

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING
February 6, 2024**

President Greg Shope called the meeting to order at 7:08 pm with the following Borough Council Members present: Mary Bucher, Billie Dudley, Penny Frownfelter, Tami Halstead, Barbara Leach

Virtual: Christian Fickes

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, Code Enforcement Officer Michelle Tice, Engineer Phillip Brath, Solicitor William Dissinger, Perry County Times Luke Roman, and Doug Myers – NRPS Vice President

President Shope asked Cl'm Leach to lead the Pledge of Allegiance.

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: None

APPROVAL OF THE MINUTES: January 2, 2024 Reorganization and Regular Meeting Minutes.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to approve the January 2, 2024 Reorganization and Regular Meeting Minutes. Motion carried.

GUESTS: James Karnes was a scheduled guest, but was unavailable to attend.

Doug Myers, Vice President of NRPS – Newport Revitalization & Preservation Society – Presented the list of the 2024 Schedule of Events for approval:

2024 SCHEDULE OF EVENTS

<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>	<u>TIME</u>
4-27-24	Newport In Bloom Shopping Event	Veterans Memorial Park	9 am – 2 pm
6-01-24	Block Party	Second Street	5 pm – 8 pm
6-15-24	Movies in the Park – Barbie	Veterans Memorial Park	8:45 pm
7-06-24	Discover Newport Food Truck Festival	Third Street	10 am – 3 pm
7-13-24	Movies in the Park – Migration	Veterans Memorial Park	8:45 pm
8-06-24	National Night Out	Veterans Memorial Park	6 pm – 8 pm
8-10-24	Movies in the Park – Wonka	Veterans Memorial Park	8:15 pm
10-05-24	Canal Day	Second Street	9 am – 2 pm
11-8-24	Ladies Night Out	Newport Square	5 pm – 9 pm
12-7-24	Christmas Tree Lighting	Northend of Square	3:30 pm 5 pm

Cl'm Frownfelter expressed some concerns over food trucks in the Square with no permit. Doug explained that NRPS obtains the vendor insurance, and all events are covered under NRPS. There will be 1 food truck set up for Ladies Night Out due to no restaurants being open at night. The Food Truck Festival will be held on 3rd Street, a wider borough street that is closed for that event. NRPS has submitted a Newport Borough Events Application, a Certificate of Liability Insurance for all 2024 events and a Newport Borough Temporary Street Closure Application for June 1st, July 6th, October 5th, and December 7th.

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to approve all 2024 Events sponsored by NRPS, as presented. Cl'm Fickes called a Roll Call for approval of the 2024 NRPS Events

Yeas: President Shope, Cl'm Fickes, Cl'm Bucher, Cl'm Halstead, Cl'm Leach = 5

Neas: Cl'm Dudley, Cl'm Frownfelter = 2

Motion carried.

APPROVAL OF BANNERS

RESOLUTION # 03-24: Discover Newport Food Truck Festival Banner 2024

RESOLUTION # 04-24: Newport Family Fun Day Banner 2024

RESOLUTION # 05-24: Newport Canal Day Banner 2024

RESOLUTION # 06-24: Newport Turkey Trot Banner 2024

MOTION: Cl'm Dudley moved, seconded by Cl'm Frownfelter to Adopt Resolution No. 03-24: Discover Newport Food Truck Festival Banner 2024; Resolution No. 04-24: Newport Family Fun Day Banner 2024; Resolution No. 05-24: Newport Canal Day Banner 2024; and Resolution No. 06-24: Newport Turkey Trot Banner 2024. Motion carried.

PUBLIC COMMENT: None

SOLICITOR: Solicitor Bill Dissinger

Will wait under Ordinance Committee Report to report review of ordinances.

ENGINEER'S REPORT: Phil Brath

The engineer reviewed his report.

Applications for Payment:

CDBG Market Street Sidewalk Project #1 = \$33,457.00

CDBG Market Street Sidewalk Project #2 = \$26,571.00

TOTOL APPLICATION FOR PAYMENT..... \$60,028.00

ORIGINAL CDBG GRANT..... \$60,000.00

Environmental Review Costs..... - \$ 4,000.00

Available Remaining CDBG Grant Funds for Payment..... \$56,000.00

Overage Amount (Increase of cost due to additional concrete)..... \$ 4,028.00

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to approve payment to G & R Charles Excavating for Market Street Sidewalk Project #1 in the amount of \$33,457.00 and Market Street Sidewalk Project #2 in the amount of \$26,571.00 with CDBG funds, including the additional overage of \$4,028.00 be paid through ARPA Funds. The total payment to G& R Charles Excavating is \$60,028.00. Motion carried.

HATS Curbs, Sidewalks & Drainage Improvements for SR 0034 & SR 4008

Cl'm Halstead stated that no more work will be done until agreement is complete due to HATS grant reimbursement agreement that is to pay the difference has been slow to complete.

