

Newport Borough Council
December 10, 2013 Special Meeting Minutes
Newport, Pennsylvania

President Jason Ehrhart called the meeting to order at 7:00 P.M. with Borough Council Members Tami Halstead, Andrew Blair and Thomas Fitzpatrick present. Council Members Barbara Hart, Douglas Beatty and James Prescott were absent.

OTHER PRESENT – Mayor Mary Hetrick, Secretary/Treasurer Patricia Bowers, Street Supervisor Cody Harris and Code Enforcement Officer Rick Miller.

GUESTS – Donald Robinson, Don Hetrick, Lynn Halstead, Nancy Colestock, Shari Copenhaver, Roseann Kinter, Luke Roman, G E Robinson and John McNaughton.

APPROVAL OF MINUTES – Cl'm Halstead moved, seconded by Cl'm Fitzpatrick to approve the October 28, 2013 Special, November 5, 2013 Regular, November 19, 2013 Mid Month and December 3, 2013 Regular Meeting minutes as drafted. Motion carried unanimously.

FINANCIAL REPORT – The Newport Borough General Fund Account balance December 1, 2013 was \$35,871.87. Payment of Police Medical Settlement of \$6,000. Truck Payment (due 11/29/13) of \$1,235.78. Payroll Transfer #25 of \$7,879.95. November Interest of \$3.49. Deposits of \$16,553.67. Outstanding bills presented for payment of \$12,487.01. Estimated income for the balance of December of \$8,887.85. Estimated expenses for the balance of December of \$18,161.68 will leave an estimated balance December 31, 2013 of \$15,550.46. Liquid Fuels Account balance December 1, 2013 was \$42,691.59. There were no outstanding bills to present so balance will remain the same. Sewer Revenue Account balance December 1, 2013 was \$123,156.35. Transfer for Payrolls #25 and #26 of \$4,740.35. Outstanding bills presented for payment of \$17,138.70 will leave a balance of \$101,127.73. There still is a check coming from Oliver Township for the 3rd Quarter O & M billing for approximately \$29,000. Cl'm Halstead moved, seconded by Cl'm Blair to accept the Financial Report as presented. Motion carried unanimously.

APPROVAL OF BILLS – Cl'm Fitzpatrick moved, seconded by Cl'm Halstead to pay the outstanding bills in the amount of \$12,487.01 from the General Fund Account and pay the outstanding bills in the amount of \$17,138.70 from the Sewer Revenue Account. Motion carried unanimously.

RESCIND MOTION FOR JVB LOAN FOR \$35,000 – Cl'm Halstead reported the Department of Community and Economic Development (DCED) sets the perimeters for which Borough's may borrow money. A small loan from banks for operating expenses does not fit the criteria of the Government Unit Debt Act by which the Borough must follow for borrowing money. The motion to borrow \$35,000 from JVB must be rescinded. Cl'm Halstead moved, seconded by Cl'm Blair to rescind the motion made to obtain a loan from Juniata Valley Bank for \$35,000. Motion carried unanimously.

ROOF REPAIRS – Secretary Bowers reported we received quotes from Plank's for \$1,400 just for coating the big roof at the front of the building, Perry Roofing for \$2,785 for the aluminum coating on the front roof and to replace the rubber roof on the back of the building. We received an additional quote from Fisher Roofing in the amount of \$5,495 to replace the back roof and \$12,482 for the replacement of the front roof. After a brief discussion, this matter was tabled till the spring to get done. The weather is too cold to do either roof right now

NORFOLK SOUTHERN BRUSH - President Ehrhart reported the Borough asked Norfolk Southern to trim the banks on Front Street. A letter was sent to Norfolk Southern in September. We have heard nothing from them. Cl'm Fitzpatrick commented he believes the letter was sent to the wrong person. He will try to make contact and report back.

MARKET SQUARE STREET LIGHT - President Ehrhart reported a letter was sent to Penn Dot to see if the Borough needed to replace the street light that was knocked down by a tractor trailer earlier this year. All info was passed along to the engineer at Penn Dot for the review and recommendation. After a brief discussion, Cl'm Fitzpatrick moved, seconded

by Cl'm Halstead to move ahead with the replacement of the streetlight and order a streetlight assembly. It takes approximately 3 months or more to get one delivered. Motion carried unanimously.

EVIDENCE LOCKER CLEANOUT - President Ehrhart reported there was a letter sent to the DA's office requesting the cleanout of the evidence locker. Cl'm Halstead commented she talked with Chad Chenot and they did not have any place to store it yet.

REQUEST FOR ONE WAY FROM 6TH TO 4TH STREETS ON MARSH – The Borough received a request from Dick Amsler who lives on Fifth Street to make Marsh Alley a one way street coming down from 6th to 4th Streets. People are driving over his sidewalk. Guest Don Robinson commented remove the parking space on the left side of Fifth Street. Someone commented you could put a higher curb there and also another suggestion was to install a piece of well casing in the sidewalk and fill it with concrete to keep people from running over the sidewalk. Guest Don Hetrick commented that Mr. Amsler is a member of the Fire Company and parks at the corner of Fifth and Marsh Alley so he can respond quickly if there is a fire call. Cody will measure the block to see about removing a parking space.

ADVERTISEMENT FOR LETTERS OF INTEREST FOR BOARDS - Cl'm Halstead moved, seconded by Cl'm Blair to authorize the advertisement for letters of interest to serve as a board member of the Water Authority, Municipal Authority, Planning Commission, Zoning Hearing and Vacancy Boards in the News Sun. Motion carried unanimously.

ADVERTISEMENT FOR MEETING DATES FOR 2014 – Cl'm Halstead moved, seconded by Cl'm Blair to authorize the advertisement for the 2014 Meeting dates, which will be the first Tuesday of the month for Regular Meetings and the 3rd Tuesday of the month for Mid Month meetings as needed. Meetings will start at 7:00 P.M. Reorganization Meeting will be January 6, 2013 at 7:00 P.M. Motion carried unanimously.

PMRS RESOLUTION FOR WAIVER OF CONTRIBUTIONS FOR NON-UNIFORMED EMPLOYEES – Cl'm Halstead moved, seconded by Cl'm Blair to adopt the PMRS Resolution to waive the required contributions for the Non-Uniformed employees for the year 2014 only. Motion carried unanimously.

SOLVENCY FEE FOR DEPT OF LABOR & INDUSTRY – Secretary Bowers explained the Borough received a letter from the Pa Dept of Labor and Industry in regards to the election for relief from charges and notice of Solvency Fee. The Solvency Fee allows the reimbursable employer to contest base period claims when the separation is caused by the employee. Typically this would be when an employee quits for other employment and then gets laid off from their new job. If a Borough is still in their base period, then they would be partially liable for their benefits. They would not be able to contest this claim without paying the Solvency Fee. The Base Period is usually four consecutive quarters. The first four quarters of the last five completed calendar quarters dating back from the date the claimant filed their claim. Therefore if you fall in the base period you may be subject to a portion or all of a claim regardless of the initial reason of the separation. The Solvency Fee for the Borough is \$478.97 payable by December 18, 2013. The Borough has not been in a situation like this for almost (3) years and doesn't see anything happening like that in the near future. Cl'm Halstead moved, seconded by Cl'm Blair to not pay the Solvency Fee of \$478.97 for 2014. Motion carried unanimously.

SWIF MEDICAL PROVIDER PANEL FOR FIRE & AMBULANCE WORK COMP – Secretary Bowers reported the Borough received a request from SWIF for the review of the provider panel for medical for Fire and Ambulance Work Comp Insurance. After a brief discussion, Cl'm Halstead moved, seconded by Cl'm Blair to add to the Provider Panel the following facilities; Carlisle Hospital, Holy Spirit Hospital, Hershey Medical Center, Pinnacle Health, Harrisburg Hospital, Osteopathic Hospital, Newport Family Practice. Motion carried unanimously.

PERRY COUNTY PLANNING COMMISSION RESOLUTION – Secretary Bowers received a request from Perry County Planning Commission for the consideration of Borough Council a Resolution to support the County in their updating of the Perry County Comprehensive Plan. The County is required to update their comprehensive Plan every ten years. The

Borough would save money because they do not have to expend resources to collect, compile and format the background data and mapping. Also the time savings will in turn result in a cost savings in terms of financial expenditures related to the development and maintenance of the municipal comprehensive plan and the sharing of data collected by county officials for reference and where needed, the use in updating the municipal comprehensive plan. Secretary Bowers talked with Jason Finnerty from Perry County Planning and conveyed the Borough doesn't have the finances to commit. Mr. Finnerty asked that the Borough pass the Resolution with no commitment of funds but to show support of their project of updating the County Comprehensive Plan. Cl'm Halstead moved, seconded by Cl'm Blair to adopt the Resolution # 5-2013 to support the Perry County Planning Commission with the project of updating the County Comprehensive Plan with no dollar amount commitment. Motion carried unanimously.

MAYOR'S REPORT – Mayor Hetrick reported there is not much going on right now. She participated in the Christmas Tree Lighting Ceremony on December 7, 2013. This year's turnout was not as big, but the weather was really cold.

2014 GENERAL FUND, SEWER REVENUE AND LIQUID FUELS BUDGETS AND ADVERTISEMENT - Cl'm Halstead reported the 2014 General Fund, Sewer Revenue and Liquid Fuels Budgets are pretty much done. She asked President Ehrhart for an Executive Session to discuss the budget items for employees.

President Ehrhart called for an Executive Session at 7:29 P.M. for the discussion of employee budget items.

President Ehrhart called the meeting back to order at 7:47 P.M. Cl'm Halstead reviewed the changes for the budget for the employees to include a 3% raise for the Borough employees to include the Sewer Operator salary increase of 3%. She reported the Borough Secretary Salary will go from \$33,280.00 to \$34,278.00. The Code Enforcement Officer Salary will go from \$24,960.00 to \$25,708.00. The Street wages from \$59,280.00 to \$61,048.00. The Sewer Operator Salary from \$39,000.00 to 40,165.00. She also reported the reimbursement from EMC for the Work Comp Premium audit was not included in the budget which would increase the revenues by \$7,386.00. Also the prior year balance will increase. Secretary Bowers just needs to update the figures and verify everything. Cl'm Halstead reported the budget is balanced and ready for advertising. Cl'm Halstead moved, seconded by Cl'm Blair to tentatively adopt the proposed General Fund, Sewer Revenue and Liquid Fuels Budgets. Motion carried unanimously. Cl'm Halstead moved, seconded by Cl'm Blair to authorize the advertising of the proposed General Fund, Sewer Revenue and Liquid Fuels Budgets in the News Suns. Motion carried unanimously. The budgets will be available for public inspection for 10 days after the advertisement comes out.

2014 TAX ORDINANCE AND ADVERTISEMENT – Cl'm Halstead moved, seconded by Cl'm Blair to tentatively adopt the proposed 2014 Tax Ordinance #352 that a tax be and the same be hereby levied on all real property and occupation within the said municipality subject to taxation. The rate for real estate the sum of 3.98 mills on each dollar of assessed valuation, the rate for occupation purposes the sum of 153 mills on each dollar of assessed valuation and the rate for per capital purposes the sum of \$10.00 for each taxpayer. No tax increase for the year 2014. Motion carried unanimously. Cl'm Halstead moved, seconded by Cl'm Fitzpatrick to authorize the advertisement for the tentatively adoption of the proposed 2014 Tax Ordinance #352 in the News Sun. Motion carried unanimously.

TAX ANTICIPATION LOAN AND RESOLUTION - Cl'm Halstead reported the Borough needs to take out a Tax Anticipation loan for the operations of the Borough for the beginning of 2014. The Borough does not receive their tax revenue until March and April and we will need money to operate until then. The loan from Juniata Valley Bank would be for \$100,000 at an interest rate of 2.25% to be paid back within the fiscal year of 2014. Cl'm Halstead moved, seconded by Cl'm Blair to adopt the Resolution # 6-2013 authorizing a Tax and Revenue Anticipation Loan in the amount of \$100,000.00 at 2.25% interest and to be paid back during the fiscal year of 2014 and will take effect immediately with the disbursement of the loan money on January 2, 2014. Motion carried unanimously.

POLICE SETTLEMENT PAYMENT – Cl'm Halstead moved, seconded by Cl'm Blair to authorize the payment for the police settlement, payment of the Arbitrator and payment of the legal fees related to the settlement on January 3, 2014.

Motion carried unanimously. Questions were asked in regards to the amount of the police settlement but Borough Council replied no comment.

SPECIAL MEETING FOR BUDGETS AND TAX ADOPTION – DECEMBER 30, 2013 – Cl'm Halstead moved, seconded by Cl'm Blair to authorize the advertisement for the Special Meeting to be held on December 30, 2013 at 7:00 P.M. to adopt the budgets, the tax ordinance and any other business to come before Borough Council. Motion carried unanimously.

STREETS – Street Supervisor Cody Harris asked authorization to purchase the ladders and the step rails for the new street vehicles. The total price would be \$750.00. Cl'm Fitzpatrick moved, seconded by Cl'm Blair to authorize the purchase of step rails and ladders for the new street vehicles. Motion carried unanimously. Cody reported the 2002 is done but the 1997 Dump is still being worked on. The line painting on Fickes Street is done. Cody reported they got the power washer and it is being used and is very much appreciated. He thanked the American Legion for the donation and also the VFW for the donation for the lawn mower. The Christmas lights are up and working good. Leaf picking is over, leaf box is off.

5TH STREET NO PARKING FROM CAROLINE TO GANTT IN FRONT OF SCHOOL – Tabled, no info.

PART-TIME HELP FOR SNOW PLOWING – Cl'm Halstead moved, seconded by Cl'm Fitzpatrick to add Jason Ehrhart, Andy Blair and Tom Fitzpatrick to the plowing roster as seasonal part-time help. Motion carried unanimously.

1997 TRUCK BID AWARD – Secretary Bowers reported there was a bid for the 1997 Ford Dump Truck that was overlooked. Farmer Boy Auto Sales bid was in the amount of \$6,100.00. The highest bidder was from Chris Haines in the amount of \$6,501.00. Cl'm Halstead moved, seconded by Cl'm Blair to award to the highest bidder of \$6,501.00 from Chris Haines for the 1997 Ford Dump Truck purchase and if he backs out of the deal then the award would go to the next highest bidder Farmer Boy for \$6,100.00. Motion carried unanimously. The proceeds from the sale of the 1997 Ford Dump Truck will be deposited into the Liquid Fuels Account when received.

BALLASTS FOR STREET LIGHTS - Cl'm Fitzpatrick asked authorization to purchase (3) blasts for the streets lights at a cost of \$320.00 each. Cl'm Fitzpatrick moved, seconded by Cl'm Halstead to purchase (3) ballasts for the street lights at a cost of \$320.00 each. Motion carried unanimously.

SEWER – Cl'm Halstead reported the tank repairs are completed. The (9) Minimum Control s Plan was submitted to DEP for their comments. In this plan it calls for the sweeping of the streets monthly.

WATER – Cl'm Halstead asked Jerry Robinson if the audit was done. Jerry reported it is not done yet. The audit is being done by SF & Company from Wormleysburg. They are giving a reasonably good audit. They are more costly than Robert Morris CPA but the SF & Company audit is more compliant with government standards.

FLOOD INSURANCE – Secretary Bowers reported the Flood Insurance has lapsed due to the Borough Council reviewing the options for the coverage. It was due December 7, 2013. When we renew our insurance it will not be in effect for 30 days. Cl'm Halstead moved, seconded by Cl'm Blair to choose option #2 insurance coverage for the Borough Building and the Borough Garage for a total amount of \$1,411.00 with a \$2,000 deductible for each policy from Nationwide Mutual Insurance Company. Motion carried unanimously. Flood coverage for the Borough Building will be \$52,400 for the building and \$10,700 for the contents at a cost of \$796.00. Flood coverage for the Borough Garage will be \$36,300 and \$20,800 for contents at a cost of \$615.00.

PUBLIC COMMENT – Don Hetrick brought to the attention of Borough Council an existing problem on Dock Street at the corner of 6th Street. The curb is high there and there is a deep hole. Someone is going to step off of that curb and fall or break something then the Borough will get sued. Supervisor Cody Harris will take a look at tomorrow to see what can be

done. Don Hetrick questioned the board about the Tax Anticipation loan as to how long the Borough had to pay it back. Cl'm Halstead answered one year, it has to be paid back within the fiscal year of receiving the loan.

COMMENTS AROUND THE TABLE – Cl'm Fitzpatrick distributed the Emergency Operations Plan for the Borough for their review for the next meeting.

The next meeting will be December 30, 2013 at 7:00 P.M.

There being no further business to come before Borough Council, Cl'm Halstead moved, seconded by Cl'm Blair to adjourn the meeting at 8:37 P.M. Motion carried unanimously.

Respectfully Submitted,
Patricia Bowers
Secretary