

Newport Borough Council
December 7, 2021
Regular Meeting Minutes

Call to Order 7:00 P.M. - President Tami Halstead called the meeting to order at 7:00 P.M. with Mayor Mary Hetrick leading the Pledge of Allegiance to the Flag. Council Members Mary Bucher, Billie Dudley, Gregory Shope, Barbara Leach, Jacob Zentichko and Penny Frownfelter present.

President Halstead announced that the meeting was being recorded.

Guests: Chris Fickes, Frank Campbell, Robert Campbell, Luke Roman, Gwyn Smith, and Kaley Smith.

Presentation of Plaque to Mayor Mary Hetrick – President Halstead presented a plaque from Newport Borough Council to Mayor Mary Hetrick for her 12 years of service as Mayor of Newport Borough.

Public Comment – Frank Campbell reported the Black Friday/Small Business Saturday Event. There were 39 Businesses involved of which 35 were from the Borough. It was well attended. Also, the Tree Lighting Ceremony held on December 4, 2021 was a success. The event was well attended. Frank Campbell thanked Mayor Hetrick for her years of service in representing the Borough at the various events. Gwyn Smith commented that a Porta Pottie was ordered for the Black Friday/Small Business Saturday Event and Frank Campbell, Robert Campbell and herself would be reimbursing the Borough for the cost of it.

Approval of Minutes - Cl'm Frownfelter moved, seconded by Cl'm Leach to approve the November 2, 2021 Meeting Minutes as drafted. Motion carried unanimously.

Approval of Financial Report for December – Newport General Fund Account balance December 1, 2021 was \$487,176.82. Outstanding bills presented for payment in the amount of \$11,811.62. Estimated income for the balance of December of \$9,749.76. Estimated Expenses for the balance of December of \$28,389.74 will leave an estimated balance of \$456,725.22. Liquid Fuels Account balance December 1, 2021 was \$41,763.69. Outstanding bills presented for payment in the amount of \$3,031.55 will leave a balance of \$38,732.14. Cl'm Shope moved, seconded by Cl'm Dudley to approve the Financial Report as presented. Motion carried unanimously.

Approval of Payment of the December Bills to Date – Cl'm Dudley moved, seconded by Cl'm Shope to pay the outstanding bills in the amount of \$11,811.62 from the General Fund Account and pay the outstanding bills in the amount of \$3,031.55 from the Liquid Fuels Account. Motion carried unanimously.

Approval of Tax Resolution # 10-21 – Cl'm Frownfelter moved, seconded by Cl'm Shope to adopt Resolution # 10-21 Tax Resolution for the year 2022 with no increase to the current Real Estate/Fire and 511 taxes. Motion carried unanimously.

Downtown Main Street Bus Tour Report – Cl'm Frownfelter reported there were 15 people on the Main Street Bus Tour. Not so many municipal people. They went to Easton, Quakertown, and Lititz. Saw some of the things they did in their community to help improve business and help to make it a better place for residents from an entertainment perspective and the different opportunities in their region. They had dinner with a group of people from Lititz; they split them up into small tables. They had really detailed conversations with what they did and how they did it. The next step will be for Michelle (Perry County Economic Development Authority- she is one of the Main Street Coordinators) to meet with the Council for the Newport Plan in January or February.

Approval to advertise 2022 Meeting Dates (Borough Council and Planning Commission) – Cl'm Frownfelter moved, seconded by Cl'm Zentichko to approve the meeting dates for 2022 for Borough Council and the Planning Commission and to authorize the advertisement of the meeting dates. Newport Borough Water Authority meeting date will be added to the advertisement. Motion carried unanimously.

Approval of Bank Resolution #9-21 – Cl'm Frownfelter moved, seconded by Cl'm Bucher to adopt Resolution # 9-21 to remove Tina Burkholder from all the Newport Borough Bank Accounts and Safety Deposit Box at Orrstown Bank and add Billie Dudley to all Newport Borough Bank Accounts and Safety Deposit Box at Orrstown Bank. Motion carried unanimously.

Employee Christmas Gifts – President Halstead distributed a list of her recommendation for the Employee Christmas Gifts for Borough Council members to review and consider for approval. Cl'm Frownfelter moved, seconded by Cl'm Shope to approve the Employee Christmas Gifts as proposed. Motion carried unanimously.

Borough Christmas Party – President Halstead stated that Christmas falls on a Saturday this year. The holiday for the employees would be Friday. We could have the party on Thursday at noon and then the employees go home and get paid for the remainder of the day. She asked Cl'm Frownfelter if the Water Authority would provide their facility as in the past. Cl'm Frownfelter did not see a problem with that. Cl'm Dudley moved, seconded by Cl'm Leach to approve the Borough Christmas Party for Thursday, December 23, 2021 at noon at the Newport Borough Water Authority. Motion carried unanimously.

Approval of Advertisement for Letters of Interest for Planning, Zoning Hearing Board, Water, Sewer and the Vacancy Boards – Cl' Frownfelter moved, seconded by Cl'm Dudley to approve the advertisement for Letters of Interest for the Newport Borough Planning Commission, Zoning Hearing Board, Water, Sewer and Vacancy Boards in the News Sun. Motion carried unanimously.

Approval of Request for First Responders Street Banners from Frank Campbell – Frank Campbell reported that they would like the First Responder Street Banners to coincide with National Night Out in August. They would be put up for (2) years on display and then be given to their sponsor who purchased them when taken down. He will have an updated list of Banners in January. Cl'm Frownfelter moved, seconded by Cl'm Bucher to move forward with working on the First Responders Street Banners. Motion carried unanimously.

Approval to Pay Street Lighting Invoices from Liquid Fuels - Cl'm Bucher moved, seconded by Cl'm Leach to approve the payment to PP & L when received from the Liquid Fuels Account so the payment is not received late. Motion carried unanimously.

Approval of 2022 Tax Collector Fees for Tax Collector Deborah Miller – Cl'm Shope moved, seconded by Cl'm Frownfelter to approve the Tax Collector Fees for 2022 as presented by Tax Collector Deborah Miller. Motion carried unanimously.

Approval of Deputy Tax Collector- Cl'm Dudley moved, seconded by Cl'm Leach to approve Kim Rhoades as Deputy Tax Collector for Newport Borough. Motion carried unanimously.

Approval for SelecTech to Configure an Online Fillable Tenant/Landlord Form for Borough Website – Cl'm Dudley commented the Ordinance committee is looking to update the Landlord/Tenant Ordinance to report twice a year instead of annually. She requested to have SelecTech configure a fillable form for the website for reported, it would go straight to Billie's computer. We would gain communication with the landlords. Other boroughs are doing this, we would be saving money in the long run. Cl'm Zentichko commented maybe get a package deal with other forms needed from SelecTech. Council received just a proposal from the ordinance committee on the change to the Landlord Tenant Ordinance. Currently the only time they submit is when there is a change in tenants. Cl'm Frownfelter asked Billie is the info went to Aa data base? Billie could work with SelecTech so it could go into her database. They could mail in or submit online. President Halstead asked do we want to change to annual reporting? Cl'm Zentichko commented people don't keep up to date now. Move towards digitizing forms. Cl'm Frownfelter commented go with annually and make sure we work closely with the Water Authority. Meet with Deb and figure out how to share info. It is also important to work with the Tax Collector. Cl'm Zentichko commented start with (1) form to see how it works. Cl'm Bucher moved,

seconded by Cl'm Leach to have SelecTech configure an online Fillable Tenant/Landlord Form for the Borough Website for reporting. Motion carried unanimously.

Donation to Newport Youth Baseball Association for Bleachers – Borough Council received a letter of request for a donation to the Newport Youth Baseball Association for repairs to their bleachers. The bleachers are deteriorating. The quote for repairs is over \$5,000. They are asking the Borough if they could contribute toward the repairs of the bleachers. Recommendation from President Halstead was \$1,000. Cl'm Frownfelter asked if the bleachers were owned by the Borough, who made the decision to do the Baseball team project. President Halstead said the Ball Teams and the Playground Committee discussed replacing/repairing the bleachers, fixing the waterline in the softball field, a light to be installed at the existing pole by the bleacher on the picnic table side of the field, the light at the entrance. Frank Campbell commented that he would be contacting PP & L for the lights. President Halstead received a text from the Girls ball team for a contribution towards (2) C J Sanders signs at a cost of \$450 each. Perhaps we could contribute \$450 for one sign. Cl'm Frownfelter asked if Council was satisfied with their plan. The bleachers structural integrity is fine. Concrete work will be done on the block. Bleachers will be the same. Frank commented (2) leagues maintain the fields. The teams carry liability insurance and so does the borough. Cl'm Dudley moved, seconded by Cl'm Shope to donate \$1,000 to the Newport Youth Baseball Association towards the repairs to the bleachers. Motion carried unanimously. Cl'm Dudley moved, seconded by Cl'm Shope to donate \$450 to the Girls Softball League for the purchase of (1) C J Sanders sign. Motion carried unanimously.

Shred It Quote for Purging Records and Everyday Use to Meet Audit Requirements – Cl'm Dudley reported there is no legal shredding done in this office. We have a quote from Shred It. House Bill 1126 – PA Consumer Data Privacy Act was introduced in April of 2021. We need to prove any collection of data is not being sold. A violation of this Act would result in a \$7,500 fine. We have no prove that our data is being destroyed. Shred will give us a certificate of destruction every time. Plus, they have liability insurance. We will get (2) receptacles which would be picked up twice a month. There is a lot of information in this office (Real Estate info, Landlord Tenant info, W-2's, PA Request, Permits, Personnel info, bank statements etc.) that are not being properly disposed of. We would have a (1) contract. The cost is \$55.00 twice a month for a total of \$110 a month. Cl'm Frownfelter asked to see if Water authority would go in with the Borough if they would give us a good deal. Cl'm Dudley will check. Cl'm Frownfelter moved, seconded by Cl'm Bucher to move forward with a year contract with Shred It at a cost of \$110.00 per month. Motion carried unanimously.

Garage Building Heat – Cl'm Dudley reported the garage building heat was supposed to be done 10 years or so ago. The air compressor freezes up, the salt in the trucks freeze to the trucks etc. If it were 45 to 50 degrees in the garage and not 20 to 32 degrees, they would be happy. There are heaters in the garage they don't use them because the garage is not insulated. We need to move forward with getting this done. Cl'm Frownfelter agreed, we need to get quotes. Cl'm Dudley will move forward with getting quotes.

Nuisance at 55 S 2nd Street – Billie Dudley reported on Sunday December 5, 2021 she re-entered the property at 55 S 2nd Street with the intentions to inspect the property further taking pictures and to close up the property. She spread commercial grade rat/mice killer inside the property to address rodent issues going into the winter. She showed Borough Council pictures of the large water issue on the square side of the property from the roof extending down to the floor of the first floor. Her recommendation at this time is to have an engineer inspect this house to consider whether this dwelling should be deemed as a dangerous building and therefore possibly consider having further hearings to have this house condemned. It is a matter of time before the second floor goes into the first floor. The roof sags on one side and the electric is still on. We need to try to get some communication going with the owner. Cl'm Frownfelter moved, seconded by Cl'm Bucher to authorize the engineer to evaluate the property at 55 S 2nd Street for a recommendation. Motion carried unanimously.

Dock Street Storm Project – President Halstead reported as of this date there has been no decision made by the Perry County Commissioner's on the award of the ARPA money. We are at a standstill with the project, we need to rebid the project. Cl'm Frownfelter commented we need to check with the engineers to apply for federal infrastructure money.

President Halstead said she will check with PSAB, they have a lot of info on it. Cl'm Zentichko commented this might be the time to purchase materials.

Act 50 Legislation and Update on the 5G Ordinance – President Halstead reported the committee is still working on it. They must meet some more to finish it.

Approval to Adopt the 2022 General Fund and Liquid Fuel Budgets - President Halstead reported the Budgets have been properly advertised and are ready for final adoption. Cl'm Shope moved, seconded by Cl'm Dudley to adopt the 2022 General Fund Budget and the 2022 Liquid Fuels Budget. Motion carried unanimously.

Update on RFP's for Solicitor and Engineer – President Halstead reported we received RFP's from Dissinger for Solicitor and RFP's from Thomas Gibson and EADS Group for Engineer. Still accepting RFP's. If anyone wants to reach out to any firm, feel free to do so.

Selection of a Qualified Based Engineer for Sidewalk and Curb Project – President Halstead reported we received submissions from (8) engineers to be the qualified based engineer for the Sidewalk and Curb Project. The following engineers submitted:

1. Mackin
2. ATCS, PLC
3. Dawood
4. Navarro & Wright
5. First Capital
6. Dewberry
7. Gibson Thomas
8. Barry Isett Associate

We must pick our top (3) from the group. Whoever gets chosen will be on board for (5) years just in case we have something else for them to work on. Borough Council Members reviewed each firm's information rated them for the top three pick. They are as follows.

#1 First Capital

#2 Barry Isett

#3 Navarro & Wright

Cl'm Leach moved, seconded by Cl'm Dudley to accept the top three rating chosen by Borough Council for the Qualified Base Engineer for the Sidewalk and Curb Project. Motion carried with Cl'm Frownfelter opposed. President Halstead commented that now we must fill out paperwork for PennDOT and explain to them why we picked who we did. They must approve our choice of engineer.

Larson Design Group Report from Shawn Downey on the storm pipe conditions on Market Street from 4th to 6th Street and 4th Street from Catherine to Mulberry – President Halstead reported the report from Shawn Downey showed certain places need to be repaired; does not need to be totally replaced. Again, we are waiting to see if we get ARPA money from the Commissioners. President Halstead would like to ask NBMA if the Borough could join their project to get the work done instead of hiring (2) contractors and just reimburse the Sewer. It would save us money. This absolutely has to be done. Sewer will be going out for bids on February 1, 2022. We will be getting another \$83,000 of the ARPA money which can be designated for this project. Cl'm Zentichko moved, seconded by Cl'm Leach to authorize the President of Council to write a letter to NBMA and ask if the Borough could be included in their project and that the Borough would reimburse NBMA for work completed. Motion carried unanimously.

Codes Report from Billie Dudley – Billie Dudley reported she was asked to bring some examples of some forms that she updated. She made up violation notices to include the Case #, what the violation was, the right to appeal and a copy of the ordinance. Then when she goes to court, she has a train of paperwork. She also put together a thank you letter to be sent to people when they take care of their violations to show that it is appreciated. Billie also updated the final notice for Parking Tickets. She reported Jill Stine who has a door knocker program in Lewistown, an incentive program for a thank you for whatever (residents keeping things looking nice etc.). She would like to sponsor a door hanger for the spring for the Borough. Maybe the Borough could look to get some prizes donated. Gwyn Smith commented she used to send out letters to property owners for keeping their property nice, from the Planning Commission.

Mayor's Report – Mayor Hetrick sent a thank you to Newport Borough for electing her to serve as Mayor of Newport Borough for 12 years. She really enjoyed it.

Finance/Grant Committee - Did not meet.

Ordinance Committee – The Ordinance Committee worked on amending Ordinance #348, Chapter 180 Rental Property Occupancy Reports §180 – 1. The amendment to this ordinance would be that owner or owners would have to report annually, on January 1, of each calendar year, to the Borough Secretary the present occupancy of each rental unit situated with the Borough of Newport. Right now, it is only required when they have a new tenant that they must report. Cl'm Dudley moved, seconded by Cl'm Shope to tentatively adopt the amendment to Ordinance #348 Chapter 180 – 1. Annual notification to the Borough Secretary of present occupancy and to authorize the advertisement for adoption at the next meeting. Motion carried unanimously. Cl'm Zenticho reported he will have changes to the Vehicle & Traffic Ordinance next. President Halstead is working on the 5G Ordinance.

Code Enforcement Committee – Cl'm Leach commented the committee came up with a list of duties for the Code Enforcement Officer. She commented that the new signs with the handicap being on top. People now want to park in her handicap permit parking spot. Billie Dudley commented that with Cl'm Leach being so close to the commercial business area may be some of the problem. Billie has not received one phone call since the new signs went up. Has been a success. Also, the height of the sign is mandated by the state. President Halstead thanked Cl'm Leach for her time served on Borough Council.

Next meeting will be the Reorganization Meeting on January 3, 2022 at 7:00 P.M. followed by the Regular Meeting.

There being no further business to come before Borough Council, Cl'm Frownfelter moved, seconded by Cl'm Dudley to adjourn the meeting at 9:00 P.M. Motion carried unanimously.

Respectfully Submitted,
Patricia Bowers
Secretary