The engineer wants to call Kirby Kitner concerning 6th & Caroline, as the underdrain did not solve the issue and is still a problem. Cl'm Fickes would like to be involved.

Gibson-Thomas is the appointed Engineer for Centre Township, and their meetings are also the first Tuesday of each month at 7:00 pm. Phil Brath will attend Newport Borough's council meeting first and then excuse himself to attend the Centre Township meeting.

STREETS COMMITTEE REPORT: Cl'm Fickes/Supervisor Harris

Cl'm Fickes reviewed the Streets Report from Supervisor Harris. Will review at the next Streets Committee Meeting on 2/20/24 a proposal of improving visibility of No Parking spaces that have yellow curbs to include yellow hash marks on the street.

A slight issue happened while improvements were being made by the EMS in front of their building. The road broke, but will be repaired and fixed by the EMS. The 100-year anniversary of the fire company will be in 2025.

TREASURER’S REPORT FOR FEBRUARY: Treasurer Damiano

Treasurer Damiano read the February Financial Report

Newport Borough General Account balance February 1, 2024:	\$ 81,874.02
Deposit February 1, 2024: ACH Reality Transfer Tax	\$ 196.00
Fines Deposited February 6, 2024	\$ 60.00
Outstanding bills presented for payment:	\$ 8,416.91
Estimated Income for balance of February:	\$ 13,678.14
Estimated Expenses for balance of February:	\$ 24,086.19
Estimated Balance February 29, 2024:	\$ 63,305.06

2023 Kioti Tractor Loan Payoff

Tractor Loan Principal.....	\$ 28,800.00
Tractor Loan Interest.....	\$ 204.91
Tractor Loan Total Payoff Paid in January.....	\$ 29,004.91

Liquid Fuels Account Balance February 1, 2024:	\$ 36,416.85
Outstanding Bills presented for payment:	\$ 2,097.15
Estimated Expenses for balance of January:	\$ 000.00
Estimated Balance January 31, 2024	\$ 34,319.70

MOTION: Cl’m Halstead moved, seconded by Cl’m Bucher to approve February’s Financial Report. Cl’m Fickes voted nay due to being virtual and not receiving report. Motion carried.

APPROVAL OF FEBUARY BILLS TO DATE: Treasurer Damiano

MOTION: Cl’m Halstead moved, seconded by Cl’m Frownfelter to pay the February bills presented for payment. Cl’m Fickes voted nay due to being virtual and not receiving report. Motion carried.

SECRETARY’S REPORT: Secretary Damiano

1. Attended 4 webinars, and January’s Networking Event. Have 4 upcoming webinars and 3 on-site events.
2. As per approval at the January 2, 2024 meeting, \$31,170.00 has been transferred from the General Fund to the PLGIT Reserve Account on January 4, 2024.
3. The new office desk phone will be ordered this week.
4. PSATS Bootcamp, Sessions 2 & 3, will be held on March 16 & 23, 2024. Secretary Damiano will take off one day during each of those weeks to maintain a 40-hour work week.

Secretary Damiano requested to attend the Businesswomen’s Luncheon at the Ranch House Restaurant on Friday, March 8, 2024 from 11:30 am – 1 pm.

MOTION: Cl’m Dudley moved, seconded by Cl’m Frownfelter to approve Secretary Damiano to attend the Businesswomen’s Luncheon at the Ranch House Restaurant on Friday, March 8, 2024 from 11:30 am – 1 pm. Motion carried.

Discussion was had to continue to pay the secretary to attend networking events. Cl’m Fickes had no issues as long as the networking events did not interfere with the secretary’s duties. Solicitor Dissinger stated that if the borough authorizes the secretary to attend then it would be a paid function, but if the council does not authorize it, then it would not be paid. Cl’m Fickes was glad to see the borough represented. Cl’m Halstead commented that all employees should be allowed to attend these events and get paid, including her as Assistant Secretary.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to continue to pay the secretary to attend the networking events as paid participation within the 40-hour work week.

Roll Call Vote

Yeas: President Shope, Cl'm Fickes, Cl'm Bucher, Cl'm Dudley, Cl'm Frownfelter, Cl'm Leach = 6

Neas: Cl'm Halstead = 1

Motion carried.

CODE ENFORCEMENT REPORT: Officer Tice reported for January

Parking Tickets: 2 – Parking Warnings; 13 - \$15 Parking Tickets; 0 - \$25 Parking Tickets

Code Tickets: 23 – Code Warnings; 3 - \$25 Code Tickets; 1 - \$50 Code Tickets; 0 - \$75 Code Tickets

Citations: 0

Permits: 0

Investigating conservatorship for blighted properties in the borough. All but 1 handicap permit parking spaces have been paid for the year. Landlord tenant reports are coming in. Front & Fickes is moving along. Having the new carbonless ticket books are easier to use and store for record retention.

Attended PSATS Hot Topics in Zoning webinar on Wednesday, January 10, 2024. Another webinar, a 2-part series, just became available; Redeveloping Blighted Properties – Tools & Financing that would run March 5 & 12, 2024, 5:30 pm – 7 pm both nights at a cost of \$50.00. With not being on the agenda, council was not allowed to vote on paying for this class. She has the option of paying for the class out-of-pocket, and then presenting the class invoice for payment/reimbursement to be ratified at the March 5, 2024 council meeting as long as the request is placed on the March 5, 2024 agenda.

Requested the Code Enforcement email on the borough website to include a link on the main page to be able to message the Code Enforcement Officer, even after hours. Having remote email access, an alert is sent to the cell phone when a message is sent. An assessment can be done to determine if the issue needs to be addressed then or if it can wait until the next business day. The Website/IT Committee will check into it.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher

The newly enacted Code Enforcement Committee will hold meetings the 3rd Tuesday of each month: 5 pm – 6 pm.

The first meeting will be February 20, 2024.

ORDINANCE COMMITTEE: Cl'm Leach

The new Chair of Ordinance will continue to hold meetings on the 3rd Monday of each month at 6 pm with the next meeting to be held February 19, 2024. The Water Ordinance, Snow Emergency Ordinance, and Vehicles & Traffic Ordinance will all be reviewed.

Solicitor Dissinger had reviewed the ordinances as requested from the previous council meeting and saw no issues with them. He stated that changing the numbering is not an issue, and any previously written tickets can be handled if challenged in the judicial process. The solicitor sees no need to repeal the Vehicles & Traffic Ordinance.

Cl'm Halstead questioned why the Snow Emergency Ordinance was removed from the Vehicles & Traffic Ordinance when the Snow Emergency references vehicles. Cl'm Frownfelter felt having a separate Snow Emergency Ordinance would be clearer to residents.

Both the Water Ordinance and the Snow Ordinance were voted on at the December 5, 2023 Regular Council meeting to be advertised as part of the review process. A final vote on enactment of the proposed ordinances will take place at a future council meeting after it is properly advertised. The ordinance will then be presented to the mayor for review, then approve or return it to council with objections. A corrected final copy of the ordinance draft copy was never received from the Ordinance Committee to the secretary in order to be advertised in a newspaper of general circulation. The Ordinance Committee will review the ordinances again for additional recommendations.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

Had Ball Team Meeting on February 5, 2024. The agreements were signed by both the baseball and the softball teams. Contact information and liability insurance has been submitted. Opening day for softball is April 13, 2024 and baseball is April 20, 2024. Veteran's Memorial Park Walkways project will be this year. Next meeting will be November 4, 2024, with the ball teams.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter

Finance Committee was cancelled for January. Next meeting will be February 20, 2024 at 6 pm.

WEBSITE/IT COMMITTEE REPORT: Cl'm Dudley

The newly enacted Website/IT Committee will hold meetings on the 3rd Monday bi-monthly: 5 pm – 6 pm. The first meeting will be February 19, 2024. Cl'm Dudley would like guidance from the president on objectives of the committee. Cl'm Fickes, also on this committee, will also speak with the president on possible objectives.

MAYOR'S REPORT: Mayor Tice

1. Called the Reorganization Meeting to order on January 2, 2024 by swearing in new Council members Penny Frownfelter, Greg Shope, and Barbara Leach.
2. Voted on 2 tie breakers during January's Council Meeting: 1) President of Council; 2) Transferring funds from the General Fund to the Reserve Fund.
3. Swore in Mary Bucher on January 9, 2024 at the borough office.
4. Was present when Channel 43 Fox News interviewed President Greg Shope and Roadmaster Cody Harris on January 5, 2024 concerning how the borough was preparing for the upcoming winter storm.
5. Was unavailable to declare a Snow Emergency on January 6, 2024. President Shope declared the Snow Emergency in my absence.

OLD BUSINESS

Cl'm Fickes stated that Ridge Street overgrown vegetation and refuse dumping is in neighboring Oliver Twp. The property on Ridge Alley in Oliver Township was deeded to the Newport Borough Water Authority on August 11, 1977, as per copy of the Deed. Possible solutions could be posting a "No Dumping" sign and creating an agreement between the borough and Oliver Township to address the dumping issue.

NEW BUSINESS

Advertise 2024 Committee Meeting Dates: Modifications: Update Website Committee to Website/IT Committee

MOTION: Cl'm Halstead moved, seconded by Cl'm Fickes to Approve advertising the 2024 Committee Meeting Dates, as modified. Motion carried.

PLGIT Credit Cards, Changes, & Credit Card Policy

A Borough of Newport Credit Card Policy, prepared by Cl'm Halstead based on a policy provided by Solicitor Dissinger, was presented to council for review. Cl'm Frownfelter felt there is one already in place. Council members wanted time to review the document presented.

MOTION: Cl'm Fickes moved, seconded by Cl'm Frownfelter to Table the Credit Policy until next month.

Roll Call Vote

Yeas: President Shope, Cl'm Fickes, Cl'm Bucher, Cl'm Dudley, Cl'm Frownfelter, Cl'm Leach = 6

Neas: Cl'm Halstead = 1

Motion carried.

The PLGIT P-card currently has 4 card holders: Penny Frownfelter, Billie Dudley, Cody Harris, and Patricia Bowers.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Cancel the P-cards of Penny Frownfelter and Billie Dudley. Motion carried.

For the record, Billie Dudley had already turned in her P-card before the council meeting. Council will discuss who should have P-cards at the next council meeting.

Ratify Code Enforcement Training: Hot Topics in Zoning

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Ratify the payment of \$30.00 for the Code Enforcement Training; Hot Topics in Zoning webinar that was held on January 10, 2024. Motion carried.

Borough Email Changes

The 7 council members, the mayor, the code enforcement officer, and the secretary all have individual email addresses, which total 10 email plans. Cl'm Halstead, the Emergency Management Coordinator (EMC) is requesting to discontinue her EMC borough email address. Newly elected council member, Barbara Leach, does not utilize an email account. Reducing the number of email accounts would save on costs.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to update the borough emails to include 2 Microsoft 365 Business Standard email plans (Borough Secretary and Code Enforcement Officer) and 6 Microsoft 365 Exchange Online plans (5 council members and the mayor). Motion carried.

Ethics Forms were distributed.

Newport Borough – Unofficial Facebook Page

Discussion was had on the Unofficial Facebook Page – Newport Borough; Public & Government Service. Cl'm Fickes stated it is a Location Page that cannot be removed. Suggesting edits but be an option.

Greenways, Trails, and Recreation Grant

Newport Borough was awarded \$77,418.00 Greenways, Trails, and Recreation Grant for Veterans Memorial Park for pathways. Newport Revitalization & Preservation Society (NRPS) will provide the matching funds of 15%.

PSAB Second Vice President Nominations

Nominations are being accepted for Pennsylvania State Association of Boroughs (PSAB) Second Vice President.

2024/25 Co-Stars Salt Contract due by March 15, 2024

The annual Co-Stars Salt Contract for the 2024/25 Season is due by March 15, 2024.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to renew the Co-Stars Salt Contract for the 2024/25 Season.

Roll Call Vote

Yeas: President Shope, Cl'm Bucher, Cl'm Dudley, Cl'm Frownfelter, Cl'm Leach, Cl'm Halstead = 6

Neas: Cl'm Fickes = 1

Motion carried.

Red Cross Save A Life Smoke Detector Giveaway

The Red Cross Save A Life Smoke Detector Giveaway is a program where Red Cross volunteers go into homes to install smoke detectors when a resident signs up for the visit. Promotion of the program can be shared via the fire company's post, Newport Neighborhood Facebook group page, or Discover Newport Facebook group page.

Federal Surplus Program

Newport Borough participates in the Federal Surplus Program. The program renewal is due in November, but with needing to update the signers for the program, council decided to renew the eligibility for the program at the same time.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to renew the Federal Surplus Program with the following signers: Christian Fickes, Cody Harris, Ricky Miller, Daniel Miller, Tami Halstead, and Shelly Damiano. Motion carried.

Executive Session

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to go into Executive Session at 8:52 pm for the purpose of a Legal Matter. Motion carried.

MOTION: Cl'm Dudley moved, seconded by Cl'm Fickes to come out of Executive Session at 9:05 pm. Motion carried.

Communications

1. Water Authority Minutes and Financials of December 12, 2023
2. Newport Borough Municipal Authority Minutes of December 28, 2023
3. Foundation for Free Enterprise Week
4. Perry County Chamber of Commerce Annual Dinner & Sponsorships
5. Newport PTO 5K Race April 27, 2024, Sponsorship Brochure
6. Baron & Loguidice: Notification of Public Water Supply Major Permit Modification
Well #1 Pump Replacement and Treatment Technology Upgrades and Additions
7. Thank you letter from Perry County Animal Rescue for \$500.00 Donation from Newport Borough
8. Pennsylvania One Call System, Inc. 2024 Approved Rate Structure

Next Meeting Date: Tuesday, March 5, 2024, at 7 pm.

ADJOURNMENT: Cl'm Dudley moved, seconded by Cl'm Bucher to adjourn at 9:07 pm. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer