fund \$39,002.19.

P-Cards-January paid in February \$189.89. February paid in March \$195.79. Cl'm Dudley moved, seconded by Cl'm Shope, to approve the March 2023 Treasurer's Report. Motion carried unanimously.

**APPROVAL OF THE MARCH BILLS TO DATE:** Cl'm Dudley moved, seconded by Cl'm Bucher to approve the March bills as presented. Motion carried unanimously.

**ADDITIONAL BILLS PRESENTED SEPARATELY FOR PAYMENT:**

- Playground Equipment: Cl'm Halstead moved, seconded by Cl'm Dudley to pay invoice, E-41323 from George Ely Associates for Playground Equipment in the amount of \$11,513.00 from the General Fund and to submit for reimbursement to SEDA-COG, from the CDBG-Covid 2020 Grant. Motion carried unanimously.
  
- Kirby Kitner Invoices:  
N Shrub Street exploratory dig on May 4, 2022 in the amount of \$963.00  
Penn Avenue sink hole repaired November 21-22, 2022 in the amount of \$3,472  
Cl'm Halstead moved, seconded by Cl'm Dudley to approve the N Shrub Street exploratory dig and the Penn Avenue sink hole out of the general fund category 438.205 for the combined total in the amount of \$4,435.00. Motion carried unanimously.
  
- Kirby Kitner for repairs to South Second Street sink hole on February 16, 2023 in the amount of \$2,218.00. Cl'm Bucher moved, seconded by Cl'm Dudley to approve the Second Street sink hole repair out of the general fund category 438.205. Motion carried unanimously.
  
- Approval of Invoice #02244234 to Fisher's Roofing. Cl'm Shope moved, seconded by Cl'm Fickes to approve payment to Fisher's Roofing for the new roof on the Borough Office building. in the amount of \$14,471.00. Motion carried unanimously.
  
- Approval of the SEK Invoice #202742 for the 2022 Audit. Cl'm Dudley moved, seconded by Cl'm Shope to approve payment in the amount of \$7,500 to SEK for the 2022 audit. Motion carried unanimously.
  
- Approval of the 2023 MMO Payment-Tabled as this is due later in the year.
  
- Approve Pavilion Rental Deposit Reimbursement to Nickeea Raves. Cl'm Dudley moved, seconded by Cl'm Shope to reimburse Nickeea Raves her \$50 deposit from her pavilion rental. Motion carried unanimously.

**CODE ENFORCE REPORT:** Michelle Tice submitted a written report.

**FINANCE/GRANT COMMITTEE REPORT:** Cl'm Bucher reported that the committee was reviewing the financial statements of the Borough.

**ORDINANCE COMMITTEE REPORT:** Vehicles and Traffic is completed. Once the Ordinance is advertised the one-way sign direction can be switched on Locust Street between Caroline Street and Oliver Street. Cl'm Fickes and Cl'm Shope will be overseeing the change. Cl'm Zentichko reported on the Stormwater Ordinance. Solicitor Dissinger said the Stormwater Ordinance was a good idea and he

could review it. Cl'm Zentichko said some things are covered in land development and this ordinance will cover separation of storm water. The Stormwater Ordinance can include items from the Land Development Ordinance. Cl'm Halstead asked how can you wash your car in the Borough on your own property? Can it be a permeable surface and acceptable? Permeable surfaces like grass and stone would allow the soap to enter the ground and not run into the street. Cl'm Zentichko commented that the goal is to not have detergents entering the river and streams. This ordinance clarifies what cannot enter the storm system. Engineer, Brath thinks this is a good ordinance to have.

**PLAYGROUND COMMITTEE REPORT:**

- Lease Agreements-Cl'm Halstead reported that the committee met with the Newport Youth Baseball Association and Newport Girls Fast-Pitch Association. The agreements to lease Veterans Memorial Park to the ball teams were ready for approval of the Council. No changes have been made to the agreements. The agreement dates are March 18 through October 22, 2023. Cl'm Halstead moved, seconded by Cl'm Dudley to approve the 2023 Ball Team Agreements. Motion carried unanimously.
- Ratify the additional \$10,500 in funding to the CDBG-Covid 2020 Grant for Veterans Memorial Park-Cl'm Halstead moved, seconded by Cl'm Dudley to ratify accepting an additional \$10,500 in funding applied to the CDBG-Covid 2020 Grant. Motion carried unanimously. The funds must be used by May 31, 2023. The additional funds would allow the Borough to purchase fencing for the softball field and the open side of the tennis court. There is \$17,084 remaining in the grant. The baseball field has black colored fence, and the softball team would like black fence as well. The cost of black fencing is \$2,800 more. There is enough money in the grant to buy either galvanized or black fence. Cl'm Dudley asked if there are going to be gates and are they included in the quotes. Cl'm Halstead replied yes. The Borough will also purchase a roll of tension wire to repair some of the fencing around the basketball court and horseshoe pit. The tension wire will not be used on the ball field fences.
- No smoking signs-The ball teams would like the Borough to post no smoking signs. There are currently signs in the park that are no smoking signs. Mayor Tice asked if there was an ordinance to prohibit smoking. Cl'm Halstead replied yes. Ordinance 159 Park and Recreation §159-2 Prohibited activities. S. No person shall use any type of tobacco products in the park including cigars, cigarettes, or smokeless tobacco products, including snuff.

**MAYOR'S REPORT:** Mayor Tice was approached by the Owls Club to inquire of the Borough to consider making 4 handicap parking spaces on Penn Avenue and Front Street Extension. There are businesses there as well that could benefit from the handicap spaces. There are no handicap parking spaces in this location. Cl'm Bucher asked how many parking spaces are there? Mayor Tice replied there are 18 parking spots. President Frownfelter commented that two handicap parking spaces would be a reasonable request instead of four spaces. Mayor Tice will bring this back to Council, at the next meeting.

**OLD BUSINESS:**

**55 South 2nd Street Demolition**-Cl'm Dudley reported that 3 quotes are needed for the demolition of the house, filling in the basement and debris removal. She will need to get a 3<sup>rd</sup> quote.

**NEW BUSINESS:**

**Ratify the Approval of Resolution #06-23 for signers for the RTP Contribution Agreement-**Cl'm Halstead moved, seconded by Cl'm Dudley to ratify adding Tyteayanna Zimmerman as the second signer for the RTP Contribution Agreement. Motion carried unanimously.

**Ratify the Approval of the amended RTP Contribution Agreement Date Change of February 21, 2023-**Cl'm Halstead moved, seconded by Cl'm Dudley to ratify the date change of February 21, 2023 for the Contribution Agreement. Motion carried unanimously.

**Accept Zoning Officer, Patricia Bowers, Resignation effective February 22, 2023-**Cl'm Halstead moved, seconded by Cl'm Dudley to accept the resignation of Patricia Bowers, as the Newport Borough's Zoning Officer effective February 22, 2023. Motion carried unanimously.

**Ratify the Appointment of Michelle Tice as the Temporary Zoning Officer starting February 28, 2023-**Cl'm Halstead moved, seconded by Cl'm Shope to ratify the temporary appointment of Michelle Tice as the Newport Borough's Zoning Officer starting on February 28, 2023. Motion carried unanimously.

**Appoint Zoning Officer-**Cl'm Halstead moved, seconded by Cl'm Shope to appoint Michelle Tice as the Newport Borough's Zoning Officer. Motion carried unanimously.

**PSAB Registration-**The PSAB Annual Conference is June 3-7, 2023 at the Hershey Lodge, Hershey, PA. The early bird deadline is April 26. Councilmembers and Mayor should let the secretary know if you are planning on attending.

**PSAB Voting Delegate for Annual Conference-**Cl'm Shope moved, seconded by Cl'm Bucher to appoint Cl'm Halstead as the Borough of Newport's voting delegate for the PSAB Annual Conference. Motion carried unanimously.

**Reopen Flood Plain Task Force-**President Frownfelter commented that the FEMA Director suggested the Borough reopen the Flood Task Force committee. Cl'm Dudley moved, seconded by Cl'm Bucher to reestablish the Flood Task Force Committee. Motion carried unanimously. Cl'm Halstead commented that she does not feel it is beneficial to stay in the NFIP as the Borough has a CRS rating of 9. The Borough residents who have NFIP get a 5% discount on their NFIP insurance through the Borough's CRS rating of 9. The requirements of the CRS program have increased so that the Borough may not be able to maintain the 9 rating we currently have. If the Borough has a 10 rating no discounts will be available to our residents. There are 25 NFIP policies in the Borough. President Frownfelter stated that if the Borough gets out of the program it will be difficult to get in it again.

**Resolution #07-23 Picture Perry Comprehensive Plan-**Cl'm Halstead moved, seconded by Cl'm Fickes to approve Resolution #07-23 to adopt Picture Perry County Comprehensive Plan as the Borough's Comprehensive Plan. Motion carried unanimously.

**Borough Calendar of Events-**Frank Campbell, Cl'm Bucher and Cl'm Halstead gathered information to create a 2023 Calendar of Borough Events. PCEDA's Main Street staff is going to print the event calendar on door knockers to be distributed by committee members to residents within the Borough. Some events calendars will be placed in local business as well. Cl'm Dudley moved seconded by Cl'm Shope to approve the 2023 Borough Calendar of Events and distribution. Motion carried unanimously.

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**NRPS Membership dues**-NRPS mailed the Borough their annual membership dues invoice. Frank Campbell commented that, for \$250 the Borough could get a lifetime membership. Cl'm Dudley moved, seconded by Cl'm Shope to spend \$250 on a lifetime membership to NRPS. Motion carried unanimously.

**COMMUNICATIONS:**

- (1) Ball Team Meeting Minutes from February 22, 2023
- (2) Multimodal Letter of Support
- (3) Thank you from Perry County Animal Rescue
- (4) Newport Borough Municipal Authority Minutes
- (5) Newport Borough Water Authority Minutes

**NEXT MEETING:** May 2, 2023 @ 7:00 PM.

**ADJOURNMENT:** There being no further business to come before Borough Council, Cl'm Dudley moved, seconded by Cl'm Fickes to adjourn at 9:11 PM. Motion carried unanimously.

Respectfully Submitted,

Tami Halstead,  
Assistant Secretary