

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING OCTOBER 3, 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, Greg Shope, and Jacob Zentichko.

Also Present: Mayor Tice

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, Solicitor William Dissinger, Phillip Brath, Engineer
Frank Campbell – Newport Revitalization & Preservation Society, Inc., Luke Roman – Perry County Times

President Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was being recorded.

APPROVAL OF THE MINUTES: September 5, 2023 Regular Meeting Minutes, September 19, 2023 Mid-Month Meeting Minutes and December 20, 2022 Mid-Month Meeting Minutes.

CORRECTIONS TO September 5, 2023 Meeting Minutes: President Frownfelter

1. On Page 2: Add clarification of Storm Water;
Kirby Kitner Excavating is working on the 6th & Caroline Storm Water issues.
2. Correct spelling: MOTION

MOTION: Cl'm Fickes moved, seconded by Cl'm Shope to approve the September 5, 2023 Regular Meeting Minutes as corrected, the September 19, 2023 Mid-Month Meeting Minutes as presented, and the December 20, 2022 Meeting Minutes as presented. Motion carried unanimously.

GUEST: Frank Campbell – Newport Revitalization & Preservation Society, Inc.: Requesting 5 temporary handicap parking spaces on Market Street; 3 in front of Espresso Yourself and 2 near the Council of the Arts, for Canal Day, Saturday, October 7, 2023, as the Square is closed for this event and thus, losing handicap parking spaces.

MOTION: Cl'm Dudley moved, seconded by Cl'm Shope to approve the temporary handicap parking spaces for Canal Day, Saturday, October 7, 2023. Motion carried unanimously.

PUBLIC COMMENT: None

SOLICITOR: Solicitor Dissinger: Nothing to report.

ENGINEER'S REPORT: Phillip Brath:

1. HATS Curbs & Sidewalks Improvements along SR 0034 was awarded to Glenn O. Hawbaker, Inc. Concrete work, being temperature dependent, will start in Spring, 2024.
2. Sidewalk Project-Part 2 will have Bid Opening on Friday, October 6, 2023 at 8:30 am. The bid will be awarded if a quorum is present, pending DCED approval.
3. Engineer will be on vacation next week.

STREETS COMMITTEE REPORT: Cl'm Fickes

1. Kirby Kitner has completed:
 - a) 6th & Caroline Streets: Installed a new storm box and pipe into existing manhole. Cost: \$8,200.00
 - b) Front & Mulberry Streets: Installed a new storm box and pipe into existing inlet. Cost: \$4,400.00
2. Thanks to Cl'm Shope for getting the GMC truck fixed and welded.
3. Sidewalk Project-Part 1, awarded to G & R Charles Excavating, has begun on South Market Street.

TREASURER'S REPORT FOR OCTOBER: Treasurer Damiano

Treasurer Damiano read the October Treasurer's Report

Newport Borough General Account balance October 1, 2023: \$187,117.35

Deposits thru October 3, 2023: \$1,152.93

Outstanding bills presented for payment: \$10,958.11

Estimated Income for balance of October: \$524.37

Estimated Expenses for balance of October: \$26,286.74

Estimated Balance October 31, 2023: \$151,549.80

Liquid Fuels Account Balance October 1, 2023: \$91,286.00

Outstanding Bills presented for payment: \$19,957.83

Estimated Expenses for balance of October: \$00.00

Estimated Balance \$70,328.17

MOTION: Cl'm Fickes moved, seconded by Cl'm Dudley to approve October's Financial Report.

Motion carried unanimously.

APPROVAL OF THE OCTOBER BILLS TO DATE: Treasurer Damiano

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to pay the October bills presented.

Motion carried unanimously.

SECRETARY'S REPORT: Secretary Damiano

1. Received a 3rd breakout from the solicitor concerning professional legal fees incurred due to the Water Revenue Bond: Series 2023 in the amount of \$14.00. Requesting approval to invoice Newport Water Authority for the \$14.00.

MOTION: Cl'm Bucher moved, seconded by Cl'm Dudley to request reimbursement from the Newport Water Authority in the amount of \$14.00 for the added additional Professional Legal Fees incurred due to the Water Revenue Bond: Series 2023. Motion carried unanimously.

2. Paytime payroll charges requesting to remove:
 - a) HR Compliance Fee of \$27.82 charged first payroll of each month. Service is for an Employer Resource Center emails offered through Zywave on HR related topics, but not always relevant to Pennsylvania.
 - b) Poster Service Fee of \$9.43 charged first payroll of each month. Service is for any updates to the required Employer postings in the workplace. Have required Employer Poster displayed and can purchase an updated poster when necessary.

MOTION: Cl'm Dudley moved, seconded by Cl'm Shope to remove the HR Compliance Fee and the Poster Service Fee from Paytime services. Motion carried unanimously.

3. Requested to add Payentry Card option offered by Paytime to employees who would like to have their pay deposited onto a payroll debit card. There would be no cost associated with this service to the employer, only the employee.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to set up a PayEntry Card option for employees. Motion carried unanimously.

4. Request to attend PSAB Five-Part Webinar Series: Your Role as a Municipal Secretary/Administrator on Mondays: October 30, November 3, 13, 20, 27, 2023. 10:00 am – 11:00 am; Cost: PSAB Plus: \$75.00

MOTION: Cl'm Bucher moved, seconded by Cl'm Dudley for Secretary Damiano to attend PSAB Five-Part Webinar Series: Your Role as a Municipal Secretary/Administrator on Mondays: October 30, November 3, 13, 20, 27, 2023. 10:00 am – 11:00 am; Cost: PSAB Plus: \$75.00. Motion carried unanimously.

5. Attended 10 webinars and 3 on-site events. Have 3 upcoming webinars and 2 on-site events.

CODE ENFORCEMENT REPORT: Officer Tice reported for September:

Code Warnings: 10 - Code warnings; 0 - \$25 Code fine.

Parking Tickets: 20 - \$15 Parking Tickets; 0 - \$25 Parking Ticket

Citations: 1 Citation

Permits: 0 Permit issued

1. Sweet To The Soul has received all their permits from BIU to continue the building modifications at their new property location (former Goodwill).

ORDINANCE COMMITTEE REPORT: Cl'm Zentichko

Nothing to report.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

1. Park facilities will be open during the Halloween Parade on Wednesday, October 25, 2023 (Rain date: Thursday, October 26, 2023)
2. The water will be shut off on October 30, 2023.

FINANCE COMMITTEE REPORT: Cl'm Bucher:

Nothing to report.

MAYOR'S REPORT: Stephen Tice

Nothing to report.

OLD BUSINESS:

55 S 2nd Street Demolition - Cl'm Dudley

Working with the solicitor.

New Office Phones: Cl'm Dudley

Will have more information for next month's meeting.

Light Quotes for Pickleball Court – Cl'm Halstead

Will have quotes ready at the Mid-Month Budget Meeting.

LETTERS OF INTEREST

Appointment to Newport Borough Sewer Authority: Candidates:

- 1) Gwyn Smith

MOTION: Cl'm Zentichko moved, seconded by Cl'm Fickes to appoint Gwyn Smith to the Newport Borough Sewer Authority. **Dissent:** Cl'm Halstead. Motion carried.

Appointment to Newport Borough Water Authority: Candidates:

- 1) Lisa Klinger
- 2) Gwyn Smith
- 3) Dan Barlup

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to appoint Dan Barlup to the Newport Borough Water Authority. Motion carried unanimously.

NEW BUSINESS:

TCRPC nomination for a representative of the Perry Northeast Regional Planning Area

MOTION: Cl'm Dudley moved, seconded by Cl'm Bucher to nominate Frank Campbell as the representative of the Perry Northeast Regional Planning Area. Motion carried unanimously.

Renewal of Assistant Treasurer Patricia Bowers Bond

Cl'm Frownfelter and the council members had a discussion concerning why Assistant Treasurer Patricia Bowers needed to renew her bond since she is semi-retired. The bond is necessary whenever a person is handling financial matters of the borough. Assistant Treasurer Bowers is still training Treasurer Damiano in her duties.

MOTION: Cl'm Halstead moved, seconded by Cl'm Shope to renew Assistant Treasurer Patricia Bowers Bond. Motion carried.

MOTION: Cl'm Dudley moved, seconded by Cl'm Shope to approve to pay the Volunteer Fire State Aid payment to the Newport Fire Relief Association in the amount of \$6,849.31. Motion carried unanimously.

Employee Evaluation Form – Cl'm Fickes

Cl'm Fickes created an Employee Evaluation Form to be used on all Full Time and Part Time Employees annually. He would like to see the evaluations completed by November before completion of the 2024 Budget.

President (Penny Frownfelter) would evaluate Secretary, Assistant Secretary, and Assistant Treasurer.

Vice President (Billie Dudley) would evaluate Code Enforcement Officer.

Streets Committee Chair (Chris Fickes) would evaluate Streets Supervisor.

Streets Supervisor (Cody Harris) would evaluate Full Time and Part Time Streets Maintenance crew.

Playground Committee Chair (Tami Halstead) would evaluate Playground Grounds Keeper

MOTION: Cl'm Zentichko moved, seconded by Cl'm Dudley to approve the use of the Employee Evaluation Form. Motion carried unanimously.

2024 Liquid Fuels Allocation

Estimated 2024 Liquid Fuels Allocation is \$44,406.37.

NIMS Courses

An email and link were sent out to all council members on how to set up an account to take the NIMS courses, starting with NIMS 100 Basic and NIMS 700 Breakout, to prepare for Emergency Management Preparedness.

Newport Borough Office Carpet Cleaning

Request to clean the borough office carpet in-house by renting a carpet cleaner and having Michael Briggs, the Playground Park Cleaner, be paid his wage of \$12.00 per hour to perform the task. This will take place in November after the park closes. Council consensus was in agreement on this arrangement.

Church of the Nativity Donation

Church of the Nativity, 159 S. Second St., Newport, PA, donated \$250.00 to Newport Borough.

2024 Local Planning Assistance Program

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to approve participation of the 2024 Local Planning Assistance Program which a municipality receives planning technical assistance from the Perry County Planning Commission (PCPC) staff at the Level 3 at a cost of \$600 for 12 Contracted Staff Hours. Motion carried unanimously.

2023 Paving Project: Glenn O. Hawbaker Inc. payment

MOTION: Cl'm Dudley moved, seconded by Cl'm Shope to approve payment to Glenn O. Hawbaker, Inc. for the 2023 Paving Project in the amount of \$58,575.28 pending PENNDOT approval of completion documentation. Cl'm Fickes stated the \$4,277.03 more than original bid due to incorrect measurements; Breakdown: \$40,130.34 PLGIT Paving Account & \$18,444.94 Liquid Fuels Account. Motion carried unanimously.

Street Closure Request: 58 S. 5th Street

Cl'm Fickes recommended not closing the street, but giving parking spaces. All present were in agreement.

President Frownfelter stated that the toilet in the women's room at the borough office used over 5000 gallons of water and now has been fixed in-house by Ricky Miller.

President Frownfelter commented that she would like to see all the secretaries cross-trained: water, sewer, and borough. This is not combining positions, but would like to utilize when someone is absent.

Mid-month Council Meeting will be held Tuesday, October 17, 2023 at 6 pm.

COMMUNICATIONS:

- (1) Water Authority Minutes and Financial Report
- (2) Newport Borough Municipal Authority Minutes
- (3) Perry County Chamber of Commerce – Very Perry Holidays 2023 Program
- (4) Canal Day

OCTOBER COMMITTEE MEETINGS:

ORDINANCE COMMITTEE: October 16, 2023 at 6:00 PM

FINANCE/BUDGET COMMITTEE: October 17, 2023 at 6:00 PM

STREET COMMITTEE: October 24, 2023 at 6:00 PM

PLAYGROUND COMMITTEE: None

ADJOURNMENT: Cl'm Dudley moved, seconded by Cl'm Fickes to adjourn at 7:53 PM. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer