

NEWPORT BOROUGH COUNCIL
October 17, 2023
MID-MONTH MEETING MINUTES

President Penny Frownfelter called the meeting to order at 6:04 PM with Borough Council Members: Christian Fickes, Tami Halstead, Jacob Zentichko, Mary Bucher, and Greg Shope.

Absent: Billie Dudley

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, and Frank Campbell

President Frownfelter led the Pledge of Allegiance.

President Frownfelter announced that the meeting was not being recorded.

AMENDMENTS TO OCTOBER 17, 2023 AGENDA: None

PUBLIC COMMENT: Frank Campbell; Newport Revitalization & Preservation Society, Inc.:

November 10, 2023 is Ladies Night Out from 6 pm – 9 pm. Espresso Yourself is no longer located on the Square in Newport at 8 S. 2nd Street as this business would normally be open during the Ladies Night Out Event. Frank is requesting approval of a food truck [Speckled Moose] to set up in the Square during Ladies Night Out for this special event.

MOTION: Cl'm Fickes moved, seconded by Cl'm Shope to approve a food truck to set up for the Ladies Night Out special event on Friday, November 10, 2023. Motion carried.

The sponsoring organization will obtain all copies of the food truck insurance and give a copy to Newport Borough. The Streets Department will reserve parking spots in the Square for the food truck to set up.

SelecTech Contract: Cl'm Fickes

SelecTech, the IT support contractor, has submitted the renewal contract for 2024. The Annual Support Agreement is the same amount as 2023: \$3,150.00. Cl'm Fickes would like to review the contract, along with Backup options, and review his findings with council at the next council meeting on November 7, 2023.

Volunteer Fire Company Worker's Comp

MOTION: Cl'm Halstead moved, seconded by Cl'm Shope to approve the down payment of State Workers Insurance Fund (SWIF) Volunteer Fire Company First Responders Workman's Comp, for the plan year of 11/01/23 – 11/01/2024, in the amount of \$6,016.00 . Motion carried.

Glenn O. Hawbaker, Inc 2023 Paving Project Cost: \$58,575.28: Cl'm Halstead

After the October 3, 2023 Council Meeting approved the payment to Glenn O. Hawbaker, Inc. as follows: \$40,130.34 PLGIT Paving Account & \$18,444.94 Liquid Fuels Account, Pennsylvania Department of Community and Economic Development (DCED) informed the borough that all interest earned from the grant above \$500.00 will need to be sent back to Commonwealth of Pennsylvania. This reduced the amount that would be able to be used to pay the contractor from the PLGIT account to \$37,663.36. The difference would need to be paid from a different source.

MOTION: Cl'm Fickes moved, seconded by Cl'm Shope to approve to pay Glenn O. Hawbaker, Inc. for the 2023 Paving Project cost of \$58,575.28 with the following breakdown: \$37,663.36 PLGIT; \$18,444.94 Liquid Fuels; \$2,466.98 General Fund
Motion Carried.

Emergency Management for Elected Officials training on December 14, 2023: Cl'm Halstead
Emergency Management for Elected Officials training that will be held in-person and virtually on Thursday, December 14, 2023 at 7 pm, would like a list of those who would like to attend. Cl'm Halstead, Cl'm Dudley, and President Frownfelter are all interested in attending. Cl'm Halstead will forward the list of interested attendees to Richard Fultz.

Reserve Fund: Cl'm Halstead
Current amount in the Reserve Fund is \$132,396.77

American Rescue Plan Award (ARPA) Fund & Small Water Grant: Cl'm Halstead
\$69,986.80 ARPA Balance as of September 30, 2023
\$ 4,400.00 Kirby Kitner: Front & Mulberry Invoice
\$ 8,200.00 Kirby Kitner: Caroline & 6th Street Invoice
\$ 3,779.00 Curb & Sidewalk: N Market Street Part 2 Bid over the CDBG Grant
\$64,134.00 PA Small Water Grant Match: not awarded until November
\$80,513.00 Total to Pay from ARPA
\$10,526.20 Shortfall

Possible options to pay the difference: General Fund, Reserve Fund, HATS grant for Curb & Sidewalk Project Part 2, etc.

Communications

1. Received PennDOT Notice that the Newport Bridge will be inspected on Friday, October 20, 2023 from 9 am – 11 am.
2. USDA Tractor Loan Closing is scheduled for Thursday, October 19, 2023 at 11:00 am.

2024 Budget Discussion

Documents available to assist with 2024 Budget Discussion:

1. Profit & Loss Statement: January 1, 2023 – October 17, 2023 (current)
 2. 2024 Proposed Budget Excel Worksheet
 3. Employee 2023 Wages
 4. Employee 2024 Wage Comparison Chart: 3%, 3.50%, & 4%
- Commercial Policy & Worker's Compensation Policy effective 11/01/2023 were available with a breakout of each coverage and cost.
 - Health Insurance Renewal is not yet available.

NEXT MEETING DATE: November 7, 2023, at 7:00 PM

ADJOURNMENT: Cl'm Shope moved, seconded by Cl'm Fickes to adjourn at 7:59 PM. Motion carried unanimously.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer