

**NEWPORT BOROUGH COUNCIL**  
**REGULAR MEETING MINUTES**  
**November 4, 2025**

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

**OTHERS PRESENT:** Newport Borough Secretary Shelly Damiano  
Idan Ghazanfari, Municipal Solicitor of Salzman Hughes, P.C.  
Bruce Psaras, Code Enforcement Officer; Borough Engineer Phil Brath  
Luke Roman, Perry County Times; Victoria Twigg, Twigg's Woodworking

**ABSENT:** Mayor Stephen Tice

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

President Shope announced that the meeting was being recorded.

**AMENDMENTS TO THE AGENDA:**

De minimis:

1. Added an additional \$250.00 welding invoice, Donald Paul Maurer, for approval in the November bills to date.  
Increased Bills to Date: \$28,063.09
2. Received the September 25, 2025 Newport Borough Municipal Authority Meeting Minutes.

The November 4, 2025 Agenda will be updated with de minimis changes.

**GUEST:** Frank Campbell: Planters

Cl'm Halstead spoke about the planters that were originally purchased for the fire company's 100<sup>th</sup> Anniversary Celebration that was held this past August, 2025 due to Frank Campbell not being able to attend this meeting. Discussion centered on storing planters or keeping them out all year. The Senior Center would like to decorate the planters for the holidays. Cl'm Frownfelter stated that council can contribute financially but will leave the decorating for the local community groups and businesses.

Cl'm Fickes, also President of the fire company, explained that the 9 planters have PVC pipe flagpole inserts with flags and new flag designs can be purchased.

Council decided to have the planters moved closer to buildings for the winter due to the plowing of the roads. Cl'm Halstead will let Frank Campbell know of the council's decision for the planters.

**GUEST:** Victoria Twigg, Twigg's Woodworking and Treasures, 8 S 2<sup>nd</sup> Street

1. Planter in front of store: Will decorate the planter that is located in front of the store.
2. Kids Event: December 6, 2025, Saturday; 1 pm – 6 pm;. Will be having a 2' x 4' table outside for hot chocolate & hot tea for the adults and questioned about the need for a Café Permit. The Code Enforcement Officer stated that as long as the required sidewalk clearance is adhered to, no permit is required for this event. Council explained that the Tree Lighting Ceremony occurs the same day, 12/6, with Santa's arrival by firetruck.
3. Hydraulic Handicap Ramp: Working with the Code Enforcement/Zoning Officer. Specs for installing the ramp, as per BIU: Each 1" = 12" run needed and the location has a 17" drop.
4. 2-Hour Parking Limit in the Square: Customers will visit several businesses throughout the town, which results in taking longer than 2 hours. Where can business owners and customers who spend the day in the borough park? Could a kiosk be a possible solution?

Council members explained that the limit is due to residents parking longer in the Square, which prevents customers from parking in the business district. Penn Avenue and 3<sup>rd</sup> Street both have unlimited parking.

**PUBLIC COMMENT:** None

**STREETS COMMITTEE REPORT:** Cl'm Fickes

Streets Department Supervisor, Cody Harris, submitted a Streets Report for council to review.

- Leaf pick-up is almost daily and will continue for at least this month.
- Both augers have been welded and repaired.
- New handicap parking permit sign is installed on S. 3<sup>rd</sup> Street.
- Ordered plow blade from Valk.

Auger bracket repair: Auger brackets for both trucks were welded by Donald Paul Maurer at a cost of \$250.00.

Walnut & 3<sup>rd</sup> Street Inlet Replacement: As approved at the September 16, 2025 council meeting, Kirby Kitner completed the replacement with a new 4' x 2' x4' deep storm box with steel grate from Juniata Concrete Company at a cost of \$5,125.00. The cause was an original structure of a brick inlet that collapsed.

New Sweeper Attachment: Tabled until further notice.

Street Closure Request: Sunday, November 30, 2025: The Square on 2<sup>nd</sup> Street; Christmas Tree Raising  
Newport Borough Council approves all temporary street closures.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the temporary street closure of The Square on N. 2<sup>nd</sup> Street Sunday, November 30, 2025, 9:30 am until Done for Setting up the Christmas Tree. Motion carried.

Brush Pickup: Brush pickup will end Monday, November 18<sup>th</sup> , weather permitting.

**ENGINEER'S REPORT:** Phil Brath, Municipal Engineer

Cl'm Halstead stated that today a woman tripped on the ADA compliant handicap ramp on the Square that was installed by PennDOT and is still hospitalized.

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

**Street Signs:** *The ARLE Grant application had been submitted for \$83,000.00 for street signs, which includes \$15,000.00 in design, engineering, and bidding.* Tabled until March/April, 2026.

**Market Street & 6<sup>th</sup> Street (SR4008):** PennDOT and Borough project. Will need communications to residents. Cl'm Frownfelter added that PennDOT will be doing all the water work.

**4<sup>th</sup> Street to Fickes:** Virtual walk-through on Thursday.

**SR849 Handicap Ramps:** The Borough will update the SR849 handicap ramps in 2026 in Borough Sidewalk Project..

**SOLICITOR'S REPORT:** Idan Ghazanfari; Salzman Hughes, P.C.

Towing Contract: Code Enforcement Officer Psaras stated any towing will be coordinated with the PA State Police with a rotation of towing companies. No towing contract required.

**APPROVAL OF THE MINUTES:**

October 7, 2025 Regular Meeting Minutes; October 21 2025 Mid-Month Meeting Minutes

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Bucher to Approve both October 7, 2025 Regular Meeting Minutes and October 21, 2025 Mid-Month Meeting Minutes. Motion carried.

**TREASURER'S REPORT FOR NOVEMBER:** Treasurer Damiano

As stated under Amendments to the Agenda, \$250.00 invoice from Donald Pual Maurer for welding auger brackets was added to the Outstanding Bills Presented for Payment, updating the amount to \$28,063.09. Estimated Balance for November 30, 2025 was updated to \$149,404.84. The Financial Report presented will be updated for the records.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the November Financial Report. Motion carried.

**APPROVAL OF NOVEMBER BILLS TO DATE:** Treasurer Damiano

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Zentichko to pay the bills presented for payment in the amount of \$28,063.09. Motion carried.

Kirby Kitner Excavating: \$5,125.00

At the September 16, 2025 Council meeting, Kirby Kitner Excavating was approved to replace the storm box at 3<sup>rd</sup> and Walnut Streets. The final cost is \$5,125.00.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Zentichko to Approve \$5,125.00 to Kirby Kitner Excavating for the 3<sup>rd</sup> & Walnut Streets storm box replacement. Motion carried.

**Municipal Benefits Services Employee Open Enrollment closed on November 3, 2025**

2026 Benefit Plan:

Highmark Traditional PPO 1000 – Rx \$15/\$40/\$75; Premium Dental; Platinum VBA Enhanced

Employee Open Enrollment was October 13, 2025 – November 3, 2025. All employees completed their selections, and all have chosen Employee Only coverage for Medical. No employee payroll deduction is necessary due to borough council approved to continue to pay the full cost of medical coverage for employees.

**2026 County/Municipal Tax Rate Information for bills**

The 2026 County/Municipal Tax Rate Information form will need to be completed and returned by November 26, 2025 in order to have correct tax bills sent to residents.

**SECRETARY'S REPORT:** Secretary Damiano

1. No update on Unclaimed Property for the borough from Johnson Controls Inc.
2. Emailed the Engagement letter for the 2025 Newport Borough Audit that was signed by President Gregory Shope on October 8, 2025.
3. Opted out of the Labor Law Poster Compliance service by Isolved on October 8, 2025.
4. General Municipal Pension System State Aid funds, \$9,687.71, was sent to Pennsylvania Municipal Retirement System (PMRS), as per within 30-days receipt of funds requirement.
5. Tyler Technologies, a Texas based financial software company, gave a presentation on their accounting software alternative to Quickbooks. The secretaries from both the Water Authority and the Sewer Authority were also present. Cl'm Fickes stated that the county is utilizing this company for their CADD system and was looking for a software option for the borough, water, and sewer to all utilize to may possibly receive a better rate and lower costs.
6. There may be possible grants to help cover the cost of new financial software through the PA Department of Community & Economic Development (DCED).
7. On Monday, October 20, 2025, Mark Mummert, PE, CIH, Mummert Environmental Consulting, Inc. met with Chris Fickes, fire company president, John Gable, fire chief, and Shelly Damiano, Newport Borough Secretary, at the Citizens Fire Company No. 1, Newport, located at 301 Mulberry Street, to conduct a Safety and Loss Prevention Survey. This survey was requested by the State Workers Insurance Fund (SWIF), the workers compensation carrier for the volunteer first responders/firefighters.

**CODE ENFORCEMENT:** Bruce Psaras

Code Enforcement reported the statistics for October.

**Resolution for Establishing Fees for Correcting and Abating Violations**

Cl'm Halstead plugged in fee amounts, but they can be changed. Cl'm Fickes recommended to make a Laborer at least \$50 so as to be high enough to give property owners an incentive to address issues . Discussion on including a Reinspection Date, owner of record of the property, and changes of process of requirements. Who would tract: Streets Supervisor, Secretary, Code Enforcement? Create a form with employee start/stop time and checklist of task with the bill being issued via the secretary with the code reference and reinspection. These fees are in addition to a fine, thus, not capped whereas a penalty is capped.

Ordinance Committee will review and confer with the Property Maintenance ordinances and will bring back their findings to council at a future meeting.

499 Front Street: Blighted Property

Code Enforcement:

- Checked with the Register of Wills, but no probate process has begun.
- Tax Lien Sale stopped. One year of the 3 years owed was paid.
- Next of Kin: Left letter with stepbrother. Sent certified letter to sister.

The solicitor will need to be updated on 499 Front Street. Blighted property is located within a flood zone. The owner passed away in December, 2024. Borough Council would like to know the next step.

Solicitor stated the process for Blighted Property:

1. Pursue condemning property.
2. Placard property.
3. Safety: Certified Letter response
  - a. Yes – Work together
  - b. None – Advertise in newspaper

55 S. 2<sup>nd</sup> Street

Cl'm Frownfelter would like to see if the borough can recoup the costs leading to the demolition of the property by the property owner. The solicitor will research the process to coup costs.

51 S. 2<sup>nd</sup> Street

Building permit submitted. Code Enforcement informed the contractor that permission will be needed from the owner of 55 S. 2<sup>nd</sup> Street property to grant access for the construction. No trespassing.

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

No Meeting

**ORDINANCE COMMITTEE:** Cl'm Zentichko

No Meeting

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

1. Winterization of park buildings by Charles H. Burns, Inc for \$750.00 has been completed.
2. No new projects at the park for 2026.
3. Will be doing maintenance items in 2026.

**FINANCE COMMITTEE REPORT:** Cl'm Frownfelter: No Meeting

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

Cl'm Fickes explained the increase in the SelecTech agreement was due to the request of updating a bulk of the ordinances on the website. A suggestion would be to train the Assistant Secretary to perform updating the website. Cl'm Zentichko, also on the Website Committee, is familiar with WordPress and will look into the website also. The Website Committee approved the recommendation of the updated Annual Support Agreement.

The Annual Support Agreement has been updated to include Backup @ 500 GB per month and 8 hours for website.

\$3,150.00	Annual Support Agreement (support on network, desktops, etc.)
\$ 420.00	Backup (up to 500 GB/month)
<u>\$ 840.00</u>	8 hours @ \$105 per hour: website agenda/special event updates: billable in 15-minute increments)
\$4,410.00	Total Support Agreement

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Zentichko to Approve \$4,410.00 to SelecTech for the2026 Annual Support Agreement. Motion carried.

**PERSONNEL COMMITTEE:** Cl'm Shope

The Drug and Alcohol Impairment Workplace Policy was presented to council for discussion by Cl'm Halstead.

Cl'm Fickes stated that the mention of PTO needs to be removed from the policy, as he had stated at an earlier council meeting, and the wording of "other investigative methods" was misleading. The solicitor stated that standards should be set. Cl'm Frownfelter added that the word impairment is more appropriate and this policy should not be for random drug testing. Cl'm Fickes concluded by referring this policy to the solicitor for review and to table this discussion until the December council meeting.

**MAYOR'S REPORT:** Mayor Tice: Not Present

The mayor approved a new handicap spot on S. 3<sup>rd</sup> Street. Borough council would like to create a procedure to keep informed of approvals.

**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.*

Phase 2: Project Design is covered under the grant. A proposal from Huth Consulting Engineers, LLC, 1015 Apache Trail, Mechanicsburg, PA 17055, was distributed to council with a lump sum fee of \$23,895. Cl'm Frownfelter asked why the borough engineer was not the one doing the Project Design. Phil Brath, the borough engineer, explained that he does not specialize in this type of service. The borough engineer had given this reference that resulted in this proposal.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Huth Consulting Engineers, LLC to be the Motion carried.

The secretary will confirm invoicing options for the project.

**State Workers Insurance Fund (SWIF) Safety Survey for fire company**

SWIF is requesting a Safety Survey was performed by Mummert Environmental Consulting, Inc. and took place on Monday, October 20, 2025 at 11 am. and consisted of an entrance conference, a physical inspection of the facility and an exit interview. Cl'm Fickes stated that the fire company was in good standing with a few minor recommendations. The Safety Survey for the fire company was also noted under Secretary's Report.

**Mulberry Street Project Storm & Inlets: Small Water & Sewer Grant:** Cl'm Zentichko

Work is expected to begin mid Spring, 2026.

Discussion on the borough using Liquid Fuels and teaming up with the Sewer Authority to bid curb to curb and then have Sewer pay 30% of the trench cost. There could be compliance issues and the solicitor added that the grant should be made aware. The Sewer Authority will check into it. The borough engineer, Phil Brath, would like to see what is being done in the Mulberry area and the condition of the curb line and he said he would not charge for this request.

**Dirt, Gravel and Low Volume Roads Grant Application for 3<sup>rd</sup> Street Extension:** Cl'm Halstead

Cl'm Halstead stated that the grant was submitted for \$155,820.00.

**September 11<sup>th</sup> National Memorial Trail Alliance**

No update on Input & approval on signage in locations in the area.

**NEW BUSINESS**

**Ratify Date Change of Trick or Treating to Friday, October 31, 2025; 6 pm – 8 pm**

With the impending potential for severe weather on Thursday, October 30, 2025, Cl'm Bucher led a phone vote to change the date of Trick or Treating to Friday, October 31, 2025, 6 pm – 8 pm.

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Bucher to Ratify the Date Change of Trick or Treating to Friday, October 31, 2025, 6 pm – 8 pm. Motion carried.

**2026 Local Planning Assistance Program: Level 3: \$875.00**

The 2026 Local Planning Assistance Program (LPA), Level 3 for \$875.00 from Tri-County Regional Planning Commission (TCRPC) will cover 12 hours of community planning technical assistance within the financial resources available. Note that the cost increased \$275.00 for 2026.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve \$875.00 for 12 hours of Local Planning Assistance from Tri-County Regional Planning Commission. Motion carried.

**2026 Proposed Liquid Fuels Budget & General Fund Budget**

Borough Council was presented with a proposed 2026 budget for both Liquid Fuels and General Fund.

**2026 Liquid Fuels/State Aid Budget**

The estimated Liquid Fuels allocation for 2026 is \$43,259.13. As required by law, 20% of the allocation, \$8,651.83, was added to the Streets Equipment budget line. The 2026 Street Lighting Electric is zero dollars(\$0.00) and is now included in the General Fund budget under Street Lighting. Highway Construction was increased to be used for paving projects in the borough.

**2026 General Fund Budget**

The 2026 Proposed General Fund Budget was distributed with a \$60,000.00 carryover and a 2% raise for employees. Street Lighting budget line covers the cost of street lighting that had previously been paid for with Liquid Fuels funds. Medical Benefits budget line was adjusted to reflect the employee only coverage for full-time employees. With the adjustment to the medical coverage, borough council decided to give all employees a 3% raise, except the Assistant Treasurer due to being on a "As needed" basis and her last pay was February, 2024. The revised Proposed 2026 General Fund Budget was distributed.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve Both the Proposed 2026 Liquid Fuels Budget and the Proposed 2026 General Fund Budget. Cl'm Halstead abstained in respect to a wage increase because she is Assistant Secretary. Motion carried.

**Tax Ordinance #390**

The 2025 reassessment of the Borough of Newport is now \$99,492,100.00. The 2025 Real Estate taxes are \$241,118.42. In order to be revenue neutral, the current millage rate of 3.98 needs to be lowered to 2.42 mills. All other tax rates will remain the same. In order to change the millage rate, a Tax Ordinance needs to be approved and advertised by council. Millage is on each dollar of assessed valuation.

2026 Tax Rates: Ordinance No. 390

2.42 mills	Municipal Real Estate	153 mills	Occupation (OCC)
.361 mills	Fire Protection	\$10.00	Municipal Per Capita: Each Taxpayer
2.781 mills	Total Millage		

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to Tentatively Approve 2026 Tax Ordinance No. 390 and to Advertise the 2026 Tax Ordinance No. 390 that indicates millage in the amount of 2.42 mills for Real Estate. Motion carried.

**Advertise for Special Meeting to Adopt Budget and Tax Ordinance**

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Zentichko to Approve to Advertise for a Special Meeting Monday, November 24, 2025 at 7:00 pm for Adoption of the Budget. Motion carried.

**Communications**

1. Newport Borough Water Authority Minutes and Financial Reports: September 3, 2025
2. Newport Borough Municipal Authority Minutes: Not Available
3. Orrstown Bank: Discontinuation of Rolled Penny Distribution
4. America 250 PA: Bells Across PA
5. Friends of Clarks Ferry Tavern: Christmas On The Town: Sunday, November 30, 2025

**Next Meeting Date:** Monday, November 24, 2025 at 7:00 pm

**ADJOURNMENT:** Cl'm Fickes moved, seconded by Cl'm Frownfelter to adjourn at 9:48 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer