

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

President Penny Frownfelter called the meeting to order at 7:00 PM with the following Borough Council Members present:

Mary Bucher, Christian Fickes, Tami Halstead, Billie Dudley, Greg Shope, and Jacob Zentichko.

**Also Present:** Mayor Tice

**OTHERS PRESENT:** Newport Borough Secretary Shelly Damiano, Solicitor William Dissinger, Luke Roman – Perry County Times, Rebecca Myers, Nicole Kiefer, Kaylah Younker, Paddi Sharar

**Absent:** Phillip Brath, Engineer

President Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

**AMENDMENTS TO THE AGENDA:** None

**GUEST:** Rebecca Myers, Newport Farmers Market, is requesting use of Veteran's Memorial Park for the 2024 Newport Farmers Market Season. The farmer's market received a grant for operational costs and also receives vendor spot fees. The park rental fee schedule for Large Venue Events is listed as \$250.00 for a 1–4-hour event. Currently, the Newport Farmer Market is using the 501(c)3 of The Church of the Nativity. The Newport Farmers Market will need to obtain their own 501(c)3 non-profit number plus liability insurance and then Ms. Rebecca Myers may return to a future council meeting to present her request for future consideration.

**PUBLIC COMMENT: 55 S 2<sup>nd</sup> Street Demolition:** Kaylah Younker, resident of 51 S. 2<sup>nd</sup> Street, had several questions concerning the pending demolition of 55 S. 2<sup>nd</sup> Street. Solicitor Dissinger was referred to for the answers.

1. No set timeline. As much lead time as possible will be given as to the contractor's schedule.
2. Written insurance from borough is not needed.
3. Borough has proposal from contractor and the contractor's insurance.
4. Damages to adjoining property will be covered by borough insurance and contractor insurance.
5. Right of Mutual Support from joiners of property.

Solicitor Dissinger requested the resident's contact information.

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

**ENGINEER'S REPORT:** Phillip Brath

Engineer submitted a written report, but was not present.

Cl'm Halstead stated that DCED gave approval for G & R Charles Excavating to be awarded the bid as the sole bidder for the N. Market Street Sidewalk Improvement Part 2. Pre-construction virtual meeting with SEDA-COG will be held Monday, November 13, 2023 at 10:30 am. Notice of Intent to Award has been issued to G& R Charles Excavating today, November 7, 2023. Performance Bond and Payment Bond are being processed. Start Date may be as early as next week or Monday, November 20, 2023. Will know more tomorrow.

Economic Development & Community Development Initiatives (EDCDI) Grant requires any interest generated above \$500 from the grant to be returned to Commonwealth of PA in the amount of \$2,603.63.

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

November 20, 2023      Last Brush pickup for the year.  
November 26, 2023      Christmas Tree will be installed in the Square.  
November 27, 2023      Snowflake Decorations will be installed on Decorative Poles.

- 1. 2014 GMC making a grinding noise. Will have C. A. Hess Garage LLC review the issue.
- 2. Auger has been fixed.
- 3. Parking lines painted on S 5<sup>th</sup> Street.
- 4. Street Closure on November 1, 2023, Catherine Street, Cl'm Fickes approved. President had no concerns.

Cl'm Halstead gave tractor update. Funds for the tractor will be deposited tomorrow in the amount of \$43,840.00; \$15,040.00 Grant Amount + \$28,800.00 Loan Amount. The tractor will be ordered on Wednesday, November 8, 2023.

**APPROVAL OF THE MINUTES:** October 3, 2023 Regular Meeting Minutes, October 6, 2023 Special Meeting Minutes, and October 17, 2023 Mid-Month Meeting Minutes.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Fickes to approve the October 3, 2023 Regular Meeting Minutes, the October 6, 2023 Special Meeting Minutes, and the October 17, 2023 Mid-Month Meeting Minutes as presented. Motion carried.

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

**Treasurer Damiano read the November Financial Report**

Newport Borough General Account balance November 1, 2023:	\$157,142.67
Deposits thru November 7, 2023:	\$ 1,508.57
Outstanding bills presented for payment:	\$ 11,878.63
Estimated Income for balance of November:	\$ 13,700.00
Estimated Expenses for balance of November:	\$ 21,841.05
Estimated Balance November 30, 2023:	\$138,631.56

Liquid Fuels Account Balance November 1, 2023:	\$ 70,355.98
Outstanding Bills presented for payment:	\$ 1,562.62
Estimated Expenses for balance of November:	\$ 00.00
Estimated Balance	\$ 68,793.36

**MOTION:** Cl'm Shope moved, seconded by Cl'm Dudley to approve November's Financial Report. Motion carried.

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

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Dudley to pay the November bills presented. Motion carried.

**SECRETARY'S REPORT:** Secretary Damiano

1. Attended 6 webinars and 1 on-site event. Have 7 upcoming webinars and 3 on-site events.
2. Request to attend the Businesswomen's Luncheon on December 6, 2023, 11:30 am – 1 pm, Loysville, PA, due to being off premises.

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to approve Secretary Damiano attend the Businesswomen's Luncheon on December 6, 2023 11:30 am – 1 pm in Loysville, PA. Motion carried.

3. Request to renew PSAB Plus Training Membership for \$450.00. Membership gives reduced pricing on classes and webinars for all Council members and employees in the borough.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Shope to approve to renew the PSAB Plus Training Membership for \$450.00. Motion carried.

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

Parking Tickets: 2 – Parking Warnings; 12 - \$15 Parking Tickets; 0 - \$25 Parking Ticket

Code Tickets: 7 - Code warnings; 1 - \$25 Code fine.

Citations: 12 Citation

Permits: 0 Permit issued

1. Starting to prepare Landlord/Tenant Reporting letters for January.
2. Starting to prepare Handicap Parking Permit Renewals letters for January.

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

1. Will send out Snow Ordinance soon.

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

1. Ball team meeting will be held next week to present their share of electricity usage in the concession stands, and close out the 2023 agreements.
2. Waiting for award announcement of Greenway Trials and Recreation Program to find out who received the grants.

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

Nothing to report.

**MAYOR'S REPORT:** Stephen Tice

1. Attended Canal Day on October 7, 2023.

**OLD BUSINESS:**

**SelectTech 2024 Contract & Backup:** Cl'm Fickes

1. Cl'm Fickes reviewed the 2024 Selectech Contract and informed council he was good with it.
2. SelectBackup from Selectech would provide 500 GB of Backup for \$35.00 per month and for every additional 200 GB, the cost would be an additional \$20 per month. Cl'm Fickes felt that the 500 GB per month should be sufficient.

- 3. Additional savings would be obtained if the Council dropped down to Exchange Online Plan 1 that would give Council members emails only at a savings of \$12 per month.

**MOTION:** Cl'm Bucher moved, seconded by Cl'm Dudley to approve from SelecTech: 500 GB of Backup per month at a cost of \$35.00 per month and downgrading to Exchange Online Plan 1 at \$48.00 per Council member per month to be used for Council emails at a cost savings of \$12 per service. Motion carried.

**New Office Phones:** Cl'm Dudley  
Will table and have Cl'm Dudley use her discretion.

**Tentative Adoption of the 2024 Liquid Fuels Budget and Approval to Advertise**

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Shope to Tentatively Adopt the 2024 Liquid Fuels Budget of \$111,977.37 and Approve to Advertise. Motion carried.

**2024 General Fund Budget**

A 2024 General Fund Budget was presented to council with updates to figures from the October 17, 2023 Mid-Month Meeting. Discussion ensued concerning the various health insurance options and levels of coverage including H.S.A. eligible plans. Cl'm Frownfelter explained the Water Authority has a higher deductible health insurance plan and pays a portion of the employee deductible by reimbursement to the employee. Cl'm Bucher also spoke about how an H.S.A. works for the employee. The current 2023 plan and the comparable 2024 health insurance plan is not an H.S.A. eligible plan and would cost \$252.15 more per month in 2024.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Shope to approve the renewal offer of Capital BlueCross Gold PPO 1000/0/20 Rx 0 at a cost of \$2,833.29 per month.

**ROLL CALL VOTE**

Nay's = Cl'm Frownfelter, Cl'm Bucher, Cl'm Fickes  
Yea's = Cl'm Dudley, Cl'm Halstead, Cl'm Shope, Cl'm Zentichko

(3) Nay's; (4) Yea's. Motion carried.

Cl'm Halstead explained the proposed 2024 General Fund Budget and when the PIB Loan is paid, the streetlights can stop being paid by Liquid Fuels and return to being paid from the General Fund.

Council members felt additional Budget Discussion needed to be had.

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to postpone tentative adoption of 2024 General Fund Budget until the next Mid-Month Meeting, November 21, 2023. Motion carried.

**Approval of Kirby Kitner invoices to be paid from the General Fund**

\$ 8,200.00	Caroline and 6 <sup>th</sup> Street
\$ 4,400.00	Front and Mulberry
<u>\$ 2,221.72</u>	Oliver & 6 <sup>th</sup> Street Sinkhole
\$14,821.72	Total

Originally the invoices were to be paid from ARPA, but a pending grant has designated ARPA funds to be used as the match and, therefore, those funds need to be held in the ARPA account. Withdrawing the funds to pay for the Kirby Kitner invoices would bring the balance of ARPA below the pending grant match amount. Payment of the Kirby Kitner invoices from the General Fund is tabled until the next council meeting.

**Planters for Square**

Cl'm Fickes stated the fire company will be holding their 100<sup>th</sup> Celebration in 2025 and would like borough to use the planters in the Square, and to consider purchasing black planters for 4 to 8 places in the Square. Cl'm Halstead will take the information to the Main Street Committee for possible grant funding.

**NEW BUSINESS:**

**Christmas Party**

The Newport Borough Christmas Party will be held Friday, December 22, 2023 at the Water Authority. More details to follow.

**Cleaning Borough Office Quotes**

Young's Green & Clean submitted a quote to clean the borough office. Deep Cleaning: \$30 per hour (per employee) with client provided supplies using a minimum of 3 cleaning employees = \$90.00 per hour minimum. Cl'm Fickes knows the owner of the company.

Michael Briggs, the current Playground Grounds Keeper, would be able to clean the borough office for \$50.00, through payroll.

**MOTION:** Cl'm Dudley moved, seconded by Cl'm Halstead to approve current employee, Michael Briggs, to clean the borough office once a month at a flat rate of \$50.00 per occurrence and paid through payroll. Motion carried.

**Audio Recordings Retention**

Solicitor Dissinger was asked by council the timeline for audio recordings retention. The solicitor stated that recordings are public municipal record and need to be kept for 7 years. He will report back on digital Zoom retention.

**Mid-month Council Meeting** will be held Tuesday, November 21, 2023 at 6 pm.

**COMMUNICATIONS:**

- (1) Water Authority Minutes and Financial Report September 12, 2023
- (2) Newport Borough Municipal Authority Minutes September 28, 2023
- (3) Planning Commission Minutes October 4, 2023
- (4) Newport Assembly of God, PSP Presentation Sunday, November 12, 2023; 1 pm – 3 pm

**NOVEMBER COMMITTEE MEETINGS:**

ORDINANCE COMMITTEE: November 20, 2023 at 6:00 PM

FINANCE/BUDGET COMMITTEE: November 21, 2023 at 6:00 PM

STREET COMMITTEE: November 28, 2023 at 6:00 PM

PLAYGROUND COMMITTEE: November 7, 2023 at 1:00 PM

**ADJOURNMENT:** Cl'm Fickes moved, seconded by Cl'm Halstead to adjourn at 8:58 PM. Motion carried.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer