

**NEWPORT BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
March 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 Stoneroad.

**OTHERS PRESENT:** Newport Borough Secretary Shelly Damiano  
Code Enforcement Officer Bruce Psaras,  
Municipal Solicitor, Idan Ghazanfari, Salzmann Hughes, P.C.;  
Rich Pluta, Perry County Economic Development Authority (PCEDA)  
Luke Roman, Perry County Times  
Greg Nye; Debra Rayson

**ABSENT:** Mayor Stephen Tice; Municipal Engineer Phil Brath

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

President Shope announced that the meeting was being recorded.

**AMENDMENTS TO THE AGENDA:** None

**GUEST:** Rich Pluta, Perry County Economic Development Authority (PCEDA)

A letter from the Perry County Commissioners, dated February 24, 2026, explained the process to decertify Visit Hershey & Harrisburg (VHH), Perry County's current Tourism Promotion Agency (TPA) and certify Perry County Economic Alliance, also a PA non-profit organization, as Perry County's new Tourism Promotion Agency. With having a TPA within the county, Perry County would then be able to institute a Lodging Tax. Perry County is the only PA county that does not have a Lodging Tax.

A separate Perry County Lodging Tax flyer explained the benefits of this tax for Local Funding, Grant access, and Community Support. The Perry County Commissioners would pass the Lodging Tax percentage rate, and the Perry County Treasurer would be responsible for collecting the Lodge Tax funds. The county would receive an administrative fee from the Lodging Tax.

Rich Pluta explained the process and the benefits to all Perry County communities, and when asked by Cl'm Stoneroad if there would be any cost to Newport Borough, the answer was no. In order to move forward, governing bodies within Perry County which comprise more than 65% of the total County population need to adopt a Resolution to Decertify Visit Hershey & Harrisburg (VHH) as the TPA and then the governing bodies within Perry County which comprise more than 50% of the total county population need to adopt a Resolution to Certify Perry County Economic Alliance as the new TPA. The solicitor stated the resolution is for general support of the program.

Resolution #4-26 Decertifies Visit Hershey & Harrisburg as Perry County's Tourism Promotion Agency and Certifies Perry County Economic Alliance as the new Perry County Tourism Promotion Agency.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to Approve Resolution #4-26: Decertification of Visit Hershey & Harrisburg as TPA and Certification of Perry County Economic Alliance as Perry County's new Tourism Promotion Agency (TPA). (6) **Yeas** and (1) **Nay:** Tami Halstead. Motion carried.

**GUEST:** Debra Rayson

RE: Reapplying for a Handicap Parking Space Permit

The retired veteran was denied a Handicap Parking Space Permit from Mayor Tice due to the applicant being a renter and living on the cusp of the Commercial Business District. Cl'm Halstead stated that the mayor can make recommendations, but council makes the decisions.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the Handicap Parking Space Permit for Debra Rayson, prorated at \$8.34 per month for 10 months + \$25.00 application fees. Motion carried.

**GUEST:** Gregory Nye

RE: Status of a Handicap Parking Space Permit

Mayor Tice was to review the Handicap Parking Space Permit application, but no status update had been given in over a month.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the Handicap Parking Space Permit for Gregory Nye, prorated at \$8.34 per month for 10 months + \$25.00 application fees. Motion carried.

**PUBLIC COMMENT:** None

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

The February 17, 2026 Streets Progress Report by Streets Chair Tami Halstead was discussed.

Small Tools Purchase

As approved at the February 3, 2026 council meeting, Small Tools Purchased at Heller's Hardware:

(2) weedwhacker trimmers @ \$329.989 each

(1) Stihl MS 162 16" chainsaw @ \$209.99

(1) 16 gallon 6.5 hp Wet/Dry Vac @ 149.99

Total Cost: \$1,019.96

Street Sweeper Attachment

The Street Sweeper attachment from Quick Attach, Alexandria, MN 56308 is in the process of being ordered and will be paid through Liquid Fuels.

Brush Pickup

Brush Pickup will be every Monday beginning in April.

Ratify WEX Credit Line Increase to \$3,000.00

Due to snowstorm in January, the WEX credit line for fuel was getting close to the credit limit. Cl'm Halstead, Streets Chair, instructed to have the WEX credit limit increased to \$3,000.00, which was approved by WEX Bank the same day. Ratification of the WEX credit line increased to \$3,000.00 is needed.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the Ratification of Increasing the WEX credit limit for fuel to \$3,000.00. Motion carried.

Ratify the Water Pump replacement: 2002 Ford F350: \$954.95

A phone/email vote was taken to have the water pump replaced on the 2002 Ford F350 by Newport Auto Repair LLC, 45 N. 3<sup>rd</sup> Street, Newport, PA 17074. Ratification of the water pump is needed.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Zentichko to Approve the Ratification of Installation of a new water pump on the 2002 Ford F350 by Newport Auto Repair LLC in the amount of \$954.95. Motion carried.

Request for Garage Furnace Cleaning by Charles H. Burns, Inc., Millerstown, PA

The garage furnace that heats the garage office has not been serviced in many years. Request for Burns to clean the garage furnace.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Stoneroad to Approve Charles H. Burns, Inc to clean the borough garage furnace. Motion carried.

John Deere Tractor: Installation of Used Rim and 2 New Tires: \$1,861.80

A quote from Farmer's Choice Tire Service, LLC, 4927 Old US Hwy 322, Reedsville, PA 17084 for Installation of a used rim and 2 new tires on the John Deere tractor, \$1,861.80, was presented.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to Approve Installation of a Used Rim and 2 New Tires on the John Deere tractor by Farmer's Choice in the amount of \$1,861.80. Motion carried.

**ENGINEER’S REPORT:** Phil Brath, Municipal Engineer: Not present

Cl’m Halstead stated she will be meeting with the Phil Brath, municipal engineer, tomorrow, Wednesday, March 4, 2026, at 11 am, to walk the HATS, Sidewalks and Curb Ramps Improvements Project for 4<sup>th</sup> Street, SR 849, from Market to Fickes.

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

499 N. Front Street: In order to force probate, a personal liability on the borough would need to be established, and that is not likely for the borough. The outstanding water and sewer bills are possibilities for them.

51 S. 2<sup>nd</sup> Street: The permit application has been revised, and the borough can issue the permit with the following: “This permit approval is expressly limited to the plans and materials submitted and approved as part of the application on file with the Borough. Any construction or use that does not conform to the application may constitute a violation and may be subject to enforcement action, including a notice of violation pursuant to Section 250-155, without limitation. This permit does not grant or authorize and right of access to, or use of, adjoining property. Any such rights must be independently obtained by the Application from the appropriate property owner.”

**APPROVAL OF THE JANUARY MINUTES:** January 5, 2026, Reorganization/Regular Meeting Minutes

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Stoneroad to Approve the January 5, 2026 Reorganization/Regular Meeting Minutes. Motion carried.

**APPROVAL OF THE FEBRUARY MINUTES:** February 3, 2026, Regular Meeting Minutes

Cl’m Halstead stated to amend:

Page 4: Personnel Committee-Drug & Alcohol Impairment Workplace Policy: Add:

“She (*Cl’m Frownfelter*) does not want random drug and alcohol testing in the policy.”

Page 5: Remove the 1<sup>st</sup> “2026” under Newport Borough 2026 Events Calendar motion.

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Leach to Approve the February 3, 2026 Regular Meeting Minutes, as amended. Motion carried.

**TREASURER’S REPORT FOR MARCH:** Treasurer Damiano

**Treasurer Damiano read the MARCH Financial Report**

Newport Borough General Account balance March 1, 2026:	\$ 53,462.83
ACH Deposit: March 2, 2026 Reality Transfer Tax Deposit	\$ 1,837.50
March 3, 2026 Deposit: February Parking Ticket Fines	\$ 90.00
March 3, 2026 Deposit	\$ 181.64
Outstanding bills presented for payment:	<b>\$ 12,141.69</b>
Ck #'s 32965 - #32986	

**APPROVAL REQUESTS**

County of Perry (Second Street over Little Buffalo Creek Bridge)	<b>\$ 142.70</b>
Huth Consulting Engineers, LLC (MORE Grant)	<b>\$ 12,870.00</b>

Estimated Income for balance of March	\$ 54,699.11
EIT \$10,000.00; Tax Collector: \$44,699.11	
Estimated Expenses for Balance of March:	<b>\$ 24,036.63</b>
Estimated Balance March 31, 2026:	\$ 61,080.06

Liquid Fuels Account Balance March 1, 2026:	\$ 70,514.00
Outstanding Bills presented for payment:	<b>\$ 000.00</b>
Estimated Balance March 31, 2026	\$ 114,722.21

**MOTION:** Cl’m Frownfelter moved, seconded by Cl’m Jamie to Approve the March Financial Report and bills as presented; Outstanding Bills Presented for Payment: \$12,141.69, Additional Bill Requests: \$13,012.70, and February Mid-Month Checks #32965-#32986: \$12,141.69. Motion carried.

**SECRETARY’S REPORT:** Secretary Damiano

1. SEK performed the on-site portion of the 2025 Audit on Tuesday, February 24, 2026. Only one day was needed. The 2025 BON Planning letter from SEK was given to borough council.
2. Cl’m Frownfelter, Finance Chair, explained the 2025 vs 2026 Real Property Tax Summary comparison, with the reassessment and the revenue neutral rate that was approved by council, the Municipal Real Estate Taxes in 2025=\$210,334.33 vs 2026=\$201,768.15, a decrease of \$8,566.18 in Real Estate Taxes in 2026.
3. Quickbooks Desktop Subscription renewal on May 1, 2026 will increase to \$1,149.00. Quickbooks Desktop Pro is due to sunset in May, 2027.
4. Huth Engineering (MORE Grant): \$12,870.00 approved in the above motion under Treasurer’s Report.
5. A Hazardous Material Survey needs to be completed as part of bid packet and the MORE Grant will cover cost of survey. ECS Mid-Atlantic, LLC gave a quote of \$3,250.00.

**MOTION:** Cl’m Frownfelter moved, seconded by Cl’m Zentichko to Approve \$3,250.00 for the Hazardous Material Survey of the borough building from ECS Mid-Atlantic, LLC. Motion carried.

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

Code Enforcement officer reported the statistics for February.

Verbiage on Dangerous Structure signs

Two examples of verbiage on Dangerous Structure signs were presented. Reusable stickers will be placed on the bottom of the sign. Cost: 6 @ \$20.00 each OR 9 @ \$15.00 each:  
The Design Joint, 10986 Route 235, Beaver Springs, PA 17812

**MOTION:** Cl’m Frownfelter moved, seconded by Cl’m Stoneroad to Approve \$135.00 for 9 Dangerous Structure signs: 9 @ \$15.00 each from The Design Joint, with the following wording: Motion carried.

**DANGER**

The Newport Borough Council Has Declared This Structure Unsafe For Human Occupancy Or Use  
It Is Unlawful For Any Person To Enter or Occupy This Building or Property  
Any Unauthorized Person Removing This Sign WILL BE PROSECUTED.

Parking Ticket payment timing

Once the District Justice office receives the ticket, payment cannot be made at the borough office. DJ would like the time increased for the ticket to be paid at the borough office. After discussion, 5 Business Days can be in written in with 48 hours crossed out, as allowed by the DJ.

**MOTION:** Cl’m Bucher moved, seconded by Cl’m Frownfelter to Approve Crossing out 48 Hours and Inserting “5 Business Days” on the Parking Violation ticket. Motion carried.

Parking Ticket Appeals process

After discussion, consensus was to hold off, for now, a Parking Ticket Appeals process.

New Dangerous Buildings

34 South Fourth Street and 15 South Fourth Street have been identified as dangerous buildings. A Public Hearing for both properties can be scheduled during the next council meeting, Tuesday, April 7, 2026 along with a certified letter to each property owner with notification of scheduled hearing.

**MOTION:** Cl’m Jamie moved, seconded by Cl’m Frownfelter to Approve Public Notices for 34 South Fourth Street and 15 South Front Street and to run both notices for 3 weeks: March 18, 25, and April 1, 2026. Motion carried.

**ORDINANCE COMMITTEE:** Cl’m Zentichko

Cl’m Zentichko presented a quote from PA Municipal, Inc.; 6 signs @ \$13.70 each:

PERMIT REQUIRED FOR SOLICITING AND PEDDLING

Can save shipping if signs are picked up when the Streets Department picks up their next order of signs.

Need confirmation on locations where the signs can be posted in the borough.

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

Ball Teams/Borough Meeting Report from Wednesday, February 4, 2026 was discussed.

1. Ball Team Agreements were signed and keys signed out.
2. Park will open the end of the month.
3. A Letter of Support from Newport Borough via Cl'm Halstead and a Letter of Support from NRPS via Frank Campbell for the scoreboards was sent to the Hoverter Foundation for grant funding of new scoreboards.
4. Owls Club gave a \$5,600 donation towards the scoreboards.

**FINANCE COMMITTEE REPORT:** Cl'm Frownfelter

1. Monthly bank reconciliations review and approval was recommended by SEK auditors as an internal control.
2. Checking with Isolved to add additional pay codes in payroll.

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

1. Per Selectech, as of March 2, 2026, 5.25 hours remaining on prepaid time.
2. Received the updated new Wordpress instructions for the Borough Website.

**PERSONNEL COMMITTEE:** Cl'm Shope

**Employee Attendance & Absenteeism Policy**

Discussion was had on the Employee Attendance & Absenteeism Policy. The solicitor will review and make recommendations.

**EXECUTIVE SESSION:** Personnel and Legal Matters

**MOTION:** Cl'm Stonerod moved, seconded by Cl'm Halstead to Go Into Executive Session at 9:39 pm. Motion carried.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Stonerod to Come Out of Executive Session at 10:13 pm. Motion carried.

**Outcome of Executive Session**

No motions.

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

No Report

**OLD BUSINESS**

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

No update.

**2026 Fee Schedule**

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

**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 sign-up sheet is available tonight for anyone interested in attending.

**NEW BUSINESS**

**Updated Panel of Providers**

**State Workers Insurance Fund (SWIF): Fire & Ambulance Workers Compensation**

**MRM Trust Workers Compensation Fund: Newport Borough Employees Workers Compensation**

Both Workers Compensation insurances have been updated to have the same Panel of Providers, and include UPMC Urgent Care, 6481 Carlisle Pike Mechanicsburg, PA.

**Prescription Providers Different**

SWIF: KeyScripts

MRM Trust: AWPRx

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

Map provided with trail route and sign placements. No cost to the borough. Approval from Newport Borough is needed in order to install the trail markers/signs.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to Approve the September 11<sup>th</sup> National Memorial Trail Alliance to install signage on the trail route in Newport Borough. Motion carried.

**Perry County America 250 Celebration: Sunday, April 19, 2026: 2:00 pm**

An invitation for Perry County America 250 Celebration that will be held at the Newport Assembly of God Family Life Center, 27 W Shortcut Road, Newport, PA 17074 on Sunday, April 19, 2026 beginning a 2:00 pm needed an RSVP by March 1, 2026, but an email could be sent if anyone was interested. No interest expressed.

**Citizens' Fire Co. No. 1 Annual Banquet: Friday, April 24, 2026: 6:00 pm**

Citizens Fire Co. No. 1 aka Newport Fire Company sent an invitation for their Annual Banquet that will be held at the fire company on Friday, April 24, 2026 at 6:00 pm. No interest expressed.

**Perry County Lodging Tax-New Perry County Tourism Promotion Agency (TPA)**

The informational flyer was included in the presentation by Rich Pluta.

**PennDOT to collect Traffic Data on Mulberry Street in 2026**

PennDOT will be collecting Traffic Data on Mulberry Street in 2026.

**Communications**

1. Newport Borough Water Authority Minutes and Financial Reports: January 12, 2026
2. Newport Borough Municipal Authority Minutes: November 24, 2025

**Next Meeting Date:** Tuesday, April 7, 2026 at 7:00 pm; Regular Meeting

**ADJOURNMENT:** Cl'm Stoneroad moved, seconded by Cl'm Halstead to adjourn at 10:22 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer