

**NEWPORT BOROUGH COUNCIL**  
**REGULAR MEETING MINUTES**  
**January 7, 2025**

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

**OTHERS PRESENT:** Newport Borough Secretary Shelly Damiano, Luke Roman-Perry County Times, Phil Brath-Municipal Engineer, Brittany Lownes, Sandra Palmer

**ABSENT:** Mayor Stephen Tice. No solicitor present.

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

**GUESTS:** None

**PUBLIC COMMENT:** None

**ENGINEER'S REPORT:** Phil Brath

1. Will get with PennDOT about storm water on 6<sup>th</sup> Street.
2. Dirt, Gravel & Low Volume Roads Grant in the amount of \$181,765.00 was awarded for Front Street project. The parking lots at Veteran's Memorial Park are included due to drainage. The project will reduce sediment and will benefit the Juniata River. Cl'm Halstead signed the agreement on January 2, 2025, and have a year to complete. Opportunity to add 40% without additional process from Perry County Conservation District with no match if there are cost overruns. Cl'm Halstead would like to have bids ready by March.
3. Cl'm Fickes stated that the area of Market Street and Locust Alley has a spring that feeds into the drainage issue.

**STREETS COMMITTEE REPORT:** Cl'm Fickes/Supervisor Harris

Streets Report

1. Need a load of antiskid. Cl'm Fickes added that Cody had already ordered the antiskid and it was delivered.
2. Christmas tree is down. The snowflake lights normally are taken down in January but would like to keep the snowflake lights up until the end of February. There is a lot of positive interaction for the lights. Consensus from council was to have the snowflake lights stay up until the end of February.

Woodchipper

2021 Mower King, model BX52G (green)

Streets Crew operator, Dan Miller, operated the chipper on the owner's tractor. The 3-point hitch will fit both tractors. The owner did take the chipper off of Facebook Marketplace and will sell to the borough for \$1,000.00.

The engineer stated that the woodchipper can be used for brush removal to blow back the woodchips onto the bank as part of the Dirt, Gravel & Low Volume Roads grant project, in which their hours can be applied for reimbursement from the grant.

**MOTION:** Cl'm Leach moved, seconded by Cl'm Frownfelter to Approve the purchase of the 2021 Mower King, model BX52G woodchipper in the amount of \$1,000.00 from Clint Schnell, Duncannon. Motion carried.

Part Time Snowplow Operator New Hire

Tabled

Dirt, Gravel, and Low Volume Road Grant Project Update

Location from Oliver Street to Walnut Street on Front Street.

**SOLICITOR'S REPORT:** No solicitor present.

**APPOINTMENTS**

Engineer

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Dudley to Reappoint Phillip Brath, Gibson-Thomas Engineering Co., Inc, as Municipal Engineer. Motion carried.

Solicitor

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Fickes to Appoint Salzmman Hughes, P.C. as the Municipal Solicitor Firm with Elizabeth Kramer as Municipal Solicitor. Motion carried.

Borough Council requested Thank You for your service letter be sent to the former solicitor, William Dissinger.

Water Authority

1. Billie Dudley: Council decided to hold Letter of Interest for a future opening on the Water Authority.

2. Penny Frownfelter

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Bucher to Reappoint Penny Frownfelter to the Water Authority. Motion carried.

Sewer Authority

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Halstead to Reappoint James Sharar to the Sewer Authority. Motion carried.

Planning Commission

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Dudley to Reappoint Tami Halstead to the Planning Commission. Motion carried.

Zoning Hearing Board

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Halstead to Reappoint Eugene Alex to the Zoning Hearing Board. Motion carried.

Letters of Interest needed for positions still vacant:

(1) Planning Commission; (1) Zoning Hearing Board; (1) Vacancy Board

**EXECUTIVE SESSION:** Personnel

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to go into Executive Session on a Personnel matter at 7:42 pm. Motion carried.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Dudley to come out of Executive Session on a Personnel matter at 8:46 pm. Motion carried.

**MOTION:** Cl'm Halstead moved to Hire Jesse Babcock as Part Time Code Enforcement Officer for \$17.00 per hour at 20-25 hours maximum per week. Not seconded.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Dudley to Hire Jesse Babcock as Part Time Code Enforcement Officer for 25 hours per week at \$17.00 per hour. Motion carried.

**APPROVAL OF THE MINUTES:** December 3, 2024 Regular Meeting Minutes & December 17, 2024 Mid-Month Meeting Minutes

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve the December 3, 2024 Regular Meeting Minutes and to Approve the December 17, 2024 Mid-Month Meeting Minutes. Motion carried.

**TREASURER’S REPORT FOR JANUARY:** Treasurer Damiano  
**Treasurer Damiano read the January Financial Report**

Newport Borough General Account balance January 1, 2025:	\$ 141,968.42
ACH: Realty Transfer Tax: January 2, 2025	\$ 2,650.90
BMO Payment: January 6, 2025	\$ 169.96
Deposit: January 7, 2025	\$ 300.00
Outstanding bills presented for payment:	\$ 23,218.71
Estimated Income for balance of January: EIT: \$10,000.00	\$ 10,000.00
Estimated Expenses for Balance of January:	\$ 10,894.39
Estimated Balance January 31, 2025:	\$ 110,439.26
Liquid Fuels Account Balance January 1, 2025:	\$ 49,944.21
Outstanding Bills presented for payment:	\$ 1,689.56
Estimated Expenses for balance of January:	\$ 00.00
Estimated Balance January 31, 2025	\$ 48,254.65

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Leach to approve January’s Financial Report.  
Motion carried.

**APPROVAL OF JANUARY’S BILLS TO DATE:** Treasurer Damiano

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Bucher to pay the January bills presented for payment.  
Motion carried.

**SECRETARY’S REPORT:** Secretary Damiano

1. Attended 3 webinars and 1 on-site events. Have 5 upcoming webinar and 0 on-site events at this time.
2. The Pennsylvania Compensation Rating Bureau (PCRB) informed me that the previous insurance carrier, Selective, would need to update the Workers' Compensation name in order to remove Newport Borough Municipal Authority from Newport Borough’s Workers' Compensation name of record. Selective stated that the name of Newport Borough Municipal Authority was deleted in July, 2024. I sent the documentation to our current carrier, MRM Workers’ Compensation Pooled Trust, so they could update their records.
3. The Classification Inquiry to PCRB resulted in possibly helping the Newport Borough Municipal Authority’s past 3 years of Worders’ Compensation policies. Due to Newport Borough now being in a trust, the PCRB has no jurisdiction.
4. Applied for the Local Share Account-Statewide grant on November 11, 2024 in the amount of \$124,300.00 for installation of closed cell spray foam and interior metal panels for the Maintenance Garage. A \$100.00 non-refundable application fee was paid. Award announcements will be in September, 2025.
5. Submitted Workers Compensation audit on November 26, 2024.
6. The PLIGIT ARPA account was closed and remaining funds transferred to the PLIGIT Reserve account on December 9, 2024.
7. The 2023-24 Volunteer Fire Company-First Responders Audit was completed. State Workers’ Insurance Fund, the carrier, stated no additional premium is required.
8. Newport Borough is exempt from the Beneficial Ownership Information (BOI) Reporting requirements through the Financial Crimes Enforcement Network (FinCEN) to comply with the Corporate Transparency Act (CTA) due to being a Governmental authority. Currently there is an injunction on the requirement.
9. Isolved Time Management Module setup for the employees.

**CODE ENFORCEMENT REPORT:** None

**CODE ENFORCEMENT COMMITTEE:** Cl'm Bucher

No meeting. No report.

**ORDINANCE COMMITTEE:** Cl'm Leach

No meeting. No report.

**PLAYGROUND COMMITTEE REPORT:** Cl'm Halstead

Wanted council to be aware that the Boys Baseball will be doing work on the infield and the outfield quoted at \$3,500.00.

**FINANCE COMMITTEE REPORT:** Cl'm Frownfelter

Reviewed budget.

**WEBSITE/IT COMMITTEE REPORT:** Cl'm Dudley

Cl'm Fickes, also on the IT Committee, helped Selectec set up the weekly backups on Thursdays for the Secretary computer and the Code Enforcement computer. Would like to set up an external hard drive for the photos required for Code Enforcement, to reduce space needed for off-site backup storage.

**MAYOR'S REPORT:** Mayor Tice

No Report. Not present.

**OLD BUSINESS**

**MORE Grant**

Two companies presented quotes for the Level II Energy Audit and the Facility Conditions Assessment:

AEI: \$5,500 = Energy Audit + \$3,500 = Facility Conditions Assessment

Liberty Environmental, Inc: \$5,500 = Energy Audit + \$3,750 = Facility Conditions Assessment

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Award AEI the quotes of \$5,500 for the Level II Energy Audit and \$3,500 for the Facility Conditions Assessment for the MORE Grant. Motion carried

**Resolution #01-25 Sidewalk Café Fees**

\$ 0.00 (zero) Sidewalk Café Non-Alcohol

\$100.00 (one hundred) Sidewalk Café with Alcohol

\$ 50.00 (fifty) Per Event with Alcohol

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to Approve Resolution #01-25 Sidewalk Café Fees:

\$0.00 for Sidewalk Café Non-Alcohol; \$100.00 Sidewalk Café with Alcohol; \$50.00 Per Event with Alcohol.

Motion carried

**NEW BUSINESS**

**Proclamation OF Pennsylvania 811 Safe Digging Month April, 2025**

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Dudley to Approve the Proclamation of Pennsylvania 811 Safe Digging Month of April, 2025. Motion carried

**Newport Borough Library Donation**

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Dudley to Approve to give a Donation of \$1,000.00 to the Newport Borough Library. Motion carried.

**Bread of Life Outreach Donation**

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Dudley to Approve to give a Donation of \$300.00 to the Bread of Life Outreach. Motion carried.

**Hometown Heroes**

Pennsylvania State Association of Boroughs (PSAB) would like to honor the Hometown Heroes during their annual conference to be held in Hershey, PA June 1-4, 2025. Photos will scroll through on the television screens during the conference. Cl'm Halstead will coordinate obtaining the digital copies and she will volunteer her time.

**Costars Salt Contract August 2025 – July 2026 Due by March 15, 2025**

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve the Costars Salt Contract for August 2025 – July 2026. Motion carried.

**Communications**

1. Water Authority Minutes and Financial Reports: November 11, 2024
2. Newport Borough Municipal Authority Minutes: November 25, 2024 & December 11, 2024
3. Perry County EMS letter & Districts 3 & 4 Workshop: January 21, 2025 @ 6:30 pm – Newport High School
4. Perry County Literacy Council
5. Newport Library
6. Pennsylvania Compensation Rating Bureau: Workers Compensation Classification Codes
7. Municipal Benefits Services – MBS Trust Update (Health Insurance)

**Next Meeting Date:** Tuesday, February 4, 2025, Regular Meeting at 7 pm

**ADJOURNMENT:** Cl'm Dudley moved, seconded by Cl'm Halstead to adjourn at 9:02 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer