

**NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES APRIL 7, 2026**

CALL TO ORDER: President Gregory Shope called the meeting to order at 7:00 PM with Borough Council Members Mary Bucher, Jamie Stonerod, Tami Halstead, Jacob Zentichko, and Barbara Leach present. Cl'm Frownfelter resigned/absent.

OTHERS PRESENT: Idan Ghazanfari, Solicitor; Stephen Tice, Mayor; Frank Campbell, NRPS; Edward Carns, Cody Harris, Newport Youth Baseball Association; Luke Roman, The News Sun; Bonnie Saner and Bruce Psaras, Newport Code Enforcement Officer.

PLEDGE OF ALLEGIANCE: Cl'm Stonerod led us in the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA: The agenda was amended to remove under APPROVAL OF MID-MONTH CHECKS: remove “#32988-#32992=\$12,685.28: Treasurer Damiano” as this was data from the agenda from last month's meeting and not the current mid-month checks. Cl'm Halstead moved, seconded by Cl'm Leach to amend the agenda to remove the incorrect entry. Motion carried.

PUBLIC HEARING FOR 15 SOUTH 4th STREET

The Public Hearing for 15 South 4th Street was presented by Newport Code Enforcement Officer, Bruce Psaras, with the owner of the property present, Edward Carns. For the purposes of this hearing Ordinance 348, Chapter 92 Building/Dangerous §92-1 was cited. Psaras stated that the public notice was published in the newspaper and Mr. Carns had received the notice by certified mail. The reason for the hearing came from the possibility of unsanitary conditions in the building because the water is shut off. Lack of water in a building can create problems. Sewer is a problem with no water. This hearing is to determine if the building needs to be declared a dangerous building. The remedy is to cause it to be repaired and have the water turned back on or demolish the building. Dangerous building signs would be posted and then authorize Psaras to remove the signs once the building is repaired and the water is turned back on. **Remarks from Council-Mayor Tice** asked how long the property has been vacant. Does the building need to have water in it if no one is living there and it is not occupied? Does the building need water and electricity if no one is living there? Mayor Tice's point is that no one is living there. **Attorney Ghazanfari** commented that the hearing is to determine if the building is dangerous. The owner will give testimony as to the situation. For a property to sit vacant for a long term may cause dangerous situations for other residents in the area. **Mr. Carns** testified 15 South 4th Street may have been empty for ten years. It has three apartments. He now owns it himself. It was his retirement project. It has a new roof. He stated it is structurally sound and has no rodents or insects. Currently his siblings are trying to settle an estate which is taking his time away from working on the building. He is going to be working outside soon. He stated there are properties at 4th Street and Market Street and 4th Street and Mulberry Street that look shabby if the Council is looking at properties in town. The water main is shut off to the second and third floors. He keeps the grass in the backyard mowed. The commodes are not being used, and he periodically puts water in the traps to prevent sewer gas. No one lives there so he does not see the need to have

the water on. He pays three water bills a month and the water is turned off. He has 3 EDU's rating for water usage. Attorney Ghazanfari asked Mr. Carns if he was going to have work done inside and outside. He wants Mr. Carns to work with Bruce Psaras. Mr. Carns agreed to this. Cl'm Halstead asked if this is the problem that there is no water on. Mayor Tice asked who reported this. It was stated that Water Authority President Penny Frownfelter, reported it to the Newport Code Enforcement Officer. Cl'm Stoneroad moved to continue the hearing, seconded by Cl'm Bucher. The Borough does not have anything in place for our codes officer to enter a building unless he is invited in by the owner. He can only take photos and then take them to another agency like BIU or an engineer. The Borough will incur additional costs to proceed with this. Motion carried. Cl'm Halstead opposed.

PUBLIC HEARING FOR 34 SOUTH 4TH STREET

The Public Hearing concerning 34 South 4th Street was presented by Newport Code Enforcement Officer, Bruce Psaras, with the owner of the property not present. For the purposes of this hearing Ordinance 348, Chapter 92 Building/Dangerous §92-1 was cited. Psaras stated that the public notice was published in the newspaper and Mr. Michael Morris was the owner who purchased the property in 2024. His notice by certified mail could not be delivered by the post office and was returned to Psaras. The reason for the hearing came from the possibility of unsanitary conditions in the building because the water is shut off. Lack of water in a building can create problems. Sewer is a problem with no water. This hearing is to determine if the building needs to be declared a dangerous building. The remedy is to cause it to be repaired and have the water turned back on or demolish the building. If he turned the water back on then it potentially would not be a dangerous building. **Remarks from Council**-Mayor Tice wanted to know what the end game is. If it is not going to be occupied what is the end goal? If we are not going to abate the property, then what are we going to do? Psaras commented that the property owner has 30 days to abate the problem. He could affix a sign on the property to get the attention of the owner. The end goal is to abate the property if they do not fix it. Attorney Ghazanfari commented that the cost analogy had to be considered to determine if it is worth it. Cl'm Halstead commented that the Water Authority has never contacted the Borough about water being turned off on a property. She stated that landlords have the Water Authority turn properties water off frequently for lack of payment. President Shope asked Mr. Carns of 15 South 4th Street, if his water service was disconnected or just turned off? Mr. Carns stated his service was just turned off and he was still paying for a water rate of 3 EDU's for one lateral connection. Cl'm Stoneroad thinks we should handle 34 South 4th Street in the same way as 15 South 4th Street. But it is not the same as we did not get in touch with the property owner. Cl'm Stoneroad moved, seconded by Cl'm Bucher to get in touch with the owner first before we move on with the property at 34 South 4th Street. Motion carried. The hearings concerning 34 South 4th Street and 15 South 4th Street ended at 7:28 PM.

EXECUTIVE SESSION: Personnel and Litigation Matters. Cl'm Stoneroad moved, seconded by Cl'm Leach to go into Executive Session at 7:31 PM to discuss personnel and litigation matters. Motion carried. President Shope called for a motion to come out of Executive Session. Cl'm Halstead moved, seconded by Cl'm Bucher to come out of Executive Session at 7:56 PM. Motion carried. President Shope asked if there were any motions from Executive Session. Cl'm Bucher moved, seconded by Cl'm Stoneroad to have Solicitor Idan Ghazanfari contact Mr. Thomas Haines

concerning his property at 55 South 2nd Street to inquire concerning the possibly of donating the plot to the Borough. Motion carried.

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

- Employee Attendance & Absenteeism Policy-Solicitor Ghazanfari reviewed the Attendance & Absenteeism Policy present on March 3, 2026, at the Regular Council Meeting. He made necessary edits to meet the Borough's policy needs. Cl'm Halstead moved, seconded by Cl'm Stoneroad to approve the Attendance & Absenteeism Policy with edits as presented. Motion carried.
- Scoreboards at Veterans Memorial Park-The Newport Youth Baseball Association has purchased a new scoreboard for the baseball field at Veterans Memorial Park through generous donations from the Newport Order of the Owls and other funds. They applied to the Newport Borough Code Enforcement Officer for a permit. Upon review of the permit application, the Newport Borough Code Enforcement Officer determined that the scoreboard does not comply with the Sign portion of the Ordinance in Zoning Chapter 250, of the Borough's Code of Ordinances. The Council wants to know the options from the solicitor that can be taken to have approval of the placement of the scoreboard. Solicitor Ghazanfari discussed the options. One option is the discretionary approach, which is to hold your nose, as the Newport Code Enforcement Officer does have some discretion for hardship cases and can approve a permit. However, that could be challenged potentially. Another approach is to prepare an application to the Zoning Hearing Board for a variance. A third way is to amend the Zoning Ordinance. Cl'm Halstead presented an ordinance amending signs in zoning, but it will take longer than doing a hearing for a variance. She withdrew the ordinance. Solicitor Ghazanfari will forward the information to Cl'm Halstead, as she is the Assistant Secretary, in preparation for a Zoning Hearing Board hearing for a variance. As Chairman for the park, Cl'm Halstead signed the application for the scoreboard as the owner for the Borough, for the Newport Youth Baseball Association application. Ghazanfari said they should file it as an "equitable lease interest". The Borough can waive the Zoning Hearing fee. It was discussed that the Newport Girl's Fast-Pitch Association will also be getting a scoreboard. It was determined that both baseball and softball could be put on the same application for the hearing for a variance. Cl'm Bucher moved, seconded by Cl'm Halstead to recommended that baseball and softball apply for a variance to the Zoning Hearing Board in conjunction with the scoreboards and to have all the factors that they need relief from included in the application. Additionally, the Borough Council waived the Zoning Hearing fees. Motion carried. Cl'm Halstead will work with the ball teams to explain what they need to do. Cody Harris, representing the Newport Youth Baseball Association, was asked if he had any questions. He said he did not and understood.
- Handicap permit parking signs-The permit handicap parking signposts also includes a separate handicap sign in addition to the permit sign and a towing sign. The question posed is could anyone with a handicap placard or license plate be ticketed by the Newport Code Enforcement Officer if they park in a handicap permit parking spot that is not their permit

parking space? Cl'm Bucher researched this in the past and commented that any handicapped person with a handicap placard or license plate can park there and not get a ticket. State law overrides local ordinances. Solicitor Ghazanfari will research this to give Council an answer for the next meeting. Cl'm Halstead will inform the streets crew not to do anything with the signs until this is determined.

CODE ENFORCEMENT COMMITTEE REPORT: Cl'm Bucher

- 5 days to pay for the parking ticket was added to the parking tickets
- 9 tickets at DJ's Office
- Occupancy reports are coming in
- A few properties started construction projects without permits
- The abandoned vehicle on Mulberry Street is still there. The situation involves the title of the car which is ongoing.
- The Borough's sign ordinance should be reviewed to coincide with the First Amendment to the U.S. Constitution according to Solicitor Ghazanfari.

GUEST: Bonnie Saner: Reapplying for a Handicap Permit Parking

Ms. Saner has returned to the Borough Council for consideration of her new application for handicap permit parking. She has included in her application the requested additional information. Mayor Tice's recommendation to the Council is to approve a handicap permit parking sign for Bonnie Saner, located at 428 N 4th ST. Cl'm Halstead moved, seconded by Cl'm Stonerod to approve handicap permit parking for Bonnie Saner at 428 North 4th Street. Motion carried.

PUBLIC COMMENT: None

STREETS COMMITTEE REPORT: Cl'm Halstead/Harris

- Quote from PA Municipal for signs, posts and bases-The quote is \$1,670.85. The streets department would like to get a bundle of posts. They have two posts remaining and they are designated for use. There are no more handicap permit parking signs, which is on this order. It is an hour one way to pick up any signs and posts. It will save money on gas to get a bulk order. Cl'm Halstead moved, seconded by Cl'm Stonerod to approve the quote for posts, signs and bases for \$1,670.85. Motion carried.
- Ratify exploratory dig on Locust ST between Walnut ST and Marsh ST by Kirby Kitner-The exploratory dig has not yet been done. This is to determine where the surface water is coming from which is deteriorating the road. Storm infrastructure will be needed. Cl'm Halstead moved, seconded by Cl'm Stonerod to ratify the approval of the exploratory dig. Motion carried.
- Locust ST storm water issue at Market ST-There is road surface deterioration there from storm water. This is to be included in the Market ST Borough/PENNDOT project. That project was delayed until 2028. Cl'm Halstead will speak with Engineer Phillip Brath to determine the engineering plans for storms water in that location.
- Approval of 2 dumpsters for Spring Cleanup May 16, 2026-Cody Harris has a quote from Cocolamus Creek Disposal for two dumpsters for Spring Clean Up. Each dumpster is \$225 per delivery and \$74 per ton. Cl'm Halstead moved, seconded by Cl'm Leach to rent two dumpsters for Spring Clean Up for \$450 and \$74 per ton. Motion carried.

- Paving Project locations for 2026-Cl'm Halstead would like the Council to consider paving Mulberry ST from 3rd ST to 5th, Street with Liquid Fuels funds and 5th Street from Mulberry to the far side of DJ's office with PIB Loan money. This would be done once the sewer project going on now was completed. Also, a consideration would be Dock ST from Peach ST to Second ST from the PLGIT Reserve Account. Cl'm Halstead will work on a proposal for the next meeting including those locations.
- 2024 Sidewalk Project on Route 34 sidewalk repairs between Catherine ST and Mulberry ST on lower side. The project was done by a PENNDOT hired contractor. There are multiple places where the sidewalk is chipping. Phillip Brath has contacted Ashley Steele from PENNDOT concerning this issue to repair or replace the sidewalks.
- Subrecipient Agreement between Perry County Commissioners and the Borough of Newport for CDBG funds reimbursements for the State Route 849 Sidewalk Project. This is a general language contract between the Borough and the Perry County Commissioners to reimburse the Borough from funds from the 2023 CDBG grant for the project. Cl'm Halstead moved, seconded by Cl'm Stonerod to approve the Subrecipient Agreement. Motion carried.
- General Reimbursement Grant Agreement between PENNDOT and the Borough of Newport for the State Route 849 Sidewalk Project from funds from the HATS RTP 2 grant. (Harrisburg Area Transportation Study Regional Transportation Project Implementation Grant Program) awarded in 2022. Cl'm Halstead moved, seconded by Cl'm Stonerod to approve the General Reimbursement Grant Agreement. Motion carried.
- Resolution No. 05-26 for signers for SR 0849 Sidewalk Project-The Resolution No. 05-26 is to designate the signers for the Sidewalk Project in the PENNDOT ECMS. Cl'm Halstead moved, seconded by Cl'm Stonerod to approve Resolution No. 05-26. Motion carried.

ENGINEER'S REPORT: Phillip Brath-No report

APPROVAL OF THE MARCH MINUTES: Cl'm Halstead moved, seconded by Cl'm Stonerod to approve the March 3, 2026, Regular Meeting Minutes as drafted. Motion carried.

TREASURER'S REPORT FOR APRIL: Treasurer Damiano has resigned and submitted an incomplete Financial Report for April. The Newport General Fund Balance April 1, 2026, is \$83,524.28. The Estimated Expenses for the Balance of April are \$24,036.63 which are the mid-month bills. No Estimated Balance for April 30, 2026, has been presented. Check number 33005 has an incorrect name NAC and should be NAS and will need to be voided and a new check made. Liquid Fuels Account Balance April 1, 2026, is \$114,760.45. Outstanding Bills Presented for Payment \$9,433.00, for the new street sweeper. Estimated Balance April 30, 2026, \$105,338.45. Cl'm Halstead moved, seconded by Cl'm Bucher to accept the Financial Report as completed to date and to have check number 33005 voided and make a new check made for payment. Motion carried.

APPROVAL OF THE APRIL BILLS TO DATE: #32992-#32318=\$16,287.62-Assistant Treasurer Bowers. Cl'm Halstead moved, seconded by Cl'm Bucher to approve the April bills as presented. Motion carried.

SECRETARY'S REPORT: Secretary Damiano

- MORE Grant
Huth Engineering: \$0.00
Hazardous Materials Survey: \$3,250.00 invoice has not been received and has not been paid.
- PLGIT Check Writing Authorizations-Council and Assistant Treasurer Bowers will sign new banking paperwork to remove Shelly Damiano and Penny Frownfelter from all PLGIT accounts.

ORDINANCE COMMITTEE REPORT: Cl'm Zentichko

- The Soliciting signs have been changed to add ORD 348 CH 166 on the bottom of the sign. The quote is approximately \$120 for seven signs. Cl'm Zentichko moved, seconded by Cl'm Halstead to purchase 7 signs. Motion carried. Cody Harris will order the signs. They will be put up on the signposts that have no littering signs on them at the entrances to the Borough.
- Ordinance No. 390 Amending Ordinance 348, Chapter 166. Peddling and Soliciting was presented to Borough Council for tentative adoption. Cl'm Stonerod commented there were four places where it reads 116 and needed changed to 166. Cl'm Halstead state she printed the wrong copy and will correct those errors. Solicitor Ghazanfari wanted a severability clause added. Cl'm Halstead will add that language. Cl'm Stonerod moved, seconded by Cl'm Zentichko to approve Ordinance 390 as edited and to advertise it for the final adoption. Motion carried.
- Resolution No. 08-26 Peddlers Fees-Cl'm Zentichko stated we will vote on this after passing Ordinance No. 390.
- Ordinance No. 391 Amending Chapter 237. Vehicles and Traffic-Solicitor Ghazanfari will review the ordinance as presented tonight for comments for the next regular council meeting.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead stated the park is fully open now.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter-Resigned. Cl'm Bucher commented that the pay codes in payroll have been updated.

WEBSITE/IT COMMITTEE REPORT: Cl'm Zentichko will email Assistant Secretary how to do updates on the website. Also, Council would like Cl'm Zentichko to research getting Windows 11 for our computers.

PERSONNEL COMMITTEE REPORT: Cl'm Shope stated the Attendance & Absenteeism Policy was discussed.

MAYORS REPORT: Things are going well in town. Parking is always a problem in town. What do you do? The businesses seem happy.

OLD BUSINESS:

Mulberry Street Sewer Project Inlets-Cl'm Zentichko informed the Council that the project has started and expected to last one to two months to completion.

Mulberry Street Sewer Project Inlets Quote from Farhat Excavating-Cl'm Halstead presented a quote from Farhat Excavating to approve jetting the lines and cleaning out the inlets on Mulberry Street at 4th Street and Pine Street. There are four inlets to be done. The cost is \$700 per inlet. This would be done to allow storm water to flow correctly into the inlets and down the storm lines that are in their current location. If any inlets would need replaced it is \$4,200 per inlet and \$300 per foot of pipe, plus trench repair and replacement. Solicitor Ghazanfari stated the Borough could only do two inlets so as to not go over the bid threshold. Cl'm Halstead moved, seconded by Cl'm Stoneroad to approve the jetting and cleaning of the four inlets and if necessary to replace two inlets. Motion carried.

Resolution No. 07-26 Fee Schedule-Tabled.

NEW BUSINESS:

PSAB Annual Conference Registration: May 31 – June 3, 2026 in Hershey, PA: Voting Delegate/Alternate-The voting delegate is Cl'm Jamie Stoneroad. Cl'm Stoneroad moved, seconded by Cl'm Bucher to appoint Cl'm Tami Halstead as the alternate delegate. Motion carried.

Planters on Square Flowers-Flowers will need planted in the planters. Cl'm Halstead and Cl'm Bucher will work together to get flowers and plant them.

Resignation of Penny Frownfelter from Borough Council-The Borough Council acknowledges the letter of resignation from Cl'm Penny Frownfelter.

Advertise for Letters of Interest for Borough Council-Cl'm Halstead moved, seconded by Cl'm Leach to advertise for letters of interest for Borough Council. The vacancy will be an appointment by a resolution. Motion carried.

Resignation of Cody Harris, April 16 last day-Council acknowledges the resignation of Cody Harris. Cl'm Halstead suggested getting an appreciation plaque made for him for his 21 years of service to the Borough of Newport.

Resignation of Shelly Damiano, April 3 last day-Council acknowledges the resignation of Shelly Damiano.

Retirement of Ricky Miller in Mid-June-The Council acknowledges the upcoming retirement of Ricky Miller. The Council would like to have a plaque made for Ricky Miller as he has worked for the Borough for approximately 15 years. Cl'm Halstead will research his years of service.

Approval to pay remaining PTO to Shelly Damiano and Cody Harris-Cl'm Halstead moved, seconded by Cl'm Stoneroad to pay Damiano and Harris any remaining PTO upon their termination dates with the Borough. Damiano's termination date is April 3, 2026 to be paid on the April 22 payroll. Harris's termination date is April 16 to be paid on the May 6 payroll. Motion carried.

Determination of effective date of termination of all insurance coverages for Shelly Damiano and Cody Harris-It has been the past practice of the Borough to give the employee insurance until the end of the month they are terminated. Cl'm Halstead moved, seconded by Cl'm Bucher to termination Shelly Damiano and Cody Harris's insurance coverages is May 1, 2026. Motion carried.

Resolution No. 06-26 removal of Shelly Damiano and Penny Frownfelter from bank accounts-Cl'm Halstead moved, seconded by Cl'm Stonerod to approve Resolution No. 06-26 to remove Shelly Damiano and Penny Frownfelter from all bank accounts and the safety deposit box. Motion carried.

Right to Know Officer-Cl'm Bucher moved, seconded by Cl'm Stonerod to appoint Assistant Secretary, Tami Halstead as the RTK Officer. Motion carried.

Temporary streets employee-Cl'm Stonerod moved, seconded by Cl'm Leach to hire temporarily Greg Shope for \$16.50 an hour as needed for streets help. Motion carried. This could be one to three days per week. Council wants two streets employees on duty during working hours.

Approval to advertise for a secretary and streets positions-Cl'm Stonerod moved, seconded by Cl'm Zentichko to advertise for a full-time secretary and full-time and part-time streets positions. Motion carried.

Approval of the 2025 Audit and to advertise-Cl'm Stonerod moved, seconded by Cl'm Bucher to approve the 2025 Audit and to advertise. Motion carried.

Ratify Assistant Treasurer Patricia Bowers bond-Cl'm Halstead moved, seconded by Cl'm Leach to ratify Patricia Bowers bond for \$443.75 by CNA Surety. Motion carried.

COMMUNICATION RECEIVED TO DATE:

1. Water Authority Minutes and Financial Reports: February 9, 2026
2. Newport Borough Municipal Authority Minutes: February 26, 2026
3. Perry County Literacy Council: Race to Reading Fundraiser: May 2, 2026
4. Perry County Chamber of Commerce Annual Dinner Invitation: Friday, April 24, 2026

NEXT MEETING DATE: May 5, 2026 @ 7:00 PM.

ADJOURNMENT: Cl'm Stonerod moved, seconded by Cl'm Leach to adjourn at 10:30 PM. Motion carried,

Respectfully Submitted,

Tami Halstead,
Assistant Secretary