

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING MAY 2, 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, Michelle Tice, Phillip Brath, William Dissinger, Luke Roman, Sandy Jeneski, Shelly Damiano, Shannon Markley, Doug Myers, and Heather Shole.

President Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

GUEST: Doug Myers, Main Street Downtown–PCEDA Main Street Committee is looking into creating a walkable community. The walking trail would connect businesses downtown to the park and throughout the town. PCEDA has a façade grant. Currently there are 5 applicants that have been awarded. There are 14 applications that are in the approval phase. This is a \$4,000 grant that is a 75/25 matching grant. PCEDA will pay \$3,000 and the business owner will pay \$1,000. May 6, 2023 from 9:00 AM-11:00 AM will be their Community Clean-up Day in conjunction with Newport Borough’s Spring Clean Up. Volunteers will be picking up litter and debris and pulling weeds in the downtown area and throughout the Borough. They are working on creating their first newsletter and posting it to social media which will be published in October. It will list those who are involved in this initiative and thank them for working with them. PCEDA is considering applying for a 50K Community Implementation Grant. The grant will be divided for use in the nine boroughs in Perry County. Things like signage, banners and general improvements to your downtown area are what it would be used for. This is a 50/50 grant. The details are being worked on. There will be a networking event at Landisburg Bank in Landisburg for the various committees involved in the Main Street Initiative. A pickle ball event is being scheduled in Liverpool but, no date yet. They will be sponsoring a tee shirt fund raiser event.

PUBLIC COMMENT: Sandy Jeneski commented she was here to support Officer Tice.

SOLICITOR: Solicitor Dissinger stated that he had nothing new to report. He was looking over the storm water ordinance.

ENGINEER’S REPORT: Phillip Brath, Gibson-Thomas

- HATS RTP-Curbs and Sidewalks Improvements on SR0034-Update on curbs and sidewalks project was commented on. The let date is June 15 and the project will begin about two months later. He will attend a meeting next week about the project. There are two trees that need to be removed on 4th Street and there is still time. PENNDOT wants them removed before the project starts. Cl’m Fickes is in the process of getting quotes and two are presented tonight. No action on this as more information is required.
- South 5th Street from Market Street to Mulberry Street-Nothing additional on the Fifth Street Project to report. Phil stated that additional funds must be acquired by the Borough before the project can be put out for bids.
- Market Street Sidewalks-He is working on the specifications now. It is for sidewalks only as PENNDOT will be doing the curbs on Market Street. This gives the Borough more funds for just sidewalks. He should do a walk through with Cl’m Halstead who has been collaborating with him on the project or another council member if she is not available because the current area for construction between Pine Street and 5th Street will not use all the funds that are available. There is \$56,000 to spend, and it must be used on the project area this year. We want to make sure we use all the funds available.

STREETS COMMITTEE REPORT: Cl'm Fickes

1. The One-Way Direction of Locust Street has been reversed on Locust Street between Caroline Street and Oliver Street and is now going south.
2. USDA Tractor Loan Update-All requested documents have been submitted to USDA to date. Waiting to find out what our next step is.
3. Accident on 205 Fickes Street at the Dollar General Store Update-The repair work has been completed to the railing on Fickes Street Run and Peach Street pavement by Kirby Kitner Excavating. Kirby Kitner Excavating has submitted an invoice dated 05/2/2023 to the Borough for the quoted amount of \$5,800. Werner Enterprises Inc. made payment to the Borough in the amount of \$5,800 for damages. Cl'm Halstead moved, seconded by Cl'm Dudley, to make payment to Kirby Kitner Excavating for invoice 05/2/2023 in the amount of \$5,800 for damages to 205 Fickes Street from the funds paid to the Borough from Werner Enterprises Inc. for damages. Motion carried unanimously.
4. Streets Committee Report-Supervisor Harris's report informed the council that there is an issue with an inlet on Front Street and Mulberry Street. One of the inlets is not connected to the other inlet and the inlet is also higher than the road surface. The water is deteriorating the road surface and ponding. Kirby Kitner gave the borough a quote for \$4,200 to fix it. Cl'm Fickes wants to table this decision until the next meeting as he wants Engineer Brath to evaluate the problem.
5. Solar Pedestrian Signs-Jamison Magaro, Newport School District attended the Streets Committee Meeting on April 25, and presented information that he would like the Borough to consider applying for grants for solar powered flashing crosswalk signs. He gave us a quote at a cost of \$1,075 for each sign. There are grants that are available for solar signs. Cl'm Fickes will forward the information to the Borough's Finance Committee for consideration of applying for these type grants. The Borough may be able to apply for some grants that the school is not eligible for. They want to replace some signs. They want to try to slow down vehicles on 4th Street during school hours. There are some dangerous areas on Fickes Street and 4th Street by the VFW. They would like some blinking signs or something that lights up. PENNDOT has regulations on blinking signs and signs on state routes. There would have to be permits obtained from PENNDOT for any signs if used on a state route. Jamison will have to get something in writing from PENNDOT for approval. They are concerned with pedestrian safety.
6. Street Closure Policy-A rough draft was created for a policy on Street Closings. The Streets Committee is presenting a policy to the Council for comment and approval. Also, when the Borough lends out property and it is not returned, the recipients are responsible to pay for all unreturned Borough property at the Borough's replacement cost. President Frownfelter thought 30 days was too long of a time span for requests for street closures as things come up that are not planned, and 30 days might be a burden on the residents. Mayor Tice commented that a paper trail is important. Cl'm Fickes wants a paper trail to start with the Streets Committee reviewing the application and the next step would be to present the request to the Council for approval. Cl'm Halstead stated that the Borough Council passes resolutions to close streets. Solicitor Dissinger stated that the Borough is responsible for street closures and putting up the necessary barricades. Council members will review this policy for the next meeting. Currently, the Borough's streets crew sets up the barricades. Cl'm Halstead commented that we should stay consistent with our street closures. The Borough Council votes to close streets, and we should keep it the same way.
7. Tree Removal Permit Policy-Cl'm Fickes presented a Tree Removal Permit Policy to Borough Council. Consideration of adding verbiage as to whether a permit is needed based on the tree's size and location was discussed. The Council will review the document for the next Council Meeting.

8. Penn Avenue Handicap Parking Spaces-Cl'm Fickes and the Streets Committee are recommending the Council move forward with having one handicapped parking space on Penn Avenue near the Trading Post. And a second handicapped parking space near Kauffman's on Penn Avenue. Cl'm Dudley moved, seconded Cl'm Shope to add two additional handicapped parking spaces on Penn Avenue. Motion carried unanimously.
9. Caroline Street Quotes: Three quotes were received for the storm work needed on Caroline and 6th Street. The following are the quotes: Kirby Kitner Excavating \$8,200, Pro-Lawn \$20,600, and Amity Enterprises \$11,630.00. Cl'm Dudley moved, seconded by Cl'm Shope to award the project to Kirby Kitner Excavating and to pay it from the ARPA account for storm work. Motion carried unanimously.

EXECUTIVE SESSION: Personnel Matter. Cl'm Fickes moved, seconded by Cl'm Halstead, to go into executive session at 7:51 PM for a personnel matter. Motion carried unanimously. Cl'm Fickes moved, seconded by Cl'm Dudley to come out of executive session at 9:01 PM. Motion carried unanimously.

- Secretary/Treasurer Position: President Frownfelter asked if there were any motions coming out of executive session. Cl'm Dudley moved, seconded by Cl'm Zentichko to hire Shelly Damiano full time at \$19.50 per hourly wage as the Borough's Secretary/Treasurer. Motion carried with Cl'm Fickes opposing.
- PTO Time for Tyteayanna Zimmerman: Cl'm Dudley moved, seconded by Cl'm Shope to pay Tyteayanna Zimmerman 65.87 hours of PTO. Motion carried unanimously.

APPROVAL OF THE MINUTES: March 7, 2023 and April 4, 2023 Regular Meeting Minutes. Cl'm Dudley moved, seconded by Cl'm Fickes to approve the March 7, 2023 and April 4, 2023 Meeting Minutes as presented. Motion carried unanimously.

TREASURER'S REPORT FOR MAY: Assistant Treasurer Bowers
Assistant Secretary Halstead read the Treasurer's Report prepared by Assistant Treasurer Patricia Bowers. Newport Borough General Account balance May 1, 2023 was \$212,213.49. Outstanding bills presented for payment of \$13,140.77. Estimated income for the balance of May of \$19,231.46. Estimated expenses for the balance of May of \$24,141.74 will leave an estimated balance of \$194,162.44. Liquid Fuels Account balance May 1, 2023 is \$99,968.31. Outstanding bills presented for payment of \$0 will leave a balance of \$99,968.31. Cl'm Shope moved, seconded by Cl'm Dudley to approve the May's Treasurer's Report. Motion carried unanimously.

APPROVAL OF THE MAY BILLS TO DATE: Cl'm Dudley asked what the bill from Smith's Farm Equipment was for and why it is listed as Playground Equipment Repairs. Cl'm Fickes said it was for repair to the mower. Cl'm Dudley ask what the bill from Mill Auto was for? Cl'm Fickes said it was for replacement of a rim. President Frownfelter questioned why there was another bill from SEK as we already paid for the audit. Cl'm Halstead replied it was because of items that were not submitted and additional work the auditors had to do. Cl'm Dudley moved, seconded by Cl'm Shope to approve the May bills. Motion carried unanimously.

CODE ENFORCEMENT REPORT: Officer Tice reported that she was working on the Tennant Landlord reporting. There were nineteen forms that have not been returned. She has been writing parking tickets and issuing code violation warnings and tickets. She has been to court for violation issues. She received two zoning permit applications which were approved and sent to BIU. There are concerns reported that a gentleman is living in a storage garage on Mulberry Street. Solicitor Dissinger stated that this is a zoning issue, and he will talk to her concerning it.

ORDINANCE COMMITTEE REPORT: Cl'm Zentichko reported that the Ordinance Committee was working on a Rental Ordinance and the Emergency Management Ordinance. Cl'm Fickes, Cl'm Halstead and Mayor Tice all expressed that they have disagreements with the Rental Ordinance content. Cl'm Halstead asked how would a housing officer have anything to do with disorderly conduct? She feels that is a police matter. Cl'm Dudley commented the Borough has a disorderly conduct ordinance. Cl'm Halstead commented that was when we had police to enforce it. The Emergency Management Ordinance is being worked on. PA C.S. Title 35 is the state law concerning handling emergencies and no ordinance can contradict it.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead reported that no meeting was held on May 2, 2023. The fence for the softball field and tennis court has come in and Security Fence Company is working with us to have a delivery date. The reimbursements from the CDBG have been received to date. The fence invoice has not yet been received for payment. All equipment will be installed by May 31, 2023.

FINANCE COMMITTEE REPORT: Cl'm Bucher commented that all accounts are in order. Cl'm Halstead stated that the CDBG grant application period is now open, and she would like to apply for a \$130,000 grant for the second phase Curb and Sidewalk Project match located on SR849. Cl'm Dudley would like to put solar signs on the grant. Cl'm Halstead commented that two separate grant applications would need to be submitted to CDBG as they are unrelated projects. There may be other grants that could be available for solar school crossing signs.

MAYORS REPORT: Mayor Tice commented that the handicapped parking spaces for Penn Avenue have already been discussed and taken care of.

OLD BUSINESS:

55 S 2nd Street Demolition Quotes-A third quote has been received for demolition of 55 S 2nd Street from Williams Construction and Remodeling for \$25,000. Kirby Kitner Excavating quote was the lowest quote at \$13,100. Cl'm Dudley moved, seconded by Cl'm Bucher to approve Kirby Kitner Excavating for \$13,100 to demolish 55 S 2nd Street, Newport and to use ARPA funds for payment. Motion carried unanimously.

Quick Books Online or Desktop-The decision will be made later in the year as the Borough should not change quick books in the middle of a fiscal year.

Discussion to remain in the NFIP program-Tabled

Reimbursement check was received for \$11,513.00 for the play equipment from the CDBG-Covid 2020 Grant. The reimbursement check for the tot lot equipment has been received.

Mileage for Employees Training Classes Using Personnel Vehicles-Tabled

NEW BUSINESS:

Policy for Employee Mileage-Tabled

Document for Employee Wage Rates for 2023-The 2023 wages for employees was already approved in the budget for 2023. The auditors want a document and the secretary to maintain it. This is now added to the Borough records. The 3% increase needs to be removed from the top of the document as not all employees received a 3 percent raise.

Secretary Position-Shelly Damiano was hired tonight.

Community Service Award-Cl'm Halstead moved, seconded by Cl'm Fickes to select applicant number one for the Community Service Award. Motion carried unanimously.

Tree Removal Quotes-Cl'm Fickes and Cl'm Shope-Cl'm Fickes has two quotes for tree removal on South 4th Street. I. M. Good Tree Service quote in the amount of \$4,150 and Timber Beyond in the amount of \$3,750. Cl'm Fickes wants to verify information on the quotes.-Tabled.

Newport Fire Company Annual Banquet on May 12, 2023-Cl'm Fickes commented that if you want to attend then RSVP Karen Gabel by April 29.

Payment to Gibson-Thomas Engineering from ARPA Account for matching funds for Curbs and Sidewalk Project for invoice #81547 for \$376.75 & invoice #81545 for \$2,678.50. Cl'm Dudley moved, seconded by Cl'm Bucher to make payment to Gibson-Thomas for invoice #81547 for \$376.75 & invoice #81545 for \$2,678.50 from ARPA for matching funds. Motion carried unanimously.

COMMUNICATIONS:

- (1) Newport Borough Water Authority March 14, 2023 Meeting Minutes
- (2) Newport Borough Water Authority March 31, 2023 Financial Report
- (3) PA C.S. Title 8, 2020 Cumulative Supplement
- (4) Citizen's Fire Company #1 Audit
- (5) PA Municipal 2023 Legal Update-Harrisburg Sheraton
- (6) PA's Premier Revitalization Conference

NEXT MEETING DATE: June 6, 2023 at 7:00 PM

MAY COMMITTEE MEETINGS: ORDINANCE COMMITTEE: May 15, 2023 at 6:00 PM; FINANCE COMMITTEE: May 16, 2023 at 6:00 PM; STREET COMMITTEE: May 23, 2023 at 6:00 PM; PLAYGROUND COMMITTEE: May 2, 2023 @ 1:00 PM.

ADJOURNMENT: Cl'm Dudley moved, seconded by Cl'm Zentichko to adjourn at 9:49 PM. Motion carried unanimously.

Respectfully Submitted,

Tami Halstead,
Assistant Secretary