

NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
September 2, 2025

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

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano
Adam Dicce-Attending Municipal Solicitor of Salzman Hughes, P.C.
Bruce Psaras, Code Enforcement Officer
Luke Roman, Perry County Times, Frank Campbell, Newport Revitalization Preservation Society (NRPS)

ABSENT: Borough Engineer Phil Brath, Mayor Stephen Tice

President Shope requested 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, Newport Revitalization Preservation Society (NRPS)
For Newport Borough Council awareness:
A Fall Community Yard Sale will be held Friday and Saturday, September 19 & 20, 2025.

In tandem with the yard sale, Cl'm Halstead suggested to have a Fall Cleanup the following Saturday, September 27, 2025, beginning at 8 am. The Spring Cleanup budgeted \$1,000.00, but only \$608.80 was spent, leaving a balance of \$391.20 that can be utilized for one dumpster.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve one dumpster for the Fall Cleanup on Saturday, September 27, 2025. Motion carried.

PUBLIC COMMENT: None

STREETS COMMITTEE REPORT: Cl'm Fickes
Streets Department Supervisor, Cody Harris, submitted a Streets Report for council to review.

Sweeper

Cl'm Fickes stated that if the hydraulic box on the John Deere tractor can be switched to the Kioti, this would create a savings of \$6,000.00 on the cost of a new sweeper. A decision will need to be made before Springtime.

Auger repair on F550

Cl'm Fickes is getting the auger welded.

New fuel pump installed on GMC

Supervisor Harris, via his report, gave a Thank You to Ricky Miller for installing the new fuel pump in-house. The purchase of the correct fuel pump will be ratified under Approval of September Bills To Date.

Inlet located in parking lot of 38 S. 2nd Street

The borough owned inlet, located in this parking lot, was paved over, causing blacktop to harden inside and not let water drain into the pipe. This inlet location has been cleaned with hardened blacktop removed and now the inlet is operating as it should.

Yellow Painting

New yellow marks will be painted on Dock & 2nd Street and Catherine & 2nd Street plus yellow curbing through the town.

Walnut & 3rd Street inlet collapse: Bricks are collapsing. The inlet will need to be replaced. Cl'm Fickes asked Cl'm Halstead to get quotes.

Elimination of 2-hour Parking on Penn Avenue

As approved by Ordinance 388 on May 6, 2025, Amending Ordinance 348, Chapter 237, Vehicles and Traffic: SECTION II, Chapter 237, Article III, General Parking Regulations, Subsection 237-23; Elimination of two-hour parking on Penn Avenue. The Streets Department will remove the 2-hour parking signs on Penn Avenue.

Towing Enforcement

Cl'm Leach would like to have a Towing Agreement for Towing Enforcement. Cl'm Frownfelter and Cl'm Halstead agreed, along with keeping it local, if possible. Will need to consult with the solicitor and bring back to council.

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

Municipal Engineer Phil Brath: Not Present; No Report

The ARLE Grant application had been submitted for \$83,000.00, which includes \$15,000.00 in design, engineering, and bidding. Determinations will be in September and there are no guarantees.

SOLICITOR'S REPORT: Adam Dicce; Salzman Hughes, P.C.

Blighted Property: 55 S. 2nd Street

A praecipe to withdraw the complaint by the borough was filed and the complaint closed on August 7, 2025. Cl'm Frownfelter noted that there are weeds and concrete on the property.

Sunnova Energy International Inc. Chapter 11 Bankruptcy Case: Newport Borough "party in interest"

No comment.

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

MOTION: Cl'm Halstead moved, seconded by Cl'm Fickes to Approve August 6, 2025 Meeting Minutes. Motion carried.

TREASURER'S REPORT FOR SEPTEMBER: Treasurer Damiano

Treasurer Damiano unable to read the complete Financial Report

As confirmed by Cl'm Fickes, the Website/IT Committee Chairman, the borough office had printer issues that prevented all of the reports and checks for the invoices to be printed for the meeting. Because of printing issues, the Treasurer's Report for September has been tabled until the Mid-Month Meeting on September 16, 2025.

APPROVAL/RATIFY August 21, 2025 Check #32799 – Ck #32803 = \$2,859.61: Treasurer Damiano

List of Mid-month bills that were due before September 2, 2025 Regular Council Meeting was distributed. Comcast Cable: \$247.08; Fisher Auto Parts: \$40.13; PP&L Utilities: \$102.40; Register Chevrolet Inc.: \$155.00; State Workers Insurance Fund: \$2,315.00

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to Ratify August 21, 2025 Ck #32799 – Ck #32803 in the total amount of \$2,859.61. Motion carried.

APPROVAL OF SEPTEMBER BILLS TO DATE: Treasurer Damiano

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to pay the bills presented for payment, including the fuel pump increased cost. Motion carried.

The checks will be printed tomorrow, September 3, 2025, once the printing issue has been resolved.

Cl'm Halstead noted that next week she has a meeting with the Perry County Conservation District to update the agreement for the additional Low Volume Dirt, Gravel & Low Volume Roads grant funds. They will be issuing a check for \$54,529.50 for the completed Front Street Paving Project to the borough. The remaining grant funds of \$57,057.60 will be paid to the borough in July, 2026. The grant award was \$202,469.50.

SECRETARY’S REPORT: Secretary Damiano

1. Attended 1 webinar.
2. No update on Unclaimed Property for the borough from Johnson Controls Inc.
3. As approved at the August 6, 2025 council meeting,
 - a. 3 new Comcast contracts were signed on August 7, 2025.
 - b. WGL will be the new energy supplier beginning April, 2026, with a rate of 0.06788 for 32-months. Separate contracts for the borough, water authority, and municipal (sewer) authority were all signed independently on August 7, 2025, but together to achieve the best rate.
 - c. Executed the necessary PLGIT Reserve transfer of \$107,374.05 to PLGIT Dirt, Gravel, & Low Volume Roads account to pay G & R Charles Excavating \$184,292.50 for the Front Street Project.

Need approval for an additional PLGIT Reserve transfer of \$2,364.25 to PLGIT Dirt, Gravel, & Low Volume Roads account to cover the final invoice from Gibson-Thomas Engineering Co., Inc. for the engineering on the Front Street Paving Project.

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Fickes to Approve transferring \$2,2364.25 from PLGIT Reserve to the PLGIT Dirt, Gravel, & Low Volume Roads account for payment to Gibson-Thomas Engineering Co., for engineering on the Front Street Paving Project. Motion carried.

4. PIB Loan payoff of \$8,587.03 was paid as of August 8, 2025.
5. The 2025-26 PennDOT Winter Agreement was submitted on August 8, 2025.
6. American Rock Salt, Mt. Morris, NY, is the Sodium Chloride (Bulk Rock Salt) provider for Perry County at \$103.49 per ton for the period of August 1, 2025-July 31, 2026. A map of PA by county cost of sodium chloride was provided to council for reference.
7. Adobe Standard DC yearly license was automatically renewed on August 13, 2025 in the amount of \$179.88 (no tax).
8. Submitted Sales and Use Tax Report via My Path.

2026 MMO Worksheets for Uniform Police Pension and Non-Uniform Pension Plans

A cover letter along with the 2026 Minimum Municipal Obligation (MMO) Worksheets for Uniform Police Pension and Non-Uniform Pension Plans were distributed to all borough council members. The 2026 MMO for Uniform Police equals zero, because it is fully funded. The 2026 MMO for Non-Uniform Pension Plan is \$9,099.25. Approval of the MMO will be presented under New Business.

Resolution #10-25 Waive Contribution for Non-Uniform Employees and
Resolution #11-25 Waive Contribution for Uniform Police Employees will be presented under New Business.

CODE ENFORCEMENT: Bruce Psaras

August Code Warnings: 18
August Parking Warnings: 1
August Abandoned Vehicle Warnings: 1
August Permits Issued: 1

1. Request to Repurpose Ranger back to Code Enforcement use.

MOTION: Cl’m Fickes moved, seconded by Cl’m Halstead to Approve repurposing the Ranger for Code Enforcement use. Motion carried.

2. Request to order a WEX (fuel) card for the Code Enforcement Officer.

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Halstead to Approve ordering a WEX fuel card for Bruce Psaras, Code Enforcement Officer. Motion carried.

3. Request approval of Code Enforcement Complaint Form.

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Fickes to Approve the Code Enforcement Complaint Form with the amendment of adding Other under Location. Motion carried.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher: No Report

ORDINANCE COMMITTEE: Cl'm Zentichko

Peddling Ordinance revision options discussed. Cl'm Fickes suggested a corporation have a Solicitation Permit Fee by the month. Discussion also included more signs in town stating, "No soliciting or peddling without a permit." with a fine up to \$600 if out of compliance.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

Discussion on both the memorial bench in memory of Jeff Mattern and the bench that was removed in the Square to possible locations at the Veteran's Memorial Park (VMP). All agreed that installation by the restrooms would be a good choice.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter

Health Benefit Premiums

Currently, the borough covers the entire cost of health insurance for all full-time employees and, if applicable, their families. A comparative spreadsheet using 2025 data was distributed to compare possible options for 2026:

- 1) Current borough monthly and yearly costs
 - Borough covers 100% of employee in Options A, B, & C
 - A. Employee pays 100% of dependents premium cost
 - B. Employee pays 75% of dependents premium cost
 - C. Employee pays 50% of dependents premium cost

Will table Health Benefit Premium options until the next council meeting on September 16, 2025. Need 2026 rates.

WEBSITE/IT COMMITTEE REPORT: Cl'm Fickes

Aware of the printer issues and that both SelecTech and Kycocera printer company are looking at options to resolve the issues.

PERSONNEL COMMITTEE: Cl'm Shope: No Report

MAYOR'S REPORT: Mayor Tice: Not present: No Report

OLD BUSINESS

MORE Grant (Municipal Opportunities for Retrofits and Energy Efficiency): Secretary Damiano: No Update
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.

Environ Energy (broker)

WGL: New Energy Supplier beginning April 2026

WGL will be Newport Borough's new energy supplier beginning April 2026 with a rate of 0.06788 for 32-months.

Mulberry Street Project Storm & Inlets: Small Water & Sewer Grant: Cl'm Zentichko: No update.

Front Street Project: Cl'm Halstead

Project completed. Cl'm Halstead already discussed earlier during Treasurer's Report concerning the receipt of Dirt, Gravel, & Low Volume Roads Grant funds next week.

NEW BUSINESS

Veterans Memorial Park (VMP) parking lot line painting

Schuyler Sutton Contracting, LLC, Marysville, PA, provided a quote of \$600.00 to paint parking lot lines.

MOTION: Cl'm Fickes moved Cl'm Halstead seconded to Approve \$600.00 for Schuyler Sutton Contracting, LLC. to paint parking lot lines at Veterans Memorial Park. Motion carried.

MRM Property & Liability Renewal

The MRM Property & Liability renewal is \$12,045.00 with the policy year 11/1/2025 -11/1/2026.

MOTION: Cl'm Frownfelter moved Cl'm Leach seconded to Approve \$12,045.00 for the MRM Property & Liability Renewal. Motion carried.

Public Officials Renewal: Tables. No renewal quote received.

Borough Public Officials Program (life insurance): Cl'm Halstead

Brochure distributed on an available life insurance policy for public officials. The Pennsylvania State Association of Boroughs is in the process of changing providers, but wanted the borough council to be aware of this affordable option.

Resolution #10-25 Waive Contribution for Non-Uniform Employees for 2026

MOTION: Cl'm Fickes moved Cl'm Halstead seconded to Approve Resolution #10-25 Waive the Contribution for Non-Uniform Employees for 2026. Motion carried.

Resolution #11-25 Waive Contribution for Uniform Police Employees for 2026

MOTION: Cl'm Frownfelter moved Cl'm Fickes seconded to Approve Resolution #11-25 Waive the Contribution for Uniform Police Employees for 2026. Motion carried.

Resolution #12-25 Picture Perry Comprehensive Plan

MOTION: Cl'm Halstead moved Cl'm Bucher seconded to Approve Resolution #12-25 Picture Perry Comprehensive Plan. Motion carried.

Resolution #13-25 2025 Perry County Hazard Mitigation Plan

MOTION: Cl'm Halstead moved Cl'm Fickes seconded to Approve Resolution #13-25 2025 Perry County Hazard Mitigation Plan. Motion carried.

2026 Minimum Municipal Obligation (MMO): Uniform Police & Non-Uniform Approval

As required by Act 205, the law requires the Chief Administrative Officer of each pension plan to inform the governing board of the municipality of the plan's expected financial obligation for the coming year. The MMO's for both the Uniform and Non-Uniform Pension Plans and cover letter were distributed under the Secretary's Report. Council approval is required.

MMO Uniform Police = \$0

MMO Non-Uniform = \$9,099.25

MOTION: Cl'm Frownfelter moved Cl'm Bucher seconded to Approve the 2026 MMO for Uniform, \$0, and the MMO for Non-Uniform, \$9,099.25. Motion carried.

2026 Budget Worksheet

Due to printer issues, the 2026 Budget Worksheet was unable to be distributed to council.

Cl'm Frownfelter will invite Deb Miller, Newport Borough Tax Collector, to the next finance committee meeting.

Communications

- 1. Newport Borough Water Authority Minutes and Financial Reports: July 14, 2025
- 2. Newport Borough Municipal Authority Minutes: Not Available
- 3. PSAB Fall Leadership Conference, October 3-5, 2025, State College

Next Meeting Date: Tuesday, September 16, 2025 Mid-Month Meeting at 7 pm

ADJOURNMENT: Cl'm Fickes moved, seconded by Cl'm Leach to adjourn at 8:26 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer