

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
February 3, 2026**

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

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano
Mayor Stephen Tice; Code Enforcement Officer Bruce Psaras,
Municipal Solicitor, Idan Ghazanfari, Salzmann Hughes, P.C.; Municipal Engineer Phil Brath
Frank Campbell, Newport Revitalization and Preservation Society (NRPS)
Luke Roman, Perry County Times
Bonnie Saner, Kristina Abuladze, and Kaylah Younker

President Shope requested Mayor Tice to lead the Pledge of Allegiance.

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: Cl'm Halstead requested to move the Code Enforcement Committee Report after the Public Hearing. Council agreed.

GUEST: Frank Campbell, NRPS
Frank Campbell presented the 2026 Newport Schedule of Events:

June 6, 2026	Discover Newport
June 20, 2026	Movie in the Park: An American Tail
July 11, 2026	Block Party
July 25, 2026	Movie in the Park: National Treasure
August 4, 2026	National Night Out on the Square
August 15, 2026	Movie in the Park: Miracle
October 3, 2026	Canal Day
November 6, 2026	Ladies Night Out
November 27-28, 2026	Black Friday/Small Business Saturday
December 5, 2026	Christmas Tree Lighting

Street closures will be required for events on June 6, July 11, August 4, October 3, and December 5, 2026.

MOTION: Cl'm Stonerod moved, seconded by Cl'm Halstead to Approve the 2026 Newport Schedule of Events. Motion carried.

Street Banners Resolution #03-26

The Street Banners Resolution is for the banners that are hung above Market Street/Route 34. Banners are hung 30 days prior to the event.

April 25, 2026	Newport American Legion Family Fun Day
June 6, 2026	Discover Newport
September 12, 2026	Newport Assembly of God Family Fun Day
October 3, 2026	Canal Day
November 26, 2026	Turkey Trot

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Street Banners Resolution #03-26. Motion carried.

Frank Campbell also spoke about the Economic Development Grant for sidewalk bricks in the Downtown area. This would be for resetting the bricks. The question is if the cost of the project was over the amount of the grant, would the borough be willing to contribute. Cl'm Halstead requested a copy of the grant and the map of the area for council to review and discussion.

GUEST: Bonnie Saner

The resident stated her parking concerns, especially the lack of parking with the snow. She has a daughter with medical issues that the state did issue a temporary red 6-month Handicap Parking placard, but the Handicap Parking Permit application was denied by the mayor earlier in the month, so the mother was exploring her options for the safety of her daughter. The mayor responded: 1) The resident clears their own path, 2) He was not issuing a permit for a Temporary Handicap sign, 3) Sidewalks are the residents responsibility, 4) Mayor is not extending the temporary No Parking signage in front of her residence. The resident stated she will continue to explore her options.

GUEST: Kaylah Younker

As owner of 51 S. 2nd Street, she read a timeline to make aware to the borough council the problems caused to her property from what she stated was caused by the demolition of 55 S. 2nd Street. The building permit has yet to be issued in order to make the needed repairs to her home. The borough solicitor requested she send all her documentation to the borough for review, and someone will be in touch with her.

PUBLIC COMMENT: None

PUBLIC HEARING: 499 North Front Street, Newport, PA 17074

Code Enforcement/Zoning Officer, Bruce Psaras, gave a power point presentation on the dangerous property located at 499 North Front Street, Newport. At the conclusion, the Code Enforcement officer stated that posting the property reduces the liability on the borough.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Issue an Order based upon the findings of fact to declare 499 North Front Street a Dangerous Building and to post the property. Motion carried.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher

Code Enforcement officer reported the statistics for January.

Handicap Permit #9: Non-payment

Handicap Permit #9 has not been renewed. A message was left on their door. Will follow-up on next month's agenda, if not resolved.

STREETS COMMITTEE REPORT: Cl'm Halstead

The February Streets Report by Supervisor Cody Harris focused on the snowstorm cleanup.

Snow Emergency Snow Removal employment

Did not use Bruce Psaras, the Code Enforcement officer, for snow removal.

Snow Emergency Snow Removal Kirby Kitner

Street Chair, Tami Halstead, contacted Kirby Kitner Excavating for Emergency Snow Removal for January 26-27, 2026 at a cost of \$2,580.00.

Cl'm Halstead read a statement from the county concerning lack of reimbursement for expenses of a snow emergency. She stated that additional snow cleanup is yet to be done. She followed with a reading of her personal statement concerning the lack of reimbursement support from Perry County even with Pennsylvania Governor Shapiro declaring a State of Emergency.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to Approve up to \$10,000.00 in Emergency Snow Removal by Kirby Kitner Excavating, including the current invoice of \$2,580.00. Motion carried.

Street Sweeper Attachment Quote

A Street Sweeper attachment quote in the amount of \$9,529.80 from Quick Attach, Alexandria, MN 56308, was presented to council for consideration.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Approve \$9,529.80 from Liquid Fuels to Purchase a Street Sweeper attachment from Quick Attack, Alexandria, MN 56308. Motion carried.

Cl'm Halstead will check with Rick Levan, District 8, on Liquid Fuels requirements for the equipment purchase.

Small Tools Purchase Approval

Cl'm Halstead would like to purchase (2) weedwhackers, (1) chainsaw, and (1) ShopVac for the Streets Crew and maintenance garage. The air conditioner can wait closer to spring.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve up to \$1,750.00 for the Purchase of (2) weedwhackers, (1) chainsaw, and (1) Shop Vac. Motion carried.

Lift Rental: Fix Street Light Outlets and Remove Snowflake Lights

Cl'm Halstead stated that when the lift is rented to remove the Snowflake lights, the street light outlets will be fixed at the same time.

Dirt, Gravel, and Low Volume Road Grant

Cl'm Halstead stated there was no update on the awarding of the grant.

Salt Contract Participation Agreement for the August 2026 – July 2027 season

An email reminder from the COSTARS Program stated that the Salt Contract Participation Agreement for the August 2026 – July 2027 season enrollment deadline for the upcoming contract period is March 15, 2026.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to Approve to Enroll Newport Borough in the Salt Contract Participation Agreement for the August 2026 – July 2027 season. Motion carried.

ENGINEER'S REPORT: Phil Brath, Municipal Engineer

HATS, Sidewalks and Curb Ramps Improvements for 4th Street, SR 849, from Market to Fickes Project, will hold a public meeting at the Citizens Fire Company No. 1, 301 Mulberry Street, Newport, PA 17074 on Thursday, February 19, 2026, 7 pm, with setup at 5 pm. The meeting will have the plans for the sidewalks and curb ramps. Discussion will also include if residents want to keep their bricks, potential tree removal, and the presence of endangered bats, frogs, butterflies, etc.

Cl'm Halstead stated that a second mailing will need approval for the CBDG Curbs and Sidewalks SR849 Project.

MOTION: Cl'm Stoneroad moved, seconded by Cl'm Halstead to Approve a Second Mailing for the CBDG Curbs and Sidewalks SR849 Project. Motion carried.

The municipal engineer stated that finding the legal Right-of-Way between Caroline to Fickes is a challenge. Would the old Ordinance books have a layout of the streets?

The Market Street project is at a stand still as waiting for PennDOT.

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

Nothing to report.

APPROVAL OF THE JANUARY MINUTES: January 5, 2026, Reorganization/Regular Meeting Minutes Tabled until the March 3, 2026 council meeting.

TREASURER'S REPORT FOR FEBRUARY: Treasurer Damiano

Treasurer Damiano read the February Financial Report

Newport Borough General Account balance February 1, 2026: \$ 58,590.51

ACH Deposit: February 2, 2026 Reality Transfer Tax Deposit \$ 1,741.95

February 3, 2026 Deposit: January Parking Ticket Fines \$ 150.00

February 3, 2026 Deposit: Handicap Parking Permit Deposit \$ 708.34

February 3, 2026 Deposit: February Parking Ticket Fines \$ 60.00

February 3, 2026 Deposit \$ 2,432.85

Outstanding bills presented for payment: \$ 7,390.95

Ck #'s 32934 - #32950

APPROVAL REQUESTS

MRM Workers’ Comp Pooled Trust (payroll audit)	\$ 633.00
Huth Consulting Engineers, LLC (MORE Grant)	\$ 1,500.00
SEK (Progress billing for 2025 audit)	\$ 2,310.00
PSAB (Jamie Stonerod: 2026 Newly Elected Officials Boot Camp)	\$ 62.50
Selectech (GoDaddy: 2-year renewal: newportboro.com)	\$ 299.98
Kirby Kitner Excavating (Emergency Snow Removal: 1/26/26-1/27/26)	\$ 2,580.00

Estimated Income for balance of February: EIT \$10,000.00	\$ 10,000.00
Estimated Expenses for Balance of February:	\$ 24,222.68
Estimated Balance February 28, 2026:	\$ 34,684.54

Liquid Fuels Account Balance February 1, 2026:	\$ 72,833.67
Outstanding Bills presented for payment:	\$ 2,338.87
Estimated Balance February 28, 2026	\$ 70,494.80

MOTION: Cl’m Frownfelter moved, seconded by Cl’m Halstead to Approve the February Financial Report, Outstanding Bills Presented for Payment: \$7,390.95, Additional Bill Requests: \$7,395.48, and February Mid-Month Checks #32931-#32933: \$2,587.75. Motion carried.

SECRETARY’S REPORT: Secretary Damiano

1. Huth Engineering (MORE Grant): \$1,500.00 approved in the above motion.
2. A Hazardous Material Survey needs to be completed as part of bid packet. MORE Grant will cover cost of survey. Will have proposal at the next council meeting, March 3, 2026.
3. SEK will perform the 2025 Audit on Tuesday & Wednesday, February 24 & 25, 2026.
4. Ethics Forms were available for distribution.

ORDINANCE COMMITTEE: Cl’m Zentichko

Cl’m Zentichko is checking into ordering No Soliciting Without a Permit signs to be placed in the borough. The Streets Department orders their signs from US Municipal so will check with them. Cl’m Halstead will speak with PennDOT on borough signs placed on state roads.

PLAYGROUND COMMITTEE REPORT: Cl’m Halstead

A Letter of Support for the scoreboards will be sent to the Hoverter Foundation in seeking grant funding for new scoreboards at the park.

FINANCE COMMITTEE REPORT: Cl’m Frownfelter

No report.

WEBSITE/IT COMMITTEE REPORT: Cl’m Zentichko

GoDaddy SSL certificate renewal, 2 years for domain name: newportboro.com was approved under February bills in Treasurer’s Report. As of January 23, 2026, there are 7 hours remaining on prepaid time for website postings. No update on when the updated WordPress instructions for the borough website will be completed.

PERSONNEL COMMITTEE: Cl’m Shope

Drug & Alcohol Impairment Workplace Policy

A Drug and Alcohol Impairment Workplace Policy had been reviewed by the solicitor and was under discussion. Cl’m Frownfelter found a duplication of wording on Page 2, but she also was not in agreeance with some of the other wording in the policy. She does not want random drug and alcohol testing in the policy. Other council members wanted to move forward with the policy.

MOTION: Cl’m Halstead moved, seconded by Cl’m Zentichko to Approve the Drug and Alcohol Impairment Workplace Policy with the removal of the duplication on Page 2. A Roll Call Vote was taken.

Yeas: Greg Shope, Barbara Leach, Jacob Zentichko, Tami Halstead

Neas: Mary Bucher, Penny Frownfelter, Jamie Stonerod

Motion carried.

Employee Time Off Policy

An updated Employee Time Off Policy was discussed for consideration. The revised policy includes Black Friday as one of the 8 paid Holidays and PTO hours must be used if hours are available for time off.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the Revised Employee Time Off Policy. Motion carried.

EXECUTIVE SESSION: Personnel and Legal Matters

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Go Into Executive Session at 8:48 pm. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Zentichko to Come Out of Executive Session at 9:23 pm. Motion carried.

Outcome of Executive Session

No motions.

MAYOR'S REPORT: Mayor Tice

The request for Temporary Handicap Parking Permit on 4th Street was already discussed under Guest: Bonner Saner.

During the snowstorm, coffee and refreshments were sent to the borough garage for the Streets crew. The garage is not climatized.

OLD BUSINESS

Mulberry Street Project Storm & Inlets: Small Water & Sewer Grant: Cl'm Zentichko
Notice to Proceed has gone out.

2026 Fee Schedule

A Fee Schedule Resolution is needed in order to approve fees.

NEW BUSINESS

Borough News Subscriptions: \$10.00 each

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Borough News Subscriptions at \$10.00 each for all council members who wish to receive one. Motion carried.

PSAB Annual Conference Registration: May 31-June 3, 2026, Hershey, PA

The PSAB Annual Conference will be held May 31-June 3, 2026 in Hershey, PA. A signup sheet will be available at the March 3, 2026 council meeting for anyone interested in attending.

PSAB Annual Conference Voting Delegate

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Jamie Stonerod as the Voting Delegate for Newport Borough. Motion carried.

Newport Borough 2026 Events Calendar

MOTION: Cl'm Stonerod moved, seconded by Cl'm Halstead to Approve the Newport Borough 2026 Events Calendar. Motion carried.

Ratification of PSAB 2026 Newly Elected Municipal Official Training: Jamie Stonerod: February 6-7, 2026

Ratified under Approval of February Financial Report and Additional Bill Requests.

Animal Incident Response in Your Municipality

Cl'm Stonerod expressed interest in the training, but after discussion of the cost versus the need, Cl'm Stonerod withdrew his interest in the training.

Nominations for Second Vice President of PA State Association of Boroughs (PSAB): Due March 31, 2026

Newport Borough Council was made aware of nominations for Second Vice President of PSAB are due 3/31/26.

Perry County Conservation District: Pledge towards 2026 Electronics Recycling Collection

Keep Perry County Beautiful: E-cycling Collection will be April 18, 2026 and Perry County Conservation District sent a Donation Request. Borough Council had no interest and passed on the request for a donation from the borough.

Donations Approved in the 2026 Budget

\$1,000.00	Newport Library
\$ 500.00	Newport Ambulance League
\$ 500.00	Perry County Animal Rescue
\$ 500.00	Bread of Life Outreach

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to Approve the following Donations that were approved in the 2026 Budget: \$1,000.00 Newport Library, and \$500.00 each to Newport Ambulance League, Pery County Animal Rescue, and Bread of Life Outreach. Motion carried.

Communications

1. Newport Borough Water Authority Minutes and Financial Reports: December 8, 2025
2. Newport Borough Municipal Authority Minutes: December 23, 2025

Next Meeting Date: Tuesday, March 3, 2026 at 7:00 pm; Regular Meeting

ADJOURNMENT: Cl'm Halstead moved, seconded by Cl'm Frownfelter to adjourn at 10:01 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer