

NEWPORT BOROUGH COUNCIL
REORGANIZATION AND REGULAR MEETING MINUTES
January 5, 2026

Mayor Tice called the meeting to order at 7:00 pm.

Mayor Tice led the Pledge of Allegiance.

OATH OF OFFICE: Mayor Stephen Tice

Mayor Stephen Tice administered the Oath of Office to Tami Halstead, Jacob Zentichko, and Jamie Stoneroad.

ROLL CALL FOR ATTENDANCE OF COUNCIL: Mayor Tice

Mayor Tice asked for a Roll Call for attendance of council.

Borough Council Members present:

Jacob Zentichko, Penny Frownfelter, Tami Halstead, Gregory Shope, Barbara Leach, and Jamie Stoneroad.

Absent: Mary Bucher

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano

Thomas Kutz, Salzmann Hughes, P.C.

Bruce Psaras, Code Enforcement Officer arrived at 7:30 pm

NOMINATIONS FOR PRESIDENT OF COUNCIL: Mayor Tice

Mayor Tice asked for Nominations for President of Council.

Cl'm Halstead nominated Gregory Shope

MOTION: Cl'm Halstead moved, seconded by Cl'm to close nominations for President of Council.

Motion carried.

Gregory Shope: Roll Call for President of Council

Yeas: Cl'm Halstead, Cl'm Leach, Cl'm Zentichko, Cl'm Shope, Cl'm Frownfelter, Cl'm Stoneroad = 6

Neas: None

6 Yeas and 0 Neas. Nomination carries.

NOMINATIONS FOR VICE PRESIDENT OF COUNCIL: Mayor Tice

Mayor Tice asked for Nominations for Vice President of Council.

Cl'm Halstead nominated Barbara Leach

MOTION: Cl'm Halstead moved, seconded by Cl'm to close nominations for Vice President of Council.

Motion carried.

Barbara Leach: Roll Call for Vice President of Council

Yeas: Cl'm Halstead, Cl'm Leach, Cl'm Zentichko, Cl'm Stoneroad, President Shope = 5

Neas: Cl'm Frownfelter = 1

5 Yeas and 1 Neas. Nomination carries.

Mayor Tice announced Barbara Leach as the Vice President of Council.

Mayor Tice turned the meeting over to Gregory Shope, President of Council.

APPOINTMENTS

1. SOLICITOR: Cl'm Halstead moved, seconded by Cl'm Frownfelter, to appoint Salzman Hughes, P.C. as Solicitor. Motion carried.
2. RIGHT-TO-KNOW OFFICER: Cl'm Halstead moved, seconded by Cl'm Zentichko, to appoint Shelly Damiano as the Right-To-Know Officer. Motion carried.
3. ENGINEER: Cl'm Halstead moved, seconded by Cl'm Frownfelter, to reappoint Gibson-Thomas as the Engineer. Motion carried.
4. SECRETARY/TREASURER: Cl'm Halstead moved, seconded by Cl'm Zentichko, to reappoint Shelly Damiano as Secretary/Treasurer. Motion carried.
5. ASSISTANT SECRETARY: Cl'm Zentichko moved, seconded by Cl'm Stoneroad to appoint Tami Halstead as Assistant Secretary. Motion carried.
6. ASSISTANT TREASURER: Cl'm Halstead moved, seconded by Cl'm Zentichko to appoint Patricia Bowers as Assistant Treasurer.
7. AUDITOR: Cl'm Halstead moved, seconded by Cl'm Stoneroad, to reappoint SEK as Auditor. Motion carried.
8. ZONING SOLICITOR: Cl'm Halstead moved, seconded by Cl'm Stoneroad, to reappoint Adam Britcher of Allen Hench Law Office as Zoning Solicitor. Motion carried.

BANK RESOLUTION NO. 01-26

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Leach to Adopt Resolution No. 01-26 to Authorize Council Members for all Bank Accounts and Safety Deposit Box at Orrstown Bank, and to Add Jamie Stoneroad, Council Member and Remove Christian Fickes, Past Council Member. Motion carried.

BOARD APPOINTMENTS

1. WATER AUTHORITY: Cl'm Frownfelter moved, seconded by Cl'm Halstead to reappoint Louise Warner to the Water Authority. Motion carried.
2. MUNICIPAL AUTHORITY: Cl'm Frownfelter moved, seconded by Cl'm Zentichko, to reappoint Billie Dudley to the Municipal Authority. Motion carried.
3. PLANNING COMMISSION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to reappoint Daniel Barlup to the Planning Commission. Motion carried.
4. ZONING HEARING BOARD: Cl'm Halstead moved, seconded by Cl'm Zentichko, to reappoint Kevin Sharar to the Zoning Hearing Board. Motion carried.
5. VACANCY BOARD: Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to appoint Christian Fickes to the Vacancy Board. Motion carried.

ORGANIZATION REPRESENTATIVES' APPOINTMENTS

1. CAPITAL TAX BUREAU: Cl'm Halstead moved, seconded by Cl'm Stoneroad, to reappoint Penny Frownfelter and Jacob Zentichko as representatives to Capital Tax Bureau. Motion carried.
2. PERRY COUNTY BOROUGH ASSOCIATION: Cl'm Stoneroad moved, seconded by Cl'm Zentichko, to reappoint Tami Halstead and Penny Frownfelter to the Perry County Boroughs Association. Motion carried.
3. PERRY COUNCIL OF GOVERNMENTS: Cl'm Stoneroad moved, seconded by Cl'm Frownfelter, to appoint Tami Halstead and Penny Frownfelter to the Perry Council of Governments. Motion carried.

APPOINTMENT OF 2026 COMMITTEE CHAIRS BY PRESIDENT

A Borough Council Committee List was distributed.

Code Enforcement Committee: Chair-Mary Bucher

Finance Committee: Chair-Penny Frownfelter

Ordinance Committee: Chair-Jacob Zentichko

Personnel Committee: Chair-Greg Shope

Playground Committee: Chair-Tami Halstead

Streets Committee: Chair-Tami Halstead

IT/Website Committee: Chair-Jacob Zentichko

Adjournment of the Reorganization Meeting: Cl'm Halstead moved, seconded by Cl'm Stoneroad to adjourn the Reorganization Meeting at 7:26 pm. Motioned carried.

COMMENCE NEWPORT BOROUGH COUNCIL REGULAR MEETING

APPROVAL OF December 2, 2025 Regular Meeting Minutes

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the December 2, 2025 Regular Meeting Minutes. Motion carried.

GUESTS: None

PUBLIC COMMENT: None

SOLICITOR'S REPORT: Thomas Kutz; Salzman Hughes, P.C.

Thank you for the reappointment of Salzman Hughes as the Solicitor for Newport Borough.

Working on enforcement matters and Personnel Committee review of the Drug and Alcohol Policy.

ENGINEER'S REPORT: Phil Brath, Municipal Engineer, not present.

2026 Projects

HATS Curbs, Sidewalks and Drainage Improvements for SR 4008 Project

HATS, Sidewalks and Curb Ramps Improvements for 4th Street from Market to Fickes Project

STREETS COMMITTEE REPORT:

Requests from Streets Supervisor, Cody Harris: Discussion was had on a sewer backup on 5th Street by the school.

Snowflakes lights removal Date:

February 14, 2026 was proposed from members of council.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Stonerod to Approve removal of the Snowflakes lights on February 14, 2026. **Nay:** Cl'm Halstead. Motion carried.

2014 F550 Needs 4 New Tires

The 2014 F550 needs 4 new rear tires. Deimler's gave an oral quote of \$225.00 each for inexpensive tires.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Zentichko to Approve up to \$2,000.00 for the Purchase of 4 new rear tires of better quality for the 2014 F550 from Deimler's Tire. Motion carried.

Rock Salt order

A tri-axle load (approximately 22 tons) of rock salt needs to be ordered from American Rock Salt Company LLC. The secretary of the borough places the order, and the delivery will be to the borough garage.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve Ordering a tri-axle load of rock salt from American Rock Salt Company LLC. and Purchase using the Liquid Fuels Fund. Motion carried.

TREASURER'S REPORT FOR JANUARY: Treasurer Damiano

Treasurer Damiano read the January Financial Report

Newport Borough General Account balance January 1, 2026: \$ 153,641.58

ACH Deposit: January 2, 2026 Reality Transfer Tax \$ 2,275.56

January 5, 2026 Deposit: Parking Ticket Fines \$ 30.00

January 5, 2026 Deposit: Handicap Parking Permit Deposit \$ 800.00

Outstanding bills presented for payment: \$ 11,643.22

Ck #'s 32914 - #32930

Estimated Income for balance of January: EIT \$10,000.00 \$ 10,000.00

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

Estimated Balance January 31, 2026: \$ 131,085.84

Liquid Fuels Account Balance January 1, 2026:	\$ 72,812.03
Outstanding Bills presented for payment:	\$ 00.00
Estimated Balance January 31, 2026	\$ 72,812.03

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Zentichko to Approve the January Financial Report. Motion carried.

Cl'm Halstead would like to see the Equipment Balance line item in the Liquid Fuels Report.

Excess Carryover

Cl'm Frownfelter stated that the January 1, 2026 Balance in General Fund states \$153,641.58 and the 2026 General Fund Budget has a carryover budget of \$60,000.00. The difference is over \$93,000.00. Cl'm Frownfelter proposed to transfer the excess carryover of \$93,000.00 into the PLGIT Reserve Account to earn greater dividends versus the interest earned in the General Fund at Orrstown Bank.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to Transfer \$93,000.00 into the PLGIT Reserve Fund. Motion carried.

APPROVAL OF December 16, 2025 Checks: #32907-#32913: Treasurer Damiano

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

APPROVAL OF JANUARY BILLS TO DATE: Treasurer Damiano

MOTION: Cl'm Zentichko moved, seconded by Cl'm Halstead to pay the bills presented for payment in the amount of \$11,643.22. Motion carried.

SECRETARY'S REPORT: Secretary Damiano

1. Unclaimed Property Claim check for Johnson Controls Inc. was received on December 15, 2025 in the amount of \$107.41.
2. SEK will perform the 2025 Audit on Tuesday & Wednesday, February 24 & 25, 2026.
3. Received notice on December 19, 2025 that Newport Borough was not awarded the Local Share Account Grant for interior insulation and metal finishing of the borough garage.
4. Need to order General Fund checks from Orrstown Bank.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve ordering checks for the General Fund from Orrstown Bank. Motion carried.

EXECUTIVE SESSION: Personnel

MOTION: Cl'm Halstead moved, seconded by Cl'm Stoneroad to Go Into Executive Session at 7:56 pm. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Come Out of Executive Session at 8:29 pm. Motion carried.

Outcome of Executive Session

Cl'm Frownfelter stated No Floating Holidays are in the PTO Policy. Employees use of PTO for Friday, January 2, 2026 could be an option.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve employee use of PTO for Friday, January 2, 2026. Motion carried.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter

Resolution #2-26: Transfer PIB Loan Account from Orrstown Bank to PLGIT

Council approved moving the PIB Loan Account to a PLGIT account to earn higher interest yield at the December 2, 2025 council meeting. Resolution #2-26: Transfer PIB Loan Account from Orrstown Bank to PLGIT was presented.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve Resolution #2-26: Transfer PIB Loan Account from Orrstown Bank to Pennsylvania Local Government Investment Trust (PLGIT). Motion carried.

Use P-card as payment for recurring bills

Use the Procurement Card (P-card) for recurring bills, not automatic payments, to earn Rebates on Annual Purchasing Volume by percentage. Cl'm Halstead stated 2 signers are needed on checks. The solicitor present recommended checking with Idan Ghazanfari, the solicitor for the borough, to check on the policy of the borough for authorizations.

PTO & Floating Holidays

Addressed after Executive session.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher not present

CODE ENFORCEMENT: Bruce Psaras

Code Enforcement reported the statistics for December.

1. Received authorization to look up license plates.
2. Sent out Rental Property Occupancy Report forms
3. About a 50/50 split between resident owners and landlords

Request to Appeal Code and Ordinance Violations form

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Stoneroad to Approve the Request to Appeal Code and Ordinance Violations form. Motion carried.

Ordinance Violation Code Enforcement Directed Abatement form

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Zentichko to Approve the Ordinance Violation Code Enforcement Directed Abatement form. Motion carried.

499 N. Front Street Public Notice

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Zentichko to Approve the Public Notice for 499 N. Front Street and run the notice for 3 weeks: January 14, 21, 28, 2026. Motion carried.

4. Potential Parking Fine increase to \$25.00.
5. Sign permit states \$10.00, but Signs falls under Zoning and Zoning Permits are \$25.00.

The Ordinance Committee will review all fines and fees for the Schedule of Fees.

ORDINANCE COMMITTEE: Cl'm Zentichko

Nothing to report.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

Closed down for winter.

WEBSITE/IT COMMITTEE REPORT: Cl'm Zentichko

SelecTech: SonicWall Capture Client Advanced Renewal: 3 @ \$63.25 = \$189.75.
Secretary's computer, Code Enforcement computer, Office Laptop

SelecTech: WordPress instructions update for borough website: Cost: 2 – 4 hours @ \$105 per hour.

MOTION: Cl'm Zentichko moved, seconded by Cl'm Halstead to Approve SelecTech: SonicWall Capture Client Advanced Renewal: 3 @ \$63.25 = \$189.75 AND to Approve SelecTech WordPress instructions update for borough website at a cost of up to 4 hours @ \$105.00 per hour. Motion carried.

Cl'm Zentichko, Website/IT Committee Chair, did not recommend SelecTech's SonicWall Cloud App Security Advanced quote that covered 8 emails @ \$39.00 each = \$312.00.

PERSONNEL COMMITTEE: Cl'm Shope

Did not meet. No report.

MAYOR'S REPORT: Mayor Tice

1. Tree Lighting went well.
2. Blue Buffalo Tavern had a favorable hearing for their liquor license.
3. Would like to see less empty store fronts.
4. Handicap Parking Permit #19 Renewal charge will be discussed under New Business.

OLD BUSINESS

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

Grant awarded. Notice to Proceed will be forthcoming.

Dirt, Gravel, & Low Volume Roads Grant Update: Cl'm Halstead

Made a call to get an update on the grant, but no one answered.

NEW BUSINESS

Handicap Parking Permit #19 Renewal: Mayor Tice

Handicap Parking Permit #19 was issued late November, 2025. Both Application fee of \$25.00 and the Yearly Permit of \$100.00 was paid at that time. Yearly renewals are due in January. How does council want to proceed due to the fact Handicap Parking Permit #19 paid for the entire year in late November 2025.

MOTION: Cl'm Halstead moved, seconded by Cl'm Stoneroad to Approve a Prorated Rate for December 2026 to complete the year by dividing the yearly fee by 12 months and round to the exact cents = \$8.34 Payment Due. Motion carried.

Public Meeting for the SR849 Sidewalk Project

The Public Meeting for the SR 849 Sidewalk Project, approved at the December 2, 2025 Council Meeting, is tentatively scheduled for Thursday, February 19, 2026 at the Newport Firehouse, either 6:30 pm or 7:00 pm. Will check with Phil Brath, the municipal engineer, for his availability. This project will need an Environmental Review.

Communications

1. Newport Borough Water Authority Minutes and Financial Reports: November 10, 2025
2. Newport Borough Municipal Authority Minutes: None
3. West Perry Wrestling Mat Club Fundraiser
4. Perry County Commissioners Blood Drive, Wednesday, January 14, 2026, Christ Lutheran Church, New Bloomfield, 1:30 pm – 6:00 pm
5. America250PA's Perry County Kick-Off Event: January 21, 2026: 5:15 pm – 7 pm; Perry County Courthouse
6. 2026 Bidding Thresholds

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

ADJOURNMENT: Cl'm Frownfelter moved, seconded by Cl'm Halstead to adjourn at 9:27 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer