

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
December 2, 2025**

President Greg Shope called the meeting to order at 7:00 pm with the following Borough Council Members present: Barbara Leach, Jacob Zentichko, and Penny Frownfelter. Tami Halstead phoned in due to illness.

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano
Mayor Stephen Tice; Bruce Psaras, Code Enforcement Officer
Idan Ghazanfari, Municipal Solicitor of Salzman Hughes, P.C.
Frank Campbell, Newport Revitalization and Preservation Society (NRPS)

ABSENT: Cl'm Christian Fickes; Cl'm Mary Bucher; Borough Engineer Phil Brath

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

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: None

GUEST: Frank Campbell, NRPS
Black Friday, November 28th, and Small Business Saturday, November 29th, was a great weekend with a good turnout.

Ready for the Christmas Tree Lighting this Saturday, December 6th. A Thank You to Fuller Towing, Citizens Fire Company No.1 of Newport, Penny Frownfelter, and Gwyn Smith for everyone's assistance.

PUBLIC COMMENT: None

STREETS COMMITTEE REPORT: Cl'm Fickes, not present
Streets Department Supervisor, Cody Harris, did not submit a Streets Report.

Anti-skid order: The Streets Department is requesting approval of ordering a tri-axle load of Anti-Skid from Pennsy Supply, Inc in the amount of \$690.00.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Zentichko to Approve \$690.00 to Pennsy Supply, Inc. for a tri-axle load of anti-skid. Motion carried.

New Sweeper: No update

Cl'm Leach asked about continued Brush Pickup and Mayor Tice reiterated that the last day was Monday, November 18th and no more will occur due to snow and inclement weather season.

ENGINEER'S REPORT: Phil Brath, Municipal Engineer, not present. Report submitted.
HATS Curbs, Sidewalks and Drainage Improvements for SR 4008 Project and
HATS, Sidewalks and Curb Ramps Improvements for 4th Street from Market to Fickes Project were listed.

As part of the Environmental Review, Brown Bats, which are protected on the Federal level, are being evaluated in the review.

The 2026 Engineering Fee Schedule was presented. Municipal Engineering Rate will remain \$175.00 per hour in 2026.

SOLICITOR'S REPORT: Idan Ghazanfari; Salzman Hughes, P.C.
Sunnova Energy International Inc.: Court documents have no effect to the borough.

2026 Tax Rates: Corrected

Drug and Alcohol Policy: Solicitor made recommendations and referred the updates to the Personnel Committee for review. He has a red lined copy, for changes.

APPROVAL OF THE November 4, 2025 Regular Meeting MINUTES:

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the November 4, 2025 Regular Meeting Minutes. Motion carried.

APPROVAL OF THE November 24, 2025 Special Budget Meeting MINUTES:

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the November 24, 2025 Special Budget Meeting Minutes. Motion carried.

TREASURER’S REPORT FOR DECEMBER: Treasurer Damiano

Treasurer Damiano read the December Financial Report

Newport Borough General Account balance December 1, 2025: \$ 165,367.05

ACH Deposit: December 1, 2025 Reality Transfer Tax \$ 10,861.11

December 1, 2025: Payroll #24 \$ 7,814.33

December 2, 2025 Deposit: Police Fines \$ 300.00

December 2, 2025 Deposit: Ordinance Ticket Fine \$ 50.00

Outstanding bills presented for payment: \$ 4,342.69

Ck #'s 32889 - #32902

APPROVAL REQUESTS:

Pennsy Supply: tri-axle load Anti-skid \$ 690.00

Pennsylvania State Mayors’ Association 2026 membership \$ 70.00

Gibson-Thomas Engineering: Curb & Sidewalk Engineering \$ 1,807.85

Gibson-Thomas Engineering: Drainage Improvements SR 4008 Market Street \$ 5,980.00

MORE Grant: Huth Consulting Engineers \$ 800.00

Estimated Income for balance of December: \$ 11,000.00

EIT \$10,000.00; Tax Collector: \$1,00.00

Estimated Expenses for Balance of December: \$ 24,018.08

Estimated Balance December 31, 2025: \$ 142,055.25

Liquid Fuels Account Balance December 1, 2025: \$ 74,303.80

Outstanding Bills presented for payment: \$ 1,513.72

Estimated Expenses for balance of December: \$ 100.00

Estimated Balance December 31, 2025 \$ 72,690.08

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Approve the December Financial Report.

Motion carried.

APPROVAL OF DECEMBER BILLS TO DATE: Treasurer Damiano

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to pay the bills presented for payment in the amount of \$4,342.69. Motion carried.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Zentichko to Approve \$690.00 to Pennsy Supply, Inc. for a tri-axle load of anti-skid. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Zentichko to Approve \$70.00 to Pennsylvania State Mayors’ Association for the 2026 membership. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve \$1,807.85 to Gibson-Thomas Engineering for SR 849 Curb & Sidewalk Engineering. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve \$5,980.00 to Gibson-Thomas Engineering for SR 4008 Market Street Engineering. Motion carried.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Approve \$800.00 to Huth Consulting Engineers for the ECM Project Design Engineering of the municipal building for the MORE Grant . Motion carried.

SECRETARY'S REPORT: Secretary Damiano

1. As per Randy Waggoner, Perry County Tax Assessment Office, the millage rate needed to be corrected on the 2026 County/Municipal Tax Rate Information form to:
Real Estate: 2.1148 mills and Fire: .191 mills = 2.3058 mills to be Revenue Neutral.
The 2025 Taxable Assessment was 52,847,000.00 @ 4.341 current millage with a 2025 Anticipated tax revenue of \$229,412.30.
The 2026 Proposed Assessment increased to 99,492,100.00. Reducing the millage to 2.3058 will be the 2026 Break Even Millage.
Resolution #14-25 Tax Rates for 2026 is under New Business.
2. The Borough News Subscriptions & Member Roster will be finalized after the Reorganization Meeting on Monday, January 5, 2025.
3. 2026 Bidding Thresholds: \$24,500 Formal Bidding; \$13,200 (3) written/telephone price quotes

EXECUTIVE SESSION: Personnel

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Go Into Executive Session at 7:17 pm. Motion carried.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Come Out of Executive Session at 7:40 pm. Motion carried.

Outcome of Executive Session

Discuss a strategy for anticipated litigation at 64 S. 5th Street, Newport, PA 17074.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher not present

CODE ENFORCEMENT: Bruce Psaras

499 Front Street: Blighted Property

The owner passed away in December, 2024.

Code Enforcement discussed:

- Next of Kin letter to cleanup property.
- Presented photos of property.
- Checked with Register of Wills. No probate started.
- No tax was collected in 7 years.
- Back Sewer and Water bills are not paid.

Solicitor stated the process for Blighted Property:

1. The borough can be an Interested Party on all unpaid fees.
2. Publishing a notice in the newspaper for 2 weeks is a procedural requirement.
3. Council approves the advertisement.
4. Check on the liens on the property. Municipal liens are a priority.
Water Authority has liens on the property also.

Resolution for Establishing Fees for Correcting and Abating Violations: No update.

Code Enforcement reported the statistics for November.

1. Snow removal from sidewalks has a 24-hour waiting period. Code Enforcement has discretion.
2. Planters in the Square: Right of Way is 25'. South is good, but North side is 2' off.
Clear sight triangle is 32" high.

Cl'm Halstead reminded council that the planters need to be moved back away from the road for winter. Seniors are planning on decorating the planters for the holiday season this week.

3. Received an unknown vehicle complaint by the Newport School District, which is annexed, but is in Oliver Twp, which is out of the borough jurisdiction. Any safety concerns can be directed to the Pennsylvania State Police.
4. Request to Appeal Code and Ordinance Violations form was distributed to council to take home for review. This form would be presented to council with no charge to the Appellant and Owner.
5. Ordinance Violation Code Enforcement Directed Abatement form was distributed to council to take home for review.
6. Review fee schedule.
7. Review ordinance structure.

ORDINANCE COMMITTEE: Cl'm Zentichko

Peddling and Soliciting Ordinance revisions will be put to a vote early next year.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

1. A Ball Team/Borough Meeting Minutes from Wednesday, November 5, 2025 was distributed.
2. Payment has been received from both ball teams:
\$126.75 Newport Youth Baseball Association
\$567.41 Newport Girls Fast Pitch Association.
3. Baseball opening day is April 18, 2026.
4. Softball opening day is April 25, 2026.
5. A \$7,000.00 Grant from the Hoverter Foundation for a new scoreboard is being applied for. A Letter of Support for the ball teams is requested to be included as part of the grant submission. Cl'm Halstead will write the letter.

MOTION: Cl'm Halstead moved, seconded by Cl'm Zentichko to Approve a Letter of Support for Newport Youth Baseball Association and a Letter of Support for Newport Girls Fast Pitch Association. Motion carried.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter

Request to move the PIB Loan Account to a PLGIT account to earn higher interest yield.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Approve moving the PIB Loan Account from Orrstown Bank and to open a new PLGIT account and transfer the funds. Motion carried.

WEBSITE/IT COMMITTEE REPORT: Cl'm Zentichko

The borough website uses WordPress to maintain the website. The instructions documentation needs to be updated. Need to consult SelecTech on the cost and bring back to council.

PERSONNEL COMMITTEE: Cl'm Shope

The Personnel Committee is still working on the Drug and Alcohol Impairment Workplace Policy. Now that the solicitor has reviewed the policy and made recommendations, the committee will discuss.

MAYOR'S REPORT: Mayor Tice

1. Spent time around town during Black Friday/Small Business Saturday. An outstanding sight to see the amount of tickets in for the basket raffle.
2. Attended the setting up of the Christmas tree.

OLD BUSINESS

2026 Municipal Tax Rate Calculations

There was a discrepancy with the numbers for the millage rate.

MOTION: Cl'm Halstead moved, seconded by Cl'm Zentichko to Rescind the November 24, 2025 motion of 2.42 mills for Real Estate and Replace with 2.1148 mills Real Estate and .191 mills Fire for a Total of 2.3058 mills to be in Compliance with the Revenue Neutral Laws and Approve Resolution #14-25 Fixing the Tax Rate for the Year 2026. Motion carried.

2026 Tax Rates

2.1148 mills	Municipal Real Estate	153 mills	Occupation (OCC)
.191 mills	Fire Protection	\$10.00	Municipal Per Capita: Each Taxpayer
2.3058 mills	Total Millage		

MORE Grant (Municipal Opportunities for Retrofits and Energy Efficiency): Huth Consulting Engineers \$800.00 invoice payment approved under Treasurer’s Report: Approval Requests

Mulberry Street Project Storm & Inlets: Small Water & Sewer Grant: Cl’m Zentichko Forwarded the plans to Phil Brath, Borough Municipal Engineer. Follow up with bids in the next couple of weeks.

Dirt, Gravel and Low Volume Roads Grant Application for 3rd Street Extension: Cl’m Halstead Cl’m Halstead stated that the grant was submitted for \$155,820.00. The decision will be made in December, 2025.

September 11th National Memorial Trail Alliance
No update.

NEW BUSINESS

Resolution #14-25 Tax Rates for 2026

Approved under Old Business: 2026 Municipal Tax Rate Calculations.

Approval to Advertise for a public meeting for the SR849 Sidewalk Project

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Halstead to Approve to Advertise for a public meeting for the SR849 Sidewalk Project. Motion carried.

Approval to Request to use firehouse for a Public Meeting

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Halstead to Approve \$150.00 for the Use of the firehouse for a Public Meeting for the SR849 Sidewalk Project. Motion carried.

Approval of Cost to Send out letters to Residents in the SR849 Sidewalk Project area

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Halstead to Approve to the Cost to Send out letters to Residents in the SR849 Sidewalk Project area. Motion carried.

Christmas Bonuses

Christmas Bonuses will be the same as last year:

- (3) Part Time employees = \$250.00 each
- (3) Full Time employees = \$500.00 each

Calculations will include taxes and the Net Pay will equal the full bonus, as described above.

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Halstead to Approve a \$250.00 Net Christmas Bonus for Part Time Employees and a \$500.00 Net Christmas Bonus for Full Time Employees; calculation of taxes being included in Gross Amount of Bonus and being issued on the December 17, 2025 paycheck. Motion carried.

Christmas Party

Due to conflicts on Christmas Eve, the Christmas Party will be held on Friday, December 19, 2025 at the Water Authority, 497 N. Front Street, Newport; 12 noon – 2 pm. The borough will provide food and refreshments. All are welcome to bring a covered dish if they would like. Employees may leave after the party and will be paid for the remainder of the day. The employees will have to work their entire shift on Christmas Eve unless they use PTO to leave early.

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Halstead to Approve spending up to \$200.00 for the borough Christmas Party. Motion carried.

Approval to Advertise for Letters of Interest for Appointed Positions

(1) Vacancy Board; (1) Sewer Board; (1) Water Authority; (2) Planning Commission; (1) Zoning Hearing Board

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve to Advertise for Letters of Interest for Appointed Positions. Motion carried.

Approval to Advertise 2026 Meeting Dates

A list of meeting dates, times, and committees were distributed for review.

MOTION: Cl'm Halstead moved, seconded by Cl'm Leach to Approve to Advertise the 2026 Newport Borough Meeting Dates. Motion carried.

2026 Bidding Thresholds

2026 Bidding Thresholds are as follows:

Below \$13,200.00: No formal bidding or quotes required

\$13,200.00 - \$24,500.00: (3) Written/Phone quotes required

Over \$24,500.00: Formal public bidding required

Communications

1. Newport Borough Water Authority Minutes and Financial Reports: October 13, 2025
2. Newport Borough Municipal Authority Minutes: October 23, 2025
3. Perry County Literacy Council Donation Request Letter
4. Keep America Beautiful Donation Request Letter
5. Newport Public Library Donation Request Letter

Next Meeting Date: Monday, January 5, 2026 at 7:00 pm; Reorganization and Regular Meeting

ADJOURNMENT: Cl'm Frownfelter moved, seconded by Cl'm Leach to adjourn at 8:43 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer