

**NEWPORT BOROUGH COUNCIL  
REGULAR MEETING SEPTEMBER 5, 2023  
MEETING MINUTES**

President Penny Frownfelter called the meeting to order at 7:00 PM with Borough Council Members: Mary Bucher, Christian Fickes, Tami Halstead, Billie Dudley, and Greg Shope. **Absent:** Jacob Zentichko. **Also Present:** Mayor Tice

**OTHERS PRESENT:** Newport Borough Secretary Shelly Damiano, Solicitor William Dissinger, Frank Campbell – Newport Revitalization & Preservation Society, Inc., Luke Roman – Perry County Times Greg Elderkin, Elise Elderkin, and Cindy Martin  
**Absent:** Phillip Brath, Engineer

President Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

**AMENDMENT TO SEPTEMBER 5, 2023 AGENDA:**

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Shope to amend the September 5, 2023 Agenda as follows:

1. Approval of August 15, 2023 Minutes
2. Temporary Street Closure on Spruce Street
3. Delete #5 under Streets Committee Report: Borough Shed concrete pad
4. Code Enforcement Officer: Online Webinar Class Request: PA Construction Codes Academy – The Code Official's Guide to Zoning: UCC and Zoning Issues; Wednesday, September 13, 2023 8:30 am – 12:00 noon; Cost \$60.00

**APPROVAL OF THE MINUTES:** August 1, 2023 Regular Meeting Minutes and August 15, 2023 Mid-Month Meeting Minutes.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Halstead to approve both the August 1, 2023 and August 5, 2023 Meeting Minutes as presented. Motion carried unanimously.

**GUEST:** Elise Elderkin, Orrstown Bank: Needs signatures from Council members who have not signed yet for the Safe Deposit Box. Brought the signature cards with her for needed signatures.

**GUEST:** Frank Campbell – Newport Revitalization & Preservation Society, Inc.: Inquired about lights for the Pickleball/Tennis courts for use of the facilities after dark. PPL would do all the work and provide all the materials. The cost for electricity will be approximately \$19.41 per light per month. He would also like to see the court refinished and have permanent nets. Frank sent out an email poll concerning this. Cl'm Halstead estimated that the Playground Budget would increase about \$1,000.00. The Ordinance states the playground is only open dawn to dusk unless there is a Special Event. The Basketball Court has lighting from existing streetlights and the Softball field has lights for safety issues. Council discussion followed with the following comments: 1. Some residents do not get home until after dark, and if the weather is mild, people want to be outdoors, 2. Pickleball is new to the area, no actual teams, 3. Council would like to see residents use the park, 4. Ordinance could be changed or amended, but is a long process, 5. Install an on/off switch and/or a light timer switch, 6. Should only the courts be open? 6. Lights add security. Frank did respond that NRPS should not pay operational expenses on capital improvements. Tabled until next month, October 3, 2023 meeting.

Frank Campbell also mentioned the upcoming Community Service Cleanup with volunteers on Saturday, September 16, 2023, starting at 9 am.

**PUBLIC COMMENT:** Cindy Martin: Has a water issue on her Market Street property. Water issue started 5-6 years ago. Have a sub-pump and a dehumidifier. Cl'm Fickes and Justin McNaughton from The Water Authority will stop by tomorrow to test, but could be spring water if no chlorine is present. Property owner gave permission to enter property, and make sure the gate is shut. Greg Elderkin commented that other places where he lived that a spring could need an environmental review.

**SOLICITOR:** Solicitor Dissinger: Nothing to report.

**ENGINEER'S REPORT:** Not present. Will be emailing ADA ramps specifics to engineer.

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

- 1. Quotes on dump truck bed repair work that needs to be done to the 2013 GMC Dump Truck  
CD Repairs & Services, LLC: \$603.00, Includes inspection. (Borough supplies steel plates)  
Gutshall: \$400.00. No inspection

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to spend up to \$500.00 for Gutshall's to fix the truck bed from of the 2013 GMC Dump Truck and prepare for inspection. Motion carried

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to replace the lock hub for the 2014 Ford F550 in the amount of \$383.38. Motion carried

Kirby Kitner Excavating is working on the 6<sup>th</sup> & Caroline Storm Water issues.

Kirby Kitner Excavating gave a new quote for installing a new storm box & pipe into an existing inlet on Front & Mulberry Streets. Had been previously tabled due to engineer's specs, but nothing changed.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Dudley to have Kirby Kitner Excavating install a new storm box & pipe into existing inlet on Front & Mulberry Streets for \$4,400.00 to be paid out of ARPA Funds. Motion carried.

**MOTON:** Cl'm Fickes moved, seconded by Cl'm Bucher to strike #5 Borough Shed concrete pad under Streets Committee from the Agenda. Motion carried.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Fickes to Approve the Temporary Street Closure Application for Spruce Street on September 9 & 10, 2023 from 8 am – 4 pm each day with the Code Enforcement Officer using her discretion concerning the sidewalk. Motion carried

**BID OPENING @ 7:30 PM FOR MARKET STREET SOUTH SIDE SIDEWALKS:**

G & R Charles Excavating.....	\$ 33,208.00
Glenn O. Hawbaker Inc.....	\$112,789.00

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Shope to send bids to the engineer for review. Motion carried

Cl'm Halstead stated that \$56,000 in grant money will be lost if not used by December 31, 2023. Extra funds could be used for the other side of Market Street.

**TREASURER'S REPORT FOR AUGUST:** Treasurer Damiano

Correction to the August Financial Report. Estimated Expenses listed were not subtracted for Estimated August 31, 2023 Balance of \$179,018.39

**Treasurer Damiano read the September Treasurer's Report**

Newport Borough General Account balance September 1, 2023: \$192,142.24

Deposits thru September 5, 2023: \$1,446.69

Outstanding bills presented for payment: \$10,130.63

Estimated Income for balance of September: \$23,316.00

Estimated Expenses for balance of August: \$26,875.74

Estimated Balance September 30, 2023: \$179,898.56

Liquid Fuels Account Balance September 1, 2023: \$91,743.78

Outstanding Bills presented for payment: \$1,488.73

Estimated Expenses for balance of September: \$1,500.00

Estimated Balance \$88,755.05

Hawbaker approved the reduced scope of Paving Project. About \$15,000 will come out of Liquid Fuels to pay the difference in the Paving Project.

**APPROVAL OF THE SEPTEMBER BILLS TO DATE:** Treasurer Damiano

**MOTION:** Cl'm Bucher moved, seconded by Cl'm Dudley to approve the September Financial Report, and pay the September bills presented. Motion carried unanimously.

**SECRETARY'S REPORT:** Secretary Damiano

1. Comcast Accounts: Maintenance Garage and Playground service has been updated.
2. Reimbursement Request letter was sent to Newport Water Authority in the amount of \$518.00 for Professional Legal Fees incurred due to the Water Revenue Bond: Series 2023.
3. Created invoice for Butz Building Rental of 4 parking spaces on Catherine Street for July – December, 2023 @ \$80.00 per month = \$480.00.
4. Ordered General Fund bank checks, but had to order through the bank to honor the PA Tax Exemption Certificate that saved the borough \$20.22.
5. Sewer Records moved to The Sewer Authority and prior years financial records boxed and archived.
6. Attended "Tow To: Get Your Local Business on Google Search and Maps" on August 3, 2023. After attending this event, requesting to create a Newport Borough Gmail account for Internal Use only to maintain Newport Borough Office on Google Maps, opening any Google docs, and when a secondary email is needed for an account.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Halstead to create a Newport Borough Gmail for internal use only with Billie Dudley and Chris Fickes overseeing the creation of the account. Motion carried.

7. Attended 2 webinars and 2 on-site events. Have 10 upcoming webinars and 3 on-site events.
8. Request to attend PSATS 2023-24 Boot Camp for Township Officials in Enola. Held in 3 segments: December 19, 2023, March 16 & 23, 2024: Cost \$199.00 PSATS Members Rate

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Bucher for Secretary Damiano to attend the PSATS 2023-24 Boot Camp for Township Officials in Enola on December 19, 2023, March 16 & 23, 2024 at a cost of \$199.00. Motion carried.

**CODE ENFORCEMENT REPORT:** Officer Tice reported for August:

Code Warnings: 25 - Code warnings; 2 - \$25 Code fine.

Parking Tickets: 13 - \$15 Parking Tickets; 1 - \$25 Parking Ticket

Citations: 0 Citations

8 Open Citations waiting for Hearing Dates

Permits: 0 Permit issued

1. Attended National Night Out tonight, Tuesday, August 1, 2023, in an official capacity. A table display and kid friendly coloring pages for the children were distributed. Emergency Management Coordinator Halstead handed out Emergency Management coloring books.
2. Attended webinar on 8/16/23: Responding to & Investigating Bomb Threats & Swatting Hoaxes
3. Request to attend PA Construction Codes Academy: The Code Official's Guide to Zoning: UCC and Zoning Issues on September 13, 2023; 8:30 am – 12 noon; Cost: \$60.00

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to approve Code Enforcement Officer Tice to Attend PA Construction Codes Academy: The Code Official's Guide to Zoning: UCC and Zoning Issues on September 13, 2023; 8:30 am – 12 noon at a cost of \$60.00. Motion carried unanimously.

4. Working with BIU on permit issues with Sweet To The Soul renovating their new property location (former Goodwill). Solicitor stated BIU would be the one to order a Cease & Desist Order if needed. Cl'm Frownfelter stated Sewer and Water would like to be notified on updates concerning this property.
5. Library has not yet responded to their new parking lot needing to come into compliance.

**ORDINANCE COMMITTEE REPORT:** Cl'm Zentichko

Nothing to report.

**PLAYGROUND COMMITTEE REPORT:** Cl'm Halstead

Nothing to report

**FINANCE COMMITTEE REPORT:** Cl'm Bucher:

Reviewing 2024 Budget.

**MAYOR'S REPORT:** Not present. Written report submitted for Council review.

**OLD BUSINESS:**

**55 S 2<sup>nd</sup> Street Demolition Quotes** - Cl'm Dudley

Waiting for PP&L and solicitor getting the permit.

**Stericycle/Shred-it Update:** Treasurer Damiano

Waiting for zero balance invoice.

**New Office Phones:** Cl'm Dudley

Cost is around \$135, but will have more information for next month's meeting.

**NEW BUSINESS:**

1. Letters of Interest for appointment to the Newport Borough Sewer Authority and Letters of Interest for appointment to the Newport Borough Water Authority need to be advertised.

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley for Letters of Interest for an appointment to the Newport Borough Sewer Authority and an appointment to the Newport Borough Water Authority to be advertised. Motion carried.

2. National Flood Insurance Program's Community Rating System (CRS): Newport Borough has officially dropped from the flood program. Would have to reapply if the borough wants to rejoin.
3. Pennsylvania State Tax Collectors' Association 2023 Membership of \$60 for Deb Miller will be submitted.

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to Approve the Halloween Parade for Wednesday, October 25, 2023 from 6:45 pm – 8:30 pm with a Rain of Thursday, October 26, 2023. Motion carried.

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to Approve Resolution #15-23; Remove Ty Zimmerman and add Shelly Damiano as a Regional Transportation Project (RTP) Signer. Motion carried.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Halstead to Approve Resolution #16-23; Amendment to Newport Borough Water Authority's Articles of Incorporation. Motion carried.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Bucher to Approve Resolution #17-23; Adopting a Proposed Amendment to Extend the Existence of Newport Borough Water Authority. Motion carried.

4. Tree Removal on South Market Street Project. Can this be added to the bid, or does it have to be a separate bid? If quotes are under \$10,000, no bid is necessary. Cl'm Fickes will check on a price with I M Good.
5. Municipal Snow Removal Renewal Letter needs to be completed for maintaining PennDOT roads and Emergency Contacts need to be listed. Chris Fickes and Cody Harris will be the Emergency Contacts for Newport Borough.

**Mid-month Council Meeting** will be held Tuesday, September 19, 2023 at 7 pm.

**COMMUNICATIONS:**

- (1) Water Authority Minutes and Financial Report
- (2) Newport Borough Municipal Authority Minutes
- (3) Planning Commission Minutes

**NEXT MEETING DATE:** September 19, 2023, at 7:00 PM

**SEPTEMBER COMMITTEE MEETINGS:**

ORDINANCE COMMITTEE: September 18, 2023 at 6:00 PM

FINANCE COMMITTEE: September 19, 2023 at 6:00 PM

STREET COMMITTEE: SEPTEMBER 26, 2023 at 6:00 PM

PLAYGROUND COMMITTEE: None

**ADJOURNMENT:** Cl'm Fickes moved, seconded by Cl'm Dudley to adjourn at 8:21 PM. Motion carried unanimously.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer