

**NEWPORT BOROUGH COUNCIL
MID-MONTH MEETING NOVEMBER 21, 2023
MEETING MINUTES**

President Penny Frownfelter called the meeting to order at 6:00 PM with the following Borough Council Members present:
Billie Dudley, Christian Fickes, Tami Halstead, Greg Shope, and Jacob Zentichko.
Attended Virtually using Teams: Mary Bucher

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano

President Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

President Frownfelter referred to the recent Coleman v. Parkland School District ruling concerning the new restrictions for meeting agendas under the Sunshine Act. The Pennsylvania Commonwealth Court stated only a vote can be taken to add action items to their published agenda within 24 hours of a meeting for purposes of emergency business or a *de minimis* business that does not involve expending funds or entering a contract. The 3 exceptions to add to the agenda within 24 hours of a public meeting are:

1. *Emergency business to respond to a clear and present danger to life or property*
2. *De minimis business arising in that last 24 hours that does not involve the expenditure of funds or the entering into a contract*
3. *De minimis business raised during the meeting by a resident or taxpayer that does not involve the expenditure of funds or entering into a contract*

AMENDMENTS TO THE AGENDA: None

GUEST: None

PUBLIC COMMENT: None

OLD BUSINESS

APPROVAL of Kirby Kitner Invoices to be paid from GENERAL FUND

The Kirby Kitner Invoices were tabled at the last council meeting of November 7, 2023.

MOTION: Cl'm Halstead moved, seconded by Cl'm Shope to approve the payment of the 3 Kirby Kitner Paving & Excavating Invoices in the total amount of \$14,821.72

BREAKDOWN:

\$2,221.72 (6th Street Sinkhole); \$4,400.00 (Front & Mulberry); \$8,200.00 (Caroline & 6th Street)

Motion carried.

STERICYCLE: Secretary Damiano

On November 1, 2023, a complaint was filed with the Better Business Bureau requesting the Stericycle account be zeroed out so the account can be closed. On November 9, 2023 an email was received from Stericycle crediting the Newport Borough account to zero. The account is now closed.

MEDICAL & VISION INSURANCE PLANS

Additional Capital Blue insurance medical plans, including H.S.A. eligible higher deductible plans, were presented to the council for consideration from the insurance agent. Also, the additional cost of Vision at a renewal rate of \$5.78 per month per member enrolled, was not previously presented to council for calculation in the 2024 budget.

President Frownfelter created a spreadsheet comparison chart with the cost of higher deductible plans that would activate a lower monthly premium payment for the borough. She also proposed the possibility of the borough contributing into the employees' H.S.A. accounts to help offset employee deductibles. With concerns over the cost of the H.S.A. monthly fees and any possible tax implications associated with paying employee deductibles, the council decided to take no further action for 2024 as the medical plan was selected and approved at the November 7, 2023 council meeting. The policies (medical and vision) will automatically renew at the 2024 rate and will not require any additional action or signatures.

Selectech

Quotes from Selectech for a monthly Backup contract, Microsoft 365, and Sonic Wall Capture Client subscriptions were reviewed.

MOTION: Cl'm Halstead moved, seconded by Cl'm Shope to approve (2) Microsoft 365 Business Standard subscriptions (Secretary and Code Enforcement) @ \$150.00 each, (8) Microsoft 365 Exchange Online subscriptions (council members), (10) SonicWall Cloud App Security Basic and (3) Sonic Wall Capture Client Advanced for the total amount of \$1,110.64 for 1 year. Motion carried.

NEW BUSINESS:

Code Enforcement Ticket Books Purchase

MOTION: Cl'm Fickes moved, seconded by Cl'm Dudley to approve the purchase of Code Enforcement Parking Ticket Books for \$366.00 + shipping and Code & Ordinance Violation Ticket Books for \$376.00 + shipping from Traf-O-Teria System. Motion carried.

Permit Fee Schedule Review

Council reviewed the 2023 Permit Fee Schedule. Discussion on what the Zoning Hearing Application Fee covers in preparation for a Zoning Hearing and the actual costs to the borough prompted a suggestion to increase the fee to cover more of the actual costs.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to increase the Zoning Hearing Application Fee to \$500.00 effective January 1, 2024. Motion carried.

Employee Christmas Gifts

A cost analysis was presented to council on the Gross (before taxes) and Net (after taxes) costs associated with giving the employees Christmas Bonus' with the borough covering the cost of the taxes necessary to provide the employee with the full amount of the bonus. Ray Campbell and Ronald McNaughton were removed due to not being active employees. All Christmas Gifts/Bonus would run through payroll.

Breakdown: Part-Time Employees \$250.00; Full-Time Employees \$500.00; Seasonal Employees \$100.00.

MOTION: Cl'm Dudley moved, seconded by Cl'm Shope to pay Christmas Gifts/Bonus' through payroll on the December 6, 2023 pay with Newport Borough paying the additional cost of taxes to provide the employee with the full amount of the bonus in the following amounts, as per employment status: \$250.00 Part-Time Employees; \$500.00 Full-Time Employees; \$100 Seasonal Employees. Total Cost Amount = \$2,836.78. Motion carried.

Interest Earned on DCED Paving Grant

As per DCED Grant regulations, the interest earned from the grant above \$500.00 needs to be returned to the Commonwealth of Pennsylvania.

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to approve payment to the Commonwealth of Pennsylvania in the amount of \$2,603.63 from interest earned on the DCED Paving Grant.
Motion carried.

C. A. Hess Invoice & Additional Quote for 2014 GMC Truck-Cl'm Fickes

The 2014 GMC truck had a grinding noise, and the truck was taken to Hess to check out the cause of the problem. Hess replaced the left rear seal, brake shoes, brake pads and spring kit before the Streets Chair was made aware that the repair was being completed on the left side. The cost was \$637.00. The quote for the right side to be repaired is \$300.00, but the kit for both sides was included in the \$637.00 Invoice.

MOTION: Cl'm Shope moved, seconded by Cl'm Dudley to approve payment in the amount of the \$637.00 to C. A. Hess for the invoice for the repair to the left side of the 2014 GMC truck and to approve the estimate of \$300.00 for the repair work to be completed on the right side of the 2014 GMC, with payment paid after the right side is repaired. Motion carried.

Borough Office Heater-Cl'm Fickes

The electric baseboard heaters by the secretary's desk in the borough office are not working. A professional should be consulted. Cl'm Fickes suggested H.M. Flickinger & Sons, Inc. Heating.

MOTION: Cl'm Dudley moved, seconded by Cl'm Fickes to have H.M. Flickinger & Sons, Inc. Heating repair/replace the heaters in the borough office. Motion carried.

APPROVAL OF THE Mid-Month NOVEMBER BILLS: Treasurer Damiano

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

FINANCIAL REPORT FOR NOVEMBER 21, 2023 MID-MONTH COUNCIL MEETING: Treasurer Damiano
Treasurer Damiano read the November 21, 2023 Financial Report
Report was prepared & presented in preparation for 2024 Budget Analysis

Newport Borough General Account balance November 20, 2023:	\$188,096.00
Deposit November 21, 2023:	\$ 4,445.56
Deposit Fines November 21, 2023:	\$ 65.00
Outstanding bills presented for payment:	\$ 9,315.15
Additional Expenses for November 21, 2023: (\$300 Hess quote removed)	\$ 15,458.72
Tractor Purchase (Cl'm Halstead explained breakdown of payment)	\$ 46,466.52
Estimated Income for balance of November:	\$ 11,200.00
Estimated Balance November 30, 2023:	\$132,566.17
Estimated Income for December:	\$ 14,027.42
Estimated Expenses for December:	\$ 26,221.73
Additional Expenses for December:	\$ 5,082.00
Estimated Balance December 31, 2023	\$115,289.86

2024 General Fund Budget

Review and additional discussion were held on the 2024 General Fund Budget. Both the Mayor’s Legal Fees and Emergency Management were reduced, but the Reserve Fund is sufficient to cover if any additional expenses were incurred above what has been budgeted in these categories. Mayor’s Dues/Meetings were increased to cover his anticipated participation in the Annual Mayor’s Conference.

Tentative Adoption of the 2024 General Fund Budget and Approval To Advertise

MOTION: Cl’m Dudley moved, seconded by Cl’m Fickes to approve the Tentative Adoption of the 2024 General Fund Budget in the amount of \$1,039,000.84 and Approval to Advertise. Motion carried.

ADJOURNMENT: Cl’m Halstead moved, seconded by Cl’m Dudley to adjourn at 7:40 PM. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer