

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING
March 5, 2024**

President Greg Shope called the meeting to order at 7:00 pm with the following Borough Council Members present: Christian Fickes, Billie Dudley, Penny Frownfelter, Tami Halstead, Barbara Leach
Absent: Mary Bucher

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, Engineer Phillip Brath, Solicitor William Dissinger, Perry County Times Luke Roman, Frank Campbell (NRPS), and Rev. Rebecca Myers (Newport Farmer's Market)

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

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: None

APPROVAL OF THE MINUTES: February 6, 2024 Regular Meeting Minutes.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to approve the February 6, 2024 Regular Meeting Minutes. Motion carried.

GUESTS:

Frank Campbell, NRPS – Newport Revitalization & Preservation Society

Frank expressed appreciation for the approval last month of the 2024 NRPS Sponsored events.

The Newport Borough Downtown Cleanup will be held on Saturday, May 18, 2024. NRPS will provide all the supplies and the borough will provide the dumpster.

Rev. Rebecca Myers – Newport Farmers Market

Rebecca originally gave a presentation at the November 7, 2023 council meeting to propose holding the Newport Farmers Market, in its 5th season, at Veteran's Memorial Park (VMP), the borough park, once a month for the 2024 season. She returned to give an update, including a fact sheet, on the status of the farmers market:

- Literacy Council would be the Fiscal Sponsor due to not yet being a 501(c)3 non-profit organization.
- Will have proper liability insurance prior to opening of the market season.
- Applied for grants: 1) Partnership for Better Health, 2) Perry County Foundation
- Charge vendors \$140 for the season or \$25 per market.
- All vendors sign a contract and provide proof of insurance.
- Have had 8 consistent vendors, a food truck, and inquiries from new vendors.
- Market open last Sunday of each month: May – October + Sunday before Thanksgiving.
- Hours Open: Noon – 3 pm; Requesting 11 am – 4 pm for setup/take down.
- Would need the restrooms open.
- A Market Manager and a Social Media Manager operate and promote the market.
- Propose paying \$50 per market; \$350 for the season.

Council discussion:

Cl'm Dudley: a) No alcohol is allowed at the park, as per borough ordinance, thus no winery vendors would be permissible; b) July 28th would need to be rescheduled due to a tournament in the park that day.

Cl'm Fickes: The firetruck is allowed on the grassy area during National Night Out so there should be no concerns over vendors using canopies to set up on the grass between the large pavilion and the Tot Lot. This event also attracts many people.

Cl'm Halstead: a) Concerns on how this event would be affected by the Pathways and Parking Lot Repaving Project scheduled for this summer; b) The park is for Health & Recreation, and the farmers market falls within the parameters. Large venue rentals are normally \$250.00 per event, only charging \$50 per event was not enough to cover borough costs.

Cl'm Shope: Bathrooms could be kept open until the October 27th farmers market date, but by November 24th the bathroom facilities will have already been winterized.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to approve the Newport Farmer's Market paying \$50.00 per event.

Yeas: President Shope, Cl'm Fickes, , Cl'm Leach, Cl'm Dudley, Cl'm Frownfelter = 5

Neas: Cl'm Halstead = 1

Motion carried.

PUBLIC COMMENT: None

ENGINEER'S REPORT: Phil Brath

The engineer discussed his report.

Curbs, Sidewalks, & Drainage Improvements SR 0034 (4th Street) & SR 4008 (Market Street)

PennDOT is currently working on their portion. Concerns over no temporary walkways available where the new ADA compliant handicap ramps are being installed.

Park Walkways/Pathways Project

Cl'm Halstead will oversee most of the project using PennDOT 944 format specifications. Project allows 10% of grant funding for engineering. Engineering expected not to exceed \$2,000.00 unless significant engineer's involvement is required. Cl'm Halstead will develop the bid package with input from Phil, as needed.

6th & Caroline

Phil will speak with Kirby Kitner concerning unresolved issues on 6th & Caroline. Cl'm Fickes wants to be involved.

SOLICITOR: Solicitor Bill Dissinger

Nothing to report.

STREETS COMMITTEE REPORT: Cl'm Fickes/Supervisor Harris

Cl'm Fickes discussed the Streets Report from Supervisor Harris.

Two streetlights are out at 4th & Market Street. Cody would like to rent a lift to fix the lights. Cl'm Halstead stated that PP&L fixes their lights, but the decorative lights are the borough's, and the borough is responsible for fixing the lights. PP&L only provides electricity to the main box for the lights. Cl'm Fickes wants to look into this issue further to fix the lights.

A tri-axle load of salt was delivered under the 2023/24 Salt Contract.

Streets Committee discussed painting yellow Crosshatch No Parking Zone on 2nd Street on corners with yellow curbs, from Dock Street to Catherine Street.

TREASURER'S REPORT FOR MARCH: Treasurer Damiano

Treasurer Damiano read the March Financial Report

Newport Borough General Account balance March 1, 2024:	\$ 65,070.50
Deposit March 1, 2024: ACH Reality Transfer Tax	\$ 3,853.52
Fines Deposited March 5, 2024	\$ 60.00
Deposit March 5, 2024	\$ 40,045.63
Outstanding bills presented for payment:	\$ 18,586.83
Estimated Income for balance of March:	\$ 10,000.00
Estimated Expenses for balance of March:	\$ 29,178.04
Estimated Balance March 31, 2024:	\$ 71,264.78

Liquid Fuels Account Balance March 1, 2024:	\$ 34,330.83
ACH 2024 Liquid Fuels Tax Fund Deposit March 1, 2024	\$ 44,851.37
Outstanding Bills presented for payment:	\$ 3,782.53
Estimated Expenses for balance of March:	\$ 000.00
Estimated Balance March 31, 2024	\$ 75,399.67

MOTION: Cl'm Fickes moved, seconded by Cl'm Halstead to approve March's Financial Report.
Motion carried.

APPROVAL OF MARCH BILLS TO DATE: Treasurer Damiano

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

SECRETARY'S REPORT: Secretary Damiano

1. Attended 5 webinars, and February's Networking Event. Have 1 upcoming webinar and 3 on-site events.
2. New Secretary's desk phone was installed. Fax line is utilized as a secondary phone line to call out to keep the main line open for incoming calls.
3. SEK Audit performed February 20 & 21, 2024.

Secretary Damiano requested to attend PSAB 4-part Online Learning Series: Writing Effective Grant Proposals; Thursdays, March 14, 21, 28, & April 4, 2024; 10:00 am – 12:00 noon; Cost: PSAB Plus: \$50.00

MOTION: Cl'm Fickes moved, seconded by Cl'm Dudley to approve Secretary Damiano to attend the PSAB 4-part Online Learning Series: Writing Effective Grant Proposals; Thursdays, March 14, 21, 28, & April 4, 2024; 10:00 am – 12:00 noon at the PSAB Plus cost of \$50.00. Motion carried.

An updated Sign Application was presented to council for review. Changes requested:

- a) Change word from Repair to Replace
- b) Add Email lines

MOTION: Cl'm Dudley moved, seconded by Cl'm Fickes to approve the Sign Application with the following modifications: Change word Repair to Replace and add email lines. Motion carried.

CODE ENFORCEMENT REPORT: Officer Tice reported for February

Parking Tickets: 4 – Parking Warnings; 16 - \$15 Parking Tickets; 0 - \$25 Parking Tickets

Code Tickets: 6 – Code Warnings; 0 - \$25 Code Tickets; 0 - \$50 Code Tickets; 1 - \$75 Code Tickets

Citations: 0

Permits: 0

Assigned addresses for new apartments on N 2nd Street.
Met with Mayor of Duncannon to discuss Code Enforcement duties.
Several requests for copies of the Sign Ordinance.
Multiple landlords still need to report who is living in their rentals.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher

The newly enacted Code Enforcement Committee holds meetings the 3rd Tuesday of each month: 5 pm – 6 pm. The first meeting was February 20, 2024. Code Enforcement Officer Michelle Tice attended to give an overview of her job duties.

ORDINANCE COMMITTEE: Cl'm Leach

The meeting held February 19, 2024 started to review the proposed changes to the Water Ordinance. Cl'm Leach found an issue in Vehicles and Traffic 382. Cl'm Leach took an Ordinance Book home to read before the Ordinance Committee meeting took place. Cl'm Halstead, a member of the Ordinance Committee, explained the discrepancies in the Water Ordinance, as shown in red in the Ordinance Committee Report. Cl'm Leach pointed out an additional discrepancy in the Vehicles and Traffic section of the report. Cl'm Frownfelter was interested in attending the Ordinance Committee meeting. The Solicitor stated that the committee can reference the Standards and he would like access to the Rules and Regulations of the Water Authority, for reviewing them.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

Veterans Memorial Park is preparing to open mid to end of March, depending on weather.

The Newport Veterans Memorial Park Walkway Project Grant was awarded for \$77,418.00, with the grant not exceeding 85% of the project costs. Cl'm Halstead would like to move forward with the project and advertise for bids. With only having approximately \$90,000 to work with, the access road milling and paving portion and the paving area between the large pavilion and tot lot portion can be listed as Option A and Option B, so in case the bids come back higher, the access road and paving area can be removed and a CBDG grant can be applied for to cover those options. Cl'm Fickes questioned why no grants for street paving were being applied for. Cl'm Halstead explained that different grants come from different sources, and more grants are available for parks and recreation. Cl'm Halstead has only found Low Volume, Dirt and Gravel Roads as a possible funding source.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to approve to move forward with the VMP Pathway Project this year, to create the bid with listing the access road and paving area, milling and paving portion as options, to have Phil Brath assist with engineering up to \$2,000.00 out of grant funds, to have Cl'm Halstead prepare the bid documents, and to advertise the bid. Motion carried.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to apply for the 2024 CDBG for VMP parking lots milling and paving. Motion carried.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter

Nothing to report.

WEBSITE/IT COMMITTEE REPORT: Cl'm Dudley

Will be working on borough website access.

MAYOR'S REPORT: Mayor Tice

1. Attended the Playground/Park Committee Meeting.
2. Organized Mayor's office in municipal building.

OLD BUSINESS

Credit Card Policy: The original Credit Card policy provided by Solicitor Dissinger that was approved by council on April 5, 2022 was distributed and compared to the proposed Credit Card policy that was presented at the February 6, 2024 council meeting. Consensus was to keep the current policy, but was noted that the Credit Card Policy can be updated by council at any time.

Assistant Treasurer Patricia Bowers and Streets Supervisor Cody Harris are authorized PLIGIT cardholders. The cards are kept at the borough office. Secretary Shelly Damiano is an administrator of the PLIGIT account, but currently is not an authorized cardholder.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to authorize Shelly Damiano, Secretary, to be a PLIGIT cardholder for Newport Borough. Motion carried.

Newport Borough Unofficial Facebook Page: Cl'm Dudley and Cl'm Fickes both stated that this is a location page created by Facebook. No action can be taken by the borough.

NEW BUSINESS

Purchasing QuickBooks Software: Desktop versus Online

Current Quickbooks Desktop 2021 subscription will need to be renewed to QuickBooks Desktop Plus 2024 by July 31, 2024 in order to continue with the desktop version. After July 31, 2024, no new desktop subscriptions will be sold. Desktop version allows for an unlimited number of companies versus the Online version charges for each company account created. SelecTech processed the Quickbooks Desktop 2021 order as a courtesy to the borough. QuickBooks requires a credit card, and can purchase the software themselves without using SelecTech.

MOTION: Cl'm Dudley moved, seconded by Cl'm Fickes to purchase QuickBooks Desktop Plus 2024 before July 31, 2024 for \$649.00 per year. Motion carried.

Nomination for PSAB 2nd Vice President

Cl'm Halstead is interested in submitting her name nomination for PSAB 2nd Vice President. The Pennsylvania State Association of Boroughs (PSAB) is a very important organization for boroughs. Cl'm Halstead stated that she is already an active member of the Board of Trustees and has been for 11 years. She has served on various committees and if she would win the position, it would not take much more of her time as she currently attends the majority of the meetings. She is interested in the legal department of PSAB and being at the Capital. In order to complete the nomination process, Newport Borough would need to submit a Letter of Support.

MOTION: Cl'm Dudley moved, seconded by Cl'm Leach to nominate Cl'm Tami Halstead for PSAB 2nd Vice President and to issue the Letter of Support from Newport Borough to the PSAB Nominating Committee. Motion carried.

PSAB Annual Conference June 2-5, 2024

Newport Borough Representatives: Cl'm Frownfelter and Mayor Tice. Cl'm Halstead will represent the borough via PSAB Board of Trustees.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to approve to pay for Elected Officials only to attend the PSAB Conference June 2-5, 2024. Motion carried.

MOTION: Cl'm Dudley moved, seconded by Cl'm Fickes to approve Cl'm Halstead as the Voting Delegate for Newport Borough at the PSAB Conference June 2-5, 2024. Motion carried.

Direct Deposit for Paychecks

Secretary Damiano wanted to encourage those who did not already have Direct Deposit for borough paychecks to consider signing up for the service. A comment was made about making it mandatory, but with a small payroll, no further consideration was expressed.

2024 Newport Borough Calander of Events

MOTION: Cl'm Dudley moved, seconded by Cl'm Leach to remove May 26 – VFW and November 9 – American Legion from the calendar and approve the amended Newport Borough 2024 Events Calendar. Motion carried.

2024 Perry County Chamber of Commerce Annual Dinner Friday April 12, 2024

Registration was open for the annual dinner, but was now full.

Grant Updates

Grants Awarded: 4
Grants Completed: 4
Grants Pending: 0

Butz Parking: Lease Agreement Renewal August, 2024

The lease agreement for the Butz Parking rental fees for Newport Square Apartments for 4 parking spaces is due for renewal in August, 2024. Discussion on rates: keep at \$20.00 per space x 4 parking spaces = \$80.00 per month or raise the rates.

MOTION: Cl'm Dudley moved, seconded by Cl'm Frownfelter to approve to keep the rates the same for the new lease agreement that will begin August, 2024. Motion carried.

Communications

- 1. Water Authority Minutes and Financials of January 9, 2024
- 2. Newport Borough Municipal Authority Minutes of January 25, 2024
- 3. Planning Commission Meeting Minutes March 6, 2024
- 4. Newport Borough 2024 Events Calendar
- 5. Perry County Chamber of Commerce Annual Dinner Friday, April 12, 2024

Next Meeting Date: Tuesday, April 2, 2024, at 7 pm.

ADJOURNMENT: Cl'm Fickes moved, seconded by Cl'm Dudley to adjourn at 8:57 pm. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer