

**NEWPORT BOROUGH COUNCIL  
MID-MONTH MEETING MINUTES  
September 16, 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  
Bruce Psaras, Code Enforcement Officer  
Luke Roman, Perry County Times

**ABSENT:** Borough Engineer Phil Brath, Mayor Stephen Tice, Municipal Solicitor of Salzman Hughes, P.C.

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

**PUBLIC COMMENT:** None

**APPROVAL: SEPTEMBER 2, 2025 FINANCIAL REPORT**

Due to printer issues on September 2, 2025, the September 2, 2025 Financial Report was not available for the September 2, 2025 Regular Council meeting. The report was read by the secretary for approval.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve September 2, 2025 Financial Report. Motion carried.

**APPROVAL: MID-MONTH SEPTEMBER BILLS:** Treasurer Damiano  
Approval of Ck#32822 to Ck#32830

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to pay the mid-month bills presented for payment. Motion carried.

**RATIFY: PSAB Municipal Budgeting & Finance 5-part series: Penny Frownfelter: \$50.00**  
September 16, 23, 30, October 7, & 14, 2025; 10 am -11 am

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Bucher to ratify and approve \$50.00 for the Pennsylvania State Association of Boroughs Five-Part Series: Municipal Budgeting & Finance for Penny Frownfelter. Motion carried.

**APPROVAL: Renewal: Assistant Treasurer's Bond: \$443.75**

Patricia Bowers, Assistant Treasurer, bond renewal, \$443.75, is due by November 5, 2025. She last worked in the borough office in February, 2024. Suggestions included having the Municipal Sewer Secretary as Assistant Treasurer or someone else. The renewal was tabled until the next meeting.

**APPROVAL: Public Officials Management & Employment Practices Liability Insurance: \$11,994.00**  
Renewal is effective on November 1, 2025.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve \$11,994.00 for the Renewal of the Public Officials Management & Employment Practices Liability Insurance. Motion carried.

**APPROVAL: MRM Trust Workers Compensation Insurance: \$8,918.00**

Renewal is effective on October 1, 2025. Monthly, Quarterly, or Yearly payment schedule options available.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve paying the entire full amount of \$8,918.00 for the Renewal of the MRM Trust Workers Compensation Insurance. Motion carried.

**APPROVAL: State Workers Insurance Fund (SWIF) Volunteer Fire Company Workers Compensation**

Renewal is effective November 1, 2025. The quote is \$28,140.00 (subject to change) with \$7,035.00 Initial Amount Due.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve \$7,035.00 for the initial payment of the Renewal of the State Workers Insurance Fund (SWIF) Volunteer Fire Company Workers Compensation of the quoted premium (subject to change) of \$28,140.00. Motion carried.

**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.*

Eric Huth, Huth Consulting Engineers, will be preparing a quote for the Project Design portion of the MORE Grant. An introductory email was distributed to borough council.

**Walnut Street Inlet Repair:** Cl'm Fickes

Cl'm Fickes explained that the inlet was beyond repair, and the street might collapse. A complete replacement is needed with an estimated repair quote from Kirby Kitner Excavating in the range between \$4,550.00 - \$5,550.00. An inlet box is on hold pending council approval.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve up to \$5,550.00 for Kirby Kitner Excavating to repair/replace the inlet storm box located at the corner of Walnut & 3<sup>rd</sup> Street. Motion carried.

**NEW BUSINESS**

**GMC: (4) tires: Deimler's Tire Service, LLC: \$984.00**

A quote for (4) LT 235/80R17 Cooper Discoverer Stronghold AT @ \$246.00 each = \$984.00 total cost, includes mounting and balancing, for the GMC from Deimler's Tire Service, LLC was presented to council for approval.

**MOTION:** Cl'm Frownfelter moved Cl'm Halstead seconded to Approve \$984.00 for Deimler's Tire Service, LLC to install (4) tires on the GMC. Motion carried.

**GMC: brake pads, calipers, & hoses; Fisher Auto Parts: \$389.75**

A quote for brake pads, calipers, and hoses = \$389.75 total cost before the core charge return of \$120.00 for the GMC from Fisher Auto Parts was presented to council for approval. This final cost after the cores are returned will be \$269.75. Installation of the parts will be in-house.

**MOTION:** Cl'm Frownfelter moved Cl'm Halstead seconded to Approve \$389.75 for Fisher Auto Parts order of brake pads, calipers, and hoses for the GMC. Motion carried.

**Code Enforcement Officer Permission to Investigate**

As per Ordinance Chapter 92, when a borough employee is made aware of a health or safety issue, this has to be taken to borough council. Photos were distributed to council concerning the amount of mold in an apartment. The Code Enforcement Officer would not go into a home unless invited in, and a Permission Form would need to be completed. After council discussion, the code enforcement officer will call the Department of Health for requirements.

**September 11<sup>th</sup> National Memorial Trail Alliance: Letter from PA Governor Josh Shapiro**

Copies of a letter from PA Governor Josh Shapiro were distributed asking for input and approval on signage in locations in the area from the September 11<sup>th</sup> National Memorial Trail Alliance. Correspondence from the Alliance and PennDOT will be forthcoming. Next year, September 11, 2026, will be the 25th anniversary of 9/11 with the completion of installation of the signage before then.

**Fall Cleanup Saturday, September 27, 2025: Beginning 8 am**

There will be 2 Streets Department employees working on Saturday during the Fall Cleanup assisting with the dumpster and separating the scrap metal to take to Raven Recycling, 169 Sleepy Hollow Road, New Bloomfield, PA with the proceeds collected being deposited into the General Fund. Cl'm Fickes will lend his trailer to the borough. Cl'm Leach asked if there would be anyone able to assist with residents unable to bring their items to the Streets garage. Cl'm Fickes responded no, the Streets crew is not there for that purpose.

**BUDGET**

**Volunteer Fire Relief Association allocation: \$7,387.59**

The Volunteer Fire Relief Association allocation was direct deposited to the municipality on September 17, 2025. The allocation is passed through to the Newport Volunteer Fire Relief Association.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Bucher to Approve \$7,387.59 to Newport Volunteer Fire Relief Association. Motion carried.

**Abstain:** Cl'm Christian Fickes due to being a member of the fire company.

**Pension Aid Allocation**

The Pension Aid allocation will be direct deposited to the municipality on September 24, 2025. The amount is not known at this time.

**2026 Liquid Fuels Allocation**

The 2026 Liquid Fuels allocation is not known at this time.

**2026 Health/Vision/Dental Insurance Renewal Rates**

The 2026 Vision and Dental insurance rates were distributed to council for review, but the 2026 health insurance rates will not be available until Monday, September 22, 2025. The Employer Open Enrollment selection must be made by Friday, October 3, 2025.

A continued discussion was held on the employees contributing towards their health care coverage beginning in 2026. A comparison sheet with various percentage options was distributed. The decision was tabled until the new 2026 rates are available for review.

**2026 Budget Worksheet**

Borough council worked on the 2026 Budget Worksheet.

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

**ADJOURNMENT:** Cl'm Fickes moved, seconded by Cl'm Halstead to adjourn at 8:58 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer