

NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
June 17, 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, Jacob Zentichko, and Tami Halstead.

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, ,
Elizabeth Kramer-Municipal Solicitor,
Frank Campbell-Newport Revitalization Preservation Society (NRPS)
Luke Roman-Perry County Times, Paddi Sharar-Zoning Hearing Board Chairwoman

ABSENT: Mayor Stephen Tice, Borough Engineer Phil Brath

President Shope requested Cl'm Zentichko 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
Food Truck Festival was held Saturday, June 7, 2025 and was a good day.

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*

Still set to start June 30, 2025 and be completed by July 11, 2025. Funding stream difference will be from the Economic Development Authority.

2025 Discover Perry County Ad

Last year, the 2024 Discover Perry County Book was distributed to 13 Pennsylvania Welcome Centers across the state. With the non-profit 10% discount, NRPS has approved to again split the cost of a 2025 full-page ad with Newport Borough, each paying \$450.00. The total cost of the full-page ad would be \$900.00, a slight increase from 2024.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve splitting the cost of a full-page advertisement in the 2025 Discover Perry County brochure with NRPS, with each non-profit paying \$450.00. Motion carried.

Frank Campbell concluded with a reminder about this Saturday, June 21, 2025, will be Movies in the Park, rescheduled from June 14th due to inclement weather. The movie will be Inside Out.

PUBLIC COMMENT: None

SEALED BID OPENING: Ingersoll-Rand Air Compressor

Cl'm Fickes, Roadmaster of the Streets Department, received only 1 sealed bid for the air compressor. The air compressor was advertised in The News-Sun and on Facebook. Frank Budde Sr. bid \$100.00.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Accept the \$100.00 sealed bid from Frank Budde Sr. for the Ingersoll-Rand Air Compressor. Motion carried.

STREETS COMMITTEE REPORT: Cl'm Fickes

GMC Truck issues

The GMC truck will start then will not re-start and currently cannot be used. This is one of the trucks used for winter plowing. President Shope stated it sounded like a short.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Approve taking the GMC truck to Register Chevrolet, 73 E. Main Street, Thompsettown, PA for a quote to get the truck fixed. Motion carried.

Sinkhole at Dock & Shrub: Will be paved.

S. 2nd Street inlet collapse: Will be paved.

Walnut & 3rd Street inlet collapse: Currently coned off. Will need stonework and a complete rebuild.

Zero Turn Scag Mower tires: Tires have been replaced and is complete.

School Projects-5th Street repaving quote: Newport School District received repaving quotes for around the elementary school. The section of 5th Street in front of the high school would cost \$59,276.84. The school district sees bundling all this repaving together at one time can accomplish savings for both the district and the borough. The school district could consider a 1–2-year payback plan in which the borough would make monthly payments to the District to reimburse for that part of the work. School can remove this option if the borough does not agree with the proposal.

Discussion on priorities of roads that need paved, options of taking out of PLGIT Reserve, or paving it ourselves with Liquid Fuels funds. Fifth Street has too much of a traffic count to be eligible for a Low Volume Dirt and Gravel grant. Cl'm Fickes wanted council to be aware of this possible option for the borough.

School Projects-Crosswalk Study: Borough Council can study the analysis of Crosswalk Study. As a reminder to borough council, 4th Street is not in the school zone.

Wood for signs for fire company's 100th Anniversary Celebration

Need to make 50-60 more wood stands for No Parking signs at a cost of \$500-\$600.00 and replace the current sign stands. Cl'm Frownfelter felt that a more professional sign on cones would look nicer. She will order (1) pack of 4 for \$12.00 to see the quality of these No Parking sign sleeves that slide onto a cone. If the sleeves look like they will work, more can be ordered, and if not, the wood can be purchased for the Streets crew to make new wood stands.

MOTION: Cl'm Halstead moved, seconded by Cl'm Zentichko to Approve spending up to \$600.00 for signs. Motion carried.

Municipal Borough Contact Information

Cl'm Fickes stated that the current Municipal Borough Contact Information from Perry County Emergency Management is outdated from early 2023. The borough Streets Department should be the #1 contact for trees down, not the fire company. The fire company should only be called when there is risk and/or danger. The original forms were completed by Cl'm Halstead, the borough EMC so Cl'm Fickes will send the forms to Cl'm Halstead to update.

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

Due to the borough engineer not being present at tonight's meeting to give an update on the ARLE grant that will replace street signs in the borough, Cl'm Fickes will reach out to the engineer. The grant application is due by 6/30/25.

57 S. 2nd Street Zoning Hearing

Paddi Sharer, Zoning Hearing Board Chairwoman, gave an update on the zoning hearing for 57 S. 2nd Street that took place on Wednesday, June 11, 2025, at the borough office. The Zoning Hearing Board did approve to change the use of the first floor from commercial to residential, and 1,000 square feet is hard to fit a business, and the property is away from the regular business district. The residence will be required to park in the back of the property.

If neighboring 55 S. 2nd Street rebuilds on the respective property (set for demolition), that property would be required to adhere to the new setbacks that are in the Newport Borough Ordinance/Zoning book, and flood plain requirements.

CODE ENFORCEMENT:

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to Ratify the Termination of Code Enforcement/Zoning Officer, Jesse Babcock, as of May 14, 2025.

Yeas: 6 – Tami Halstead, Mary Bucher, Jacob Zentichko, Penny Frownfelter, Tami Halstead, Barbara Leach

Nays: 1 – Christian Fickes: Was not contacted for his input on the matter.

Motion carried.

Cl'm Frownfelter felt that Newport Borough needs a Full Time Codes Enforcement Officer.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Advertise for a Full Time Codes Enforcement/Zoning Officer.

Yeas: 4 – Penny Frownfelter, Christian Fickes, Barb Leach, Mary Bucher

Nays: 3 – Tami Halstead, Greg Shope, Jacob Zentichko

Motion carried.

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. Owner answered. Have a copy of answer.
3. Will let sit to see if contractor completes demolition.

The contractor, Tom Delp, submitted a written timeline on demolition of 55 S. 2nd Street.

Cl'm Fickes added that the big dumpster in front of 55 S. 2nd Street should have requested a No Parking Space permit. There is no fee associated with this permit. A dumpster in the back of the property was also noted.

Window Sign Permits (#4 – Old Business)

According to the solicitor’s research of the borough ordinances, a window sign is not exempted signage and therefore, subject to the business acquiring a Sign Permit in Newport Borough.

APPROVAL OF THE MINUTES: May 6, 2025 Regular Meeting Minutes

Amendments to the May 6, 2025 Regular Meeting Minutes were presented by Cl'm Halstead, including listing all bids for the Newport Front Street, Parking, Paving & Drainage Project.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the May 6, 2025 Regular Meeting Minutes, as amended. Motion carried.

TREASURER’S REPORT FOR JUNE: Treasurer Damiano

Treasurer Damiano read the June Financial Report

Newport Borough General Account balance June 1, 2025:	\$ 282,762.63
ACH Deposit: June 2, 2025: Reality Transfer	\$ 980.00
Deposit: June 2, 2025: Police Fines	\$ 256.86
Payroll #11: June 2, 2025	\$ 7,593.09
Deposit: June 5, 2025	\$ 50.00
Ck #'s 32730 - #32748: June 5, 2025	\$ 19,162.97
Payroll #12: June 16, 2025	\$ 6,782.39
Deposit: June 17, 2025	\$ 13,658.53
Outstanding bills presented for payment:	\$ 1,353.04

Estimated Income for balance of June:	\$ 000.00
Estimated Expenses for Balance of June: Payroll (1) \$8,000.00	\$ 8,000.00
Estimated Balance June 30, 2025:	\$ 254,816.53
Liquid Fuels Account Balance June 1, 2025:	\$ 83,617.85
Outstanding Bills presented for payment:	\$ 1,480.83
Estimated Expenses for balance of June:	\$ 200.00
Estimated Balance June 30, 2025	\$ 81,937.02

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

APPROVAL OF BILLS FROM May 20, 2025, June 5, 2025, & June 17, 2025 Bills To Date:

Treasurer Damiano

MOTION: Cl'm Fickes moved, seconded by Cl'm Frownfelter to ratify the bills from May 20, 2025 and June 5, 2025 and to pay June 17, 2025 bills presented for payment. Motion carried.

SECRETARY'S REPORT: Secretary Damiano

1. Attended 4 webinars and 1 on-site events.
2. Mailed Fire and Ambulance Workers Compensation Reimbursement billing to Buffalo Twp., Howe Twp., Juniata Twp., Miller Twp., and Oliver Twp. All municipalities have paid.
3. Intuit charged sales tax on the Quickbooks Desktop renewal. Submitted a new PA Tax Exemption Certificate and the refund credit was processed.
4. Submitted the FHWA 536 Form on May 2, 2025.
5. Butz Parking Rental invoice to Newport Square Apartments for (4) parking spots for July – December, 2025 was paid on June 10, 2025.
6. Submitted Unclaimed Property Claim for Johnson Controls Inc. on May 30, 2025.

MRM WC Trust: Projected Payroll Form: Projections & Pay Plan

The 2025-26 Projected Payroll Form was due to be completed by May 30, 2025. Since the form was not received by the required due date due to not having a council meeting until June 17, 2025, the 2023-24 audited figures plus an additional 3% was used to calculate for Program Year 2025-26 for Policy Period October 1, 2025 – September 30, 2026. A payroll audit will be conducted at the end of the policy period to verify the final payrolls.

PIB Loan Payoff Options

The PIB Loan is scheduled to be paid off in October and is being paid one month in advance. Recommendation from the Treasurer is to pay off the loan early, possibly for the September 2025 Council Meeting. Cl'm Frownfelter would like the payoff to be in August 2025.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Payoff of the PIB Loan as of the August 2025 Regular Council Meeting. Motion carried.

The Treasurer will procure the payoff amount for the postmark date of the day after the council meeting.

Pennsylvania State Association of Township Supervisors (PSATS) Associate Member Renewal

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Bucher to Approve the PSATS Associate Membership for \$250.00. Motion carried.

Corrected Liquid Fuels Budget: Streets Equipment Increase as per PA Auditor

Jordan Goodling, PA Auditor of Liquid Fuels, adjusted the Equipment Balance by increasing it to \$32,450.02 for year end 2024 due to the refund of the overpayment of the tractor loan. The 2025 Liquid Fuels Budget has been adjusted.

A brief discussion was had on the Perry County Property Tax Reassessment, timeline for appeals, the process of adjusting the borough's mileage rate to be tax neutral, and the effect on 2026 taxes.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher

No Report

ORDINANCE COMMITTEE: Cl'm Leach

Cl'm Leach stated that there was no meeting but asked if Cl'm Zentichko would like to take over being chairman of the Ordinance Committee since he was chairman previously. President Shope stated this will be discussed under #9 New Business - Committee Update.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

Discussed how the changing tables are bent down in the restrooms and to replace the 2 changing tables would cost \$160-\$300. The other option would be to remove the changing tables. Newport Borough Council agreed to the changing tables being removed.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter

No Report

WEBSITE/IT COMMITTEE REPORT: Cl'm Fickes

No Report

MAYOR'S REPORT: Mayor Tice: not present to give report

General Code

Information was distributed on the timeline involved in recodification of ordinances with General Code. The Strategic Management Planning Program (STMP) Grant could help cover some of the associated costs. The solicitor wants to be involved in the recodification process of the ordinances.

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 of \$9,000.00 for the AEI invoice was received on May 12, 2025.

The Clean Energy Opportunity Spotlight Series (CEOS): MORE Implementation webinar, May 27, 2025, had an overview of the next steps in the MORE grant after the audit is completed.

Sidewalk Project on 849 Update: Cl'm Halstead

Discussion was had on the need to find funding that would fill the gap between the time the payments to the contractor as only 2 blocks can be done at a time and the grant reimbursement that the borough would receive for the project. Cl'm Halstead reminded council that 15% of the funding is for inspectors and there is a \$21,000.00 match in the General Fund budget. No Line of Credit is available, but a Draw Down Loan is an option. The solicitor stated that Sam Wiser of Salzmann Hughes has the experience to execute the Request For Proposal (RFP) and the necessary Draw Down Loan documentation for the borough.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Sam Wiser of Salzmann Hughes to execute the Request For Proposal and Draw Down Loan documentation to be used for Newport Borough's Sidewalk Project on 849. Motion carried.

Dirt, Gravel, and Low Volume Road Grant Project Update: Cl'm Halstead

An on-site pre-construction meeting identified that the Conservation District does not like the drainage on Oliver Street. Additional funding needed for the drainage, access road, and engineering is \$22,363.25. Cl'm Halstead will request additional funding. If the additional funding is not secured, those areas not currently in the initial project will not be completed.

With all the equipment for the Front Street Project in the Veteran's Memorial Park parking lot, complaints concerning no parking and the grass being torn up have been received.

A brief discussion concerning the idea of installing speed bumps on Front Street was countered with that affecting Liquid Fuels.

The Front Street Project is progressing. The railroad embankment was cleared of trees and brush, and a swale was built.

Environ Energy: Updated Power Pricing

Cl'm Frownfelter stated she will contact Environ Energy.

NEW BUSINESS

Resolution 09-25: Adding Jacob Zentichko to Newport Borough accounts

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve Resolution 09-25, adding Jacob Zentichko to the borough accounts. Motion carried.

Mitigation for Historical PA 34 Bridge over Little Buffalo Creek

Cl'm Halstead has been in contact with Veronica Martin, Architectural Historian, District 8-0 PennDOT, concerning the concrete wall on the PA 34 Bridge over Little Buffalo Creek was an adverse effect and that PennDOT could create a story map, online or as a brochure, put historical markers by the bridge, and/or have a QR code that would link to the history of the bridge. Several council members would like the stones to be put back onto the bridge. The council agreed to create an electronic story map to mitigate the adverse effect. A historical marker may also be considered in the future.

Draw Down Loan

Discussed under Sidewalk Project on 849 Update in Old Business

319 Market Street Tree Replacement: Cl'm Halstead

Sewer work was performed at the 319 Market Street location that required the existing tree to be removed. The homeowner does not want the tree to be replaced, but the sewer will replace the tree if council requires it. Council agreed to have the Newport Municipal Authority (sewer) replace the tree at 319 Market Street with an Eastern Red Bud tree.

Employee Policy: Drugs and Alcohol

A proposed updated Drugs and Alcohol Employee Policy was presented to council. Cl'm Fickes suggested to let the Personnel Committee revise at their next meeting and bring back to council at the August council meeting.

Representative to EMS Advisory Board

The representative to the EMS Advisory Board will be discussed at the July 1, 2025 council meeting.

Council Members participating in the Firemen's Parade Saturday, August 2, 2025

Mayor Stephen Tice and Councilmember Jacob Zentichko will be able to represent Newport Borough in the Firemen's Parade on Saturday, August 2, 2025.

112th Annual Perry County Convention: Saturday, September 13, 2025

The Perry County Association of Township Officials will hold their 112th Annual Perry County Convention, Saturday, September 13, 2025 at the Perry County Fairgrounds. Emergency Management Coordinator Tami Halstead, Deputy Emergency Management Coordinator Doug Beatty, and Tax Collector Deb Miller will be attending.

Committee Updates

President Shope has designated Cl'm Jacob Zentichko as Ordinance Committee Chairman. Cl'm Zentichko was also placed on the IT Committee with Cl'm Fickes as Chairman.

Small Water & Sewer Grant: Jacob Zentichko

Cl'm Zentichko, who is also on the Newport Borough Municipal (Sewer) Authority, explained that the sewer grant will cover sewer separation on Mulberry Street, between 3rd and 5th Streets in the year 2026. The original sewer line will become the borough's storm lines.

Executive Sessions: May 20, 2025 and June 5, 2025

Executive Sessions pertaining to discussion of Personnel Matters were held on May 20, 2025 and June 5, 2025.

PEMA Community Self-Assessment and NFIP Community Assistance Contact Meeting: June 24, 2025

Cl'm Penny Frownfelter will check into this.

Executive Session

The agenda stated the Executive Session will discuss Personnel Matters including Job Performance/Duties List for Secretary/Assistant Secretary, Decision of Employment of the Secretary, and Active Employees of Newport Borough.

MOTION: Cl'm Fickes moved, seconded by Cl'm Halstead to Go Into Executive Session at 9:19 pm to Discuss Personnel Matters. Motion carried.

MOTION: Cl'm Fickes moved, seconded by Cl'm Leach to Come Out of Executive Session at 9:54 pm. Motion carried.

Action Taken

Remove both Code Enforcement Officers from Active Employees in the payroll system:
Jesse Babcock and Michelle Tice.

Communications

1. Water Authority Minutes and Financial Reports: April 14, 2025 and May 12, 2025
2. Newport Borough Municipal Authority Minutes: April 24, 2025
3. Comcast Renewal Process
4. Newport Borough Municipal Authority Combined Sewer Separation Project #3: Mulberry Street
5. 2025 Grazing Field Day & 75 Year Celebration of the Perry County Conservation District
6. Rowe's Print Shop LLC letter
7. John Buffington letter

Next Meeting Date: Tuesday, July 1, 2025 Regular Meeting at 7 pm

ADJOURNMENT: Cl'm Frownfelter moved, seconded by Cl'm Fickes to adjourn at 10:04 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer