

NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
May 6, 2025

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

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, Mayor Stephen Tice, Elizabeth Kramer-Municipal Solicitor, Phil Brath-Municipal Engineer
Frank Campbell-Newport Revitalization Preservation Society (NRPS)
Luke Roman-Perry County Times
Jacob Zenticko, Paddi Sharar, Jesse Babcock

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

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: None

GUEST: Frank Campbell-NRPS & Perry County Commissioner
Ghost Sign Artwork Project update

15' x 20' "ghost sign" style artwork; 221 Market Street owned by Mike McNaughton, adjacent to the Newport Borough office parking lot. Artwork by Harrisburg artist, Jeff Copus. Collaborative effort of NRPS Downtown Main Street Committee, Perry County Economic Development Authority, Perry County Council of the Arts, and the building owner, Mike McNaughton.

Final Design: Reider's Ferry (crème lettering) – Reidersville (shadowed overlay) – Newport (overlaid in blue)

History of Final Design: Reider family operated a ferry on the Juniata River; Reidersville is the original name of the town; renamed Newport after construction of the Pennsylvania Canal

Set to start June 30, 2025 and completion will be July 11, 2025.

This past Friday, due to an announcement of a Federal Policy change, the National Endowment of the Arts grant was cancelled. The project will seek other sources of funding.

Newport Downtown Kiosk

Directional signage with separate arrows. Will be esthetically pleasing with removable pieces. Cl'm Fickes liked the idea as long as there were no obstructions or safety concerns. Will return with additional information.

2025 Discover Perry County Book

With the non-profit discount, last year NRPS and Newport Borough split the cost of a full-page ad with each paying \$416.25, which totaled \$832.50. Frank Campbell will check to see if the cost will be the same for 2025. Mayor Tice stated that the ad brought a lot of attention and council agreed it was a sharp ad and could reuse the same ad this year. Council will vote next month on the advertisement in the 2025 Discover Perry County Book.

PUBLIC COMMENT: None

APPOINTMENT: Zoning Hearing Board Attorney: Hench, Britcher and Associates, 232 Market Street, Newport

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve the Appointment of Hench, Britcher and Associates as the Zoning Hearing Board Attorney. Motion carried.

APPOINTMENT: Council Member: Vacancy from the Resignation of Cl'm Billie Dudley

1. **Allison Sassani:** Cl'm Halstead stated that Ms. Sassani is not eligible due to not being a registered voter in the Borough of Newport.
2. **Jacob Zentichko:** Previous Council Member

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Bucher to Appoint Jacob Zentichko to the Newport Borough Council to fill the vacancy. Motion carried.

Resolution No. 08-25

Appointment of Jacob Zentichko to Newport Borough Council.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Resolution No. 08-25 Appointing Jacob Zentichko to Newport Borough Council. Motion carried.

Jacob Zentichko was sworn in as a Newport Borough Council member by Mayor Stephen Tice.

NEWPORT BOROUGH COMMUNITY SERVICE AWARD

(5) Applications were received for the \$500.00 Newport Borough Community Service Award. Faith C. Livelsberger was chosen to receive the award that will be presented by Mayor Stephen Tice on Tuesday, May 27, 2025 at 6:30 pm.

A revised Newport Borough Community Service Award Application for 2026 was presented to council for consideration.

MOTION: Cl'm Bucher moved, seconded by Cl'm Leach to Approve the revised Newport Borough Community Service Award Application. Motion carried.

The school advisor will be sent an electronic version for use beginning in 2026.

BID OPENING: Phil Brath, Engineer
Newport Front Street, Parking, Paving & Drainage Project

Drainage, Parking, & Paving

<u>7 Bids received</u>	<u>Lowest Bid</u>
\$158,518.25	G & R Charles Excavating LTD
\$395,441.00	E.K. Services, Inc.
\$398,900.00	Farhat Excavating, LLC
\$206,340.25	Glenn O. Hawbaker Inc.
\$334,900.00	Kinsley Construction Site York
\$219,666.40	Mid-State Paqving, LLC
\$192,751.75	Pro Lawn LLC

Tree Trimming

<u>4 Bids received</u>	<u>Lowest Bid</u>
\$ 15,660.00	G & R Charles Excavating LTD
\$ 36,340.04	Edge Tree Profession
\$ 21,680.40	Kinsley Construction Site York
\$ 33,802.40	Thunder Ridge Tree Service

Municipal Engineer Phil Brath recommended to move forward with project if grant covers the full amount or if operating budget can cover the difference. Options can be pulled, if necessary.

The Conservation District will be contacted to request additional funding.

MOTION: Cl'm Fickes moved, seconded by Cl'm Frownfelter to Award the Newport Front Street, Parking, Paving & Drainage Project bid to G & R Charles Excavating LTD for \$158,518.25 for Drainage, Parking, & Paving and \$15,660.00 for Tree Trimming. Motion carried.

PennDOT Automated Red Light Enforcement Transportation Enhancements Grant Program (ARLE)

The engineer stated that a preliminary Pre-Application Scoping Form was submitted to replace all location street signs in the borough. The grant would cover 100% of the project, if awarded. The engineer asked if the borough wanted to move forward with the application. There is \$1,000.00 fee that the borough would lose if the grant was not awarded.

The solicitor stated you could ratify at the next meeting, or the request could be brought up at a Mid-Month meeting due to the ARLE Grant not being on tonight's agenda. Cl'm Frownfelter was concerned with always ratifying because of the Sunshine Laws. The engineer confirmed the application process will be during the month of June.

Sidewalk Project & SR849

The grant does not allow payment directly to the contractor. The borough must pay the contractor and submit to the grant for reimbursement. Grant reimbursement could take up to 3 months for a total cost of \$520,000.00. Engineer Brath stated that Cl'm Halstead can look at loans or a line of credit. Prime is currently 8% with a 2% discount for municipalities. If the line of credit were taken today, the rate would be 5 ¼%. Project is broken down into 2 block sections at a time. The borough could need the loan for 7 months, which could amount to \$13,500.00 in interest.

The solicitor would need to draw up a Line of Credit Contract. Borough would pay interest on the draw amount as it is withdrawn. Cl'm Frownfelter stated that a \$650,000.00 project for a cost of \$13,000.00+ is worth the Line of Credit.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve applying for a \$540,000.00 Line of Credit with Juniata Valley Bank (JVB)(\$520,000.00 + \$20,000.00 to cover the interest) . Motion carried.

STREETS COMMITTEE REPORT: Cl'm Fickes

Needed discussion while municipal engineer is present.

S 2nd Street inlet collapse and Walnut & 3rd Street inlet collapse

The inlets collapsing is beyond the ability to repair by the Streets crew. Brick inlets are popping and collapsing. Having issues with the process of form and pour in place.

Kirby Kitner Excavating gave a written quote to repair 159 South 2nd Street inlet at an estimated cost of between \$2,500.00 - \$3,200.00 depending upon the condition found of the existing brick when excavation begins.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Kirby Kitner Excavating to repair the inlet at 159 South 2nd Street for \$3,200.00 Motion carried.

The repairs to the sinkhole at Dock & Shrub have not been completed yet by Kirby Kitner Excavating. Photos of the work were provided to council.

Local Newport Bridges: Repair timeline, as reported to municipal engineer

2027 = Route 34 Bridge

2029 = 2nd Street Bridge

School District signs

Discussion on school district signs in the future. Not that 4th Street is not in the school zone.

Streets Committee Report continued after the municipal engineer was excused from the meeting stating that the Streets Meeting in April was cancelled. Streets Supervisor Harris provided a written Streets Report.

Air Compressor

President Shope confirmed that no one came out to check what repairs are needed for the air compressor. Cl'm Fickes would like to move forward to put the air compressor out for sealed bids.

MOTION: Cl'm Fickes moved, seconded by Cl'm Leach to Approve putting the Ingersoll-Rand air compressor, Model #P-100-W-W, out for Sealed Bids to be opened at June 3, 2025 borough council meeting. Motion carried.

Citizen's Fire Company No. 1 of Newport PA

100th Anniversary Event Application & Street Closures

Sunday, July 27 - Saturday, August 2, 2025

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Bucher to Approve Citizen's Fire Company No. 1 of Newport PA 100th Anniversary Event Sunday, July 27 – Saturday, August 2, 2025. Motion carried.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Bucher to Approve the July 27, 28, and 30, 2025 Street Closure of Second Street, North side of the Square to Dock Street, 3 pm – 10 pm, for the fire company's 100th Anniversary Event. Motion carried.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the July 29, 2025 Street Closure of Second Street, both side of the Square (south and north), north side to Walnut Street, 3 pm – 10 pm, for the fire company's 100th Anniversary Event. Motion carried.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the July 31, 2025 Street Closure of 4th Street, from Market Street to Dock Street (upper part of street normally used for Sunday church parking), 9 am – 11 am, for the fire company's 100th Anniversary Event. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the August 2, 2025 Street Closure of 4th Street, from Mulberry Street to Fickes Lane; Mulberry Street, from 4th Street to 2nd Street; Second Street, from Mulberry Street to Veterans Memorial Park; Walnut Street, from 2nd Street to Front Street; Front Street, from Walnut Street to Oliver Street; Also, spaces on Market Street, from 2nd Street to Penn Ave. 11 am – 3 pm, for the fire company's 100th Anniversary Event. Motion carried.

Abstained: Cl'm Fickes due to being the President of the fire company.

PennDOT has approved the fire company parade for August 2, 2025.

PA 811 Safety Day Conference (free)

PA 811 Safety Day will be held on Wednesday, September 10, 2025, Nittany Valley Sports Centre, 177 Champion Drive, State College, PA from 7 am – 1:30 pm. Cody Harris and Dan Miller will be attending.

Permitted Handicap Spot on Market Street

Mayor Tice stated that no Handicap Permits are issued in the business district.

4th & Oliver manhole replacement

The manhole replacement is complete, and the borrowed manhole cover has been returned to the sewer.

Brush Pickup

Brush pickup is the 1st & 3rd Monday of the month with a 50-pound limit.

EXECUTIVE SESSION: Personnel

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to go into Executive Session at 8:09 pm. Motion carried.

MOTION: Cl'm Fickes moved, seconded by Cl'm Halstead to come out of Executive Session at 9:16 pm. Motion carried.

Actions Taken

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead for Suspension of the Code Enforcement Officer with pay of 25 hours per week pending investigation.

Nay: Cl'm Fickes. Motion carried.

CODE ENFORCEMENT REPORT: submitted by Jesse Babcock, Code Enforcement Officer

B.I.U. April 2025 Report for Newport Borough

1. 57 North Second Street; Blue Buffalo Tavern; Commercial Interior Alterations

SOLICITOR’S REPORT: Elizabeth Kramer; Salzman Hughes, P.C.

Blighted Property: 55 S. 2nd Street

1. Filed an Equity Complaint to the Court of Common Pleas
2. Sent certified mail. Need to confirm Affidavit of Service of Complaint with USPS for signature.

55 S. 2nd Street

The borough received a demolition permit request from Countywide Contracting today for said property. An 811 Call – Pennsylvania Underground Utility Line Protection Request was received on the said property. Borough has a copy of a Certificate of Liability Insurance from the contractor listing Newport Borough as an Additional Insured.

The contractor requested an Emergency Order to cut power to the property. The contractor also re-secured the home. A dumpster will be at the property tomorrow. No machinery will be used. The furnace is holding the house up. According to the contractor, after demolition, the property owner will be donating the land to Habitat to Humanity.

Parking Fines

The solicitor checked Title 75 for the standards on parking fines. A general parking ticket is no more than \$50.00. Cl’m Fickes added that if there is a handicap sign that includes “Not less than \$100 Max \$300”, the fine can be \$100 - \$300. If there is no such sign, then the maximum penalty can only be \$50.00.

Cl’m Bucher stated that fines are proposed to be increased to \$25 for general parking ticket violations and \$50 for handicap parking violations. Both are within the Title 75 guidelines.

APPROVAL OF THE MINUTES: April 1, 2025 Regular Meeting Minutes

MOTION: Cl’m Halstead moved, seconded by Cl’m Leach to Approve the April 1, 2025 Regular Meeting Minutes, as amended. **Abstained:** Cl’m Zentichko due to not being present at the April 1, 2025 council meeting. Motion carried.

TREASURER’S REPORT FOR MAY: Treasurer Damiano

Treasurer Damiano read the May Financial Report

Newport Borough General Account balance May 1, 2025:	\$ 263,223.82
ACH Deposit: May 1, 2025: Reality Transfer	\$ 294.00
Payroll #9: May 5, 2025	\$ 8,457.85
Deposit: May 7, 2025: Parking Tickets	\$ 100.00
Deposit: May 7, 2025: Sign & Zoning Permits	\$ 85.00
Deposit: May 7, 2025:	\$ 24,500.57
Outstanding bills presented for payment:	\$ 21,451.79
Estimated Income for balance of May: EIT: \$10,000.00	\$ 10,000.00
Estimated Expenses for Balance of May:	\$ 29,224.00
Estimated Balance May 31, 2025:	\$ 239,069.75

Liquid Fuels Account Balance May 1, 2025:	\$ 85,252.48
Outstanding Bills presented for payment:	\$ 1,576.85
Estimated Expenses for balance of May:	\$ 00.00
Estimated Balance May 31, 2025	\$ 83,675.63

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

APPROVAL OF MAY'S BILLS TO DATE: Treasurer Damiano

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to pay the May's bills presented for payment.
Motion carried.

SECRETARY'S REPORT: Secretary Damiano

1. Attended 3 webinars and 0 on-site events. Have 3 upcoming webinars and 2 on-site events at this time.
2. Submitted MORE grant reimbursement of \$9,000.00 for AEI invoice.
3. Municipal Statistics ACT 205 was submitted and approved.
4. Made copies of all ordinances since 2013 codification that affected the Code Book to update to current standards. Gave copies to the Code Enforcement Officer.
5. Mailed Fire and Ambulance Workers Compensation Reimbursement billing to Buffalo Twp., Howe Twp., Juniata Twp., Miller Twp., and Oliver Twp. Oliver Twp. and Miller Twp. have paid.

Isolved Cyber Liability Program from Acrisure

Beginning in June 2025, Isolved, the borough's payroll company, will require cyber liability insurance. Unless the borough ops out, there will be a charge of \$25 per month plus \$1 per employee, billed monthly, for an annual aggregate limit of liability per business of \$250,000.00.

Cl'm Fickes would like contacts to 1) MRM Trust (property/liability insurance company), 2) Isolved Acrisure, and 3) SelecTec (IT company) to check other available options.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher

Covered increasing Parking Fines options under the solicitor's report.

ORDINANCE COMMITTEE: Cl'm Leach/Cl'm Halstead

Final adoption of Ordinance No. 388 and Ordinance No. 389.

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to Approve Final Adoption of Ordinance No. 388, Amending Ordinance #348, Chapter 237, Vehicles and Traffic. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Leach to Approve Final Adoption of Ordinance No. 389 Ticketing Amending Ticketing Ordinance #368. Motion carried.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

There are constant repairs and women's room issues.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter not present. Secretary Damiano gave updates

1. Electricity Rates: Environ Energy has our current electricity supplier as Constellation @ \$.0555098 per kWh and is set to expire in 2026. A renewal quote is in the process of being obtained with the borough, water, and sewer accounts being used collectively to potentially get a better rate.
2. Health Insurance: Currently paying \$57,000 for 2025. Need to have options for 2026. Employee policy changes need to inform the employees by July 2025 to give them 6 months to prepare. High Deductible plans were not much lower.

WEBSITE/IT COMMITTEE REPORT: Cl'm Fickes

No Report

MAYOR'S REPORT: Mayor Tice

The mayor has only made one trip around town and will not be around the next 3 – 4 weekends.

Some businesses are doing better than others. The Blue Buffalo had a soft opening and is currently BYOB. There is an individual within 500 feet complained to the Liquor Control Board. There will be a Hearing, which is holding up the liquor license. Juniata Winery will be expanding into the former Love to Eat space.

OLD BUSINESS

MORE Grant (Municipal Opportunities for Retrofits and Energy Efficiency): Secretary Damiano
AEI completed the ASHRAE Level II Energy Audit for \$5,500.00 and the Facility Conditions Assessment for \$3,500.00 on Wednesday, February 19, 2025.

The grant reimbursement has been submitted for \$9,000.00 to pay for the AEI invoice.

NEW BUSINESS

Shade Tree Permit Application

No fee charges, as root barrier can be expensive.

MOTION: Cl'm Fickes moved, seconded by Cl'm Halstead to Approve the Shad Tree Permit Application.
Motion carried.

Cl'm Zentichko asked if there was a different form, but the Tree Permit was eliminated.

Resolution No. 06-25: Remove Billie Dudley from all Borough Accounts

MOTION: Cl'm Fickes moved, seconded by Cl'm Frownfelter to Approve Resolution No. 06-25 removing Billie Dudley from all borough accounts. Motion carried.

#3 New Business: Rescind Resolution No. 16-24 Newport Convenience Liquor License was deemed to strike through the item.

Ratify Resolution No. 07-25: Newport Convenience Liquor License Correction

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Ratify Resolution No. 07-25 Newport Convenience Liquor License Correction. Motion carried.

#5 New Business: Ratify paint purchase from Sealmaster. Unnecessary as the invoice was approved in the list of bills approved to be paid at this meeting.

Memorial Day Event hosted by American Legion Post 177, Newport: Sunday, May 25, 2025; 3 pm

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve the Memorial Day Event hosted by American Legion Post 177, Newport on Sunday, May 25, 2025 at 3 pm on the Square on the N 2nd Street side.
Motion carried.

Pavilion Rental flyer for website and distribution

A pavilion rental flyer was presented to be approved to promote the pavilion rentals at Veterans Memorial Park on the borough website and for distribution.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Bucher to Approve the Pavilion Rental Flyer. Motion carried.

Painted Sign Windows: Cl'm Fickes

Cl'm Fickes wanted to know why some businesses were charged for painted window signs and some were not. Cl'm Halstead will research the requirements.

Stone Arch Bridge over Route 34: PA State Historic Preservation Office

Communication from the PA State Historic Preservation Office, Pennsylvania Historical and Museum Commission related details of the repairs by PennDOT on the historic stone arch 34 bridge, the assessment of effect, and how PennDOT must now mitigate for the adverse effect. Would like to set up a meeting with Newport Borough to go over this project.

Stone Arch Bridge over Route 34: PA State Historic Preservation Office (continued)

Cl'm Halstead stated that there was a meeting today concerning the 2nd Street Historical Bridge from 1920.

2025 Discover Perry County Ad was discussed earlier with Frank Campbell.

Perry County's multi-municipal Act 537 Sewerage Facilities Plan should be sent to the sewer authority.

Spring Cleanup May 17, 2025: President Shope

Cl'm Shope brought up about how metals were taken to the salvage yard in the past. Discussion on if the council wanted the Streets crew to go to the scrap yard or have someone collect the metals and share dumpster fees. There is only 1 volunteer. Either need more volunteers or have a Streets crew employee there to help.

Communications

1. Water Authority Minutes and Financial Reports: March 10, 2025
2. Newport Borough Municipal Authority Minutes: March 27, 2025
3. Perry County Reassessment Office: Veterans Memorial Park & Newport Borough Office
4. MRM Trust Workers' Compensation Pooled Trust Annual Dividends Statement
5. MRM Trust Property & Liability Trust Annual Dividends Statement
6. 2025 B.I.U. Fee Schedule
7. Perry County Planning Commission: General Consistency Review-PA DCED Small Water and Sewer Program Grant Application-Newport Borough Water Authority Water Main Replacement (Walnut Street)
8. EMC Conference highlights

Next Meeting Date: Tuesday, June 3, 2025 Regular Meeting at 7 pm

ADJOURNMENT: Cl'm Fickes moved, seconded by Cl'm Halstead to adjourn at 10:37 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer