

NEWPORT BOROUGH COUNCIL
REGULAR MEETING
April 2, 2024

President Greg Shope called the meeting to order at 7:00 pm with the following Borough Council Members present: Christian Fickes, Billie Dudley, Penny Frownfelter, Tami Halstead, Barbara Leach, Mary Bucher

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, Engineer Phillip Brath, Perry County Times Luke Roman

President Shope asked Cl'm Fickes to lead the Pledge of Allegiance.

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: None

GUESTS: None

PUBLIC COMMENT: None

ENGINEER'S REPORT: Phil Brath

The engineer discussed his report and will answer any questions.

Curbs, Sidewalks, & Drainage Improvements SR 0034 (4th Street & Market Street)

A PennDOT project. Borough engineer has very limited involvement. Concerns over the new ADA compliant handicap ramps cheek walls being so high as to create a dangerous tripping hazard. Phil will speak with PennDOT representatives on the issue and, if necessary, the borough can send a letter to PennDOT addressing concerns.

Waiting for PennDOT acceptance of ECMS Engineering Agreement.

HATS Curbs, Sidewalks and Drainage Improvements for SR 4008

Waiting for Water Authority to complete the waterline replacement before PennDOT can proceed.

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

Waiting on final approval from DCED of 2023 CDBG funding for \$108,000 for the match.

5th Street – Market to Mulberry

Will pull project until further notice.

Park Project Bidding and Certification

Cl'm Halstead preparing bid documents using specifications in the PennDOT 944 format. Will assist, as necessary.

6th & Caroline

Contacted Kirby Kitner to discuss continuing issues. Need to set up on-site meeting and test water flow from inlets.

2nd Street Bridge

Because of additional truck traffic on 2nd Street Bridge due to the PennDOT closure of 4th Street Bridge for emergency repairs, Cl'm Fickes consulted with engineer to confirm that there were no apparent structural issues with the 2nd Street Bridge. No charges for consultation.

SOLICITOR: Solicitor Bill Dissinger not present.

STREETS COMMITTEE REPORT: Cl'm Fickes/Supervisor Harris

Cl'm Fickes discussed the Streets Report from Supervisor Harris and the Streets Committee Meeting Minutes.

Streets crew is working on inlet by elementary school. Taking longer than anticipated. Had to rent a skid loader with a jackhammer to break it out. Will use actual concrete to complete the inlet.

Brush pickup started Monday, April 1st and will continue the 1st and 3rd Monday of the month until Fall.

Cl'm Frownfelter expressed concerns over private trash pickups being in front of properties instead of in the alley.

The water has been turned on at the playground. Thank you to Lynn Halstead for repairing the several leaks.

Due to the added traffic caused by the emergency 4th Street Closure, "No Trucks Over 3 Axles" signs were placed at Mulberry and 2nd Street. There are no weight restrictions known on the 2nd Street Bridge. As stated in the Engineer's Report, there are no apparent structural issues. Cl'm Fickes noted that vehicles are still going around the "Road Closed" sign posted on 2nd Street. Consensus from council members was to leave the "No Trucks Over 3 Axles" on 2nd Street. In hindsight, parking should have been removed from one side of south 2nd Street.

There are 6 streetlights that need to be fixed. Three (3) need new bulbs and (3) not sure if the road construction on Market Street has any relation to the unresolved issues with the remaining 3 streetlights. Will need to rent a lift, when safe to do so due to the Market Street construction.

Need Maintenance Garage Roof quotes. No response from Fishers' Roofing, Hominy Ridge Roofing, or Encore Roofing. The inside wall is wet and leaking into the office area. Need to make a priority.

There are homemade No Parking signs throughout town to reserve parking spaces. Discussion was had with those individuals. Code Enforcement will handle.

APPROVAL OF THE MINUTES: March 5, 2024 Regular Meeting Minutes.

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to approve the March 5, 2024 Regular Meeting Minutes. Motion carried.

TREASURER'S REPORT FOR APRIL: Treasurer Damiano

Treasurer Damiano read the April Financial Report

Newport Borough General Account balance April 1, 2024:	\$ 82,638.83
Deposit April 1, 2024: ACH Reality Transfer Tax	\$ 3,945.74
Fines Deposited April 2, 2024	\$ 55.00
Deposit April 2, 2024	\$ 2,645.50
Outstanding bills presented for payment:	\$ 3,343.03
Estimated Income for balance of April:	\$120,000.00
Estimated Expenses for balance of April:	\$ 29,528.04
Estimated Balance April 30, 2024:	\$176,414.00

Liquid Fuels Account Balance April 1, 2024:	\$ 75,425.71
Outstanding Bills presented for payment:	\$ 85.64
Estimated Expenses for balance of April:	\$ 1,600.00
Estimated Balance April 30, 2024	\$ 73,740.07

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to approve April's Financial Report. Motion carried.

Treasurer Damiano's Bond of \$100,000 is due for renewal on May 25, 2024. Discussion on the cost of increasing the bond amount was had. For each \$100,000 of coverage, the cost would increase by \$350.00. In order to increase coverage, CNA Surety would need to see additional controls in place. Consensus was to keep the current bond amount for this renewal period and possibly increase the coverage amount in the 2025 budget.

APPROVAL OF APRIL BILLS TO DATE: Treasurer Damiano

MOTION: Cl'm Fickes moved, seconded by Cl'm Dudley to pay the April bills presented for payment and the \$350.00 for the Treasurer's Bond Renewal. Motion carried.

SECRETARY’S REPORT: Secretary Damiano

1. Attended 5 webinars, the 2nd and 3rd segments of the 3-part PSATS Boot Camp for Township Officials plus the Businesswomen’s Luncheon in March. Have 2 upcoming webinars and 1 on-site event.
2. The 22/23 Worker’s Compensation Audit gave an Adjustment Credit of \$2,750.00.
3. Secretary P-card was ordered.
4. PennDOT approved Banner Resolutions. All 4 banner requests can be made using 1 resolution.
5. Capital Blue requested an Underwriting Compliance Information Form to be completed. Will confirm with insurance agent if this is necessary.
6. Paytime, the payroll company, will be partnering with I-Solved.
7. SEK Auditors submitted the DCED Report. All recommendations from auditors will be completed to keep compliant.

CODE ENFORCEMENT REPORT: Submitted by Officer Tice

Parking Tickets: 1 – Parking Warnings; 11 - \$15 Parking Tickets; 0 - \$25 Parking Tickets

Code Tickets: 6 – Code Warnings; 3 - \$25 Code Tickets; 0 - \$50 Code Tickets; 0 - \$75 Code Tickets

Citations: 0

Sign Permits: 2

Attended 2 webinars: Active Shooter; Legal Aspects of Code Enforcement

Front Street blight property: Needs an Executor of Estate appointed. Family boarded up property.

S. 2nd Street blight property: Sent signature confirmation restricted delivery letter to owner.

CODE ENFORCEMENT COMMITTEE: Cl’m Bucher

55 S. 2nd Street: Pays utilities with money orders.

Cl’m Dudley stated Solicitor Dissinger is working with PP&L on signing to turn off the electricity and the solicitor is not going the route of the Conservatorship option. Solicitor Dissinger was not present to confirm his status on the property.

499 N. Front Street: With no Will, the property has to go through the courts so the property can only be boarded up.

ORDINANCE COMMITTEE: Cl’m Leach

Meeting cancelled. No report.

PLAYGROUND COMMITTEE REPORT: Cl’m Halstead

Veterans Memorial Park water was turned on and all leaks fixed. Preparations are underway to get the park ready for opening. Softball begins April 13th and Baseball begins April 20th.

FINANCE COMMITTEE REPORT: Cl’m Frownfelter

Nothing to report.

WEBSITE/IT COMMITTEE REPORT: Cl’m Dudley

Nothing to report.

MAYOR’S REPORT: Mayor Tice

1. Attended the Mainstreet Committee Meeting at the Louise Beard Memorial.
2. Attended the Code Enforcement Committee Meeting.
3. Discussed the traffic pattern concerning the 4th Street bridge closure with Cl’m Fickes.

OLD BUSINESS

Newport Farmers Market

President Shope reported that the Newport Farmers Market has decided to hold their farmers market in the Literacy Council parking lot. Council had previously approved the request to hold the farmers market at the park, but no alcohol would have been allowed.

NEW BUSINESS

Updates to Permits and Applications

Sign Permit: The Sign Permit changes were previously approved, but an additional small update adding an additional email line was presented. Cl'm Frownfelter commented that she did not think the Zoning Officer determined approval of signs. The Zoning Ordinances covers General Sign Requirements §250-104.

Banner Application: Remove the language on charges for Installation and Removal of Banners, both on page 1 & 2. Added: The time to display the banner can be extended at the discretion of Newport Borough Council.

Tree Permit: Cl'm Fickes suggested eliminating the Tree Permit altogether and updating the Street Closure Application to include Parking Spaces requests.

VMP Pavilion Rental: Consensus was to eliminate the 7 hours maximum on an All-Day Rental.

MOTION: Cl'm Fickes moved, seconded by Cl'm Bucher to Approve the Sign Permit, Banner Application, and Pavilion Rental Application, as amended, to Update the Street Closure to include Parking Spaces request and to eliminate the Tree Permit.

Motion carried with Cl'm Halstead Opposed due to removing the Tree Permit. She also stated that the Shade Tree Commission is working on a Tree Permit to present to council at a future meeting.

Resolution #7-24 Reviewers of Timecards

As per recommendation from the auditors: a Resolution stating that the Secretary, Shelly Damiano, will be the Reviewer of Timecards, except for her own, which will be reviewed by a member of council. Cl'm Frownfelter requested that an additional statement be added to the resolution stating that the Borough's Finance Committee will also review the Borough's payroll documents on a regular basis.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve Resolution #7-24 Reviewers of Timecards with the additional statement "Now therefore, be it resolved by the borough of Newport's Borough Council, the Borough's Finance Committee will also review the Borough's payroll documents on a regular basis.

Motion carried.

2023 General Fund Audit

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to Approve the 2023 General Fund Audit from SEK and to Advertise said Audit in a newspaper of general circulation. Motion carried.

Perry County Local Bridge Program Intermunicipal Cost Sharing Agreement

On March 26, 2024 a meeting with Newport Borough, Oliver Twp., Tyrone Twp., and Jackson Twp was held at the Newport Borough office. Also in attendance were representatives from the engineering consultant firm, ATCS, including Marty Malone, and Perry County Commissioner, Brenda Watson. The purpose of the meeting was to discuss the shared cost of local bridge refurbishments/replacements scheduled within Perry County with Federal Funds covering 80%, State funds covering 15% and the remaining 5% being split between Perry County and the municipality/municipalities within where a bridge is located. The Perry County Local Bridge Program Intermunicipal Cost Sharing Agreement was presented for consideration at that time. The Newport Borough 2nd Street Bridge is shared with Oliver Twp., therefore the costs of the 2 ½ % will be split between the 2 municipalities, resulting in 1 ¼ % share of costs for each municipality. Newport Borough's estimated share of the cost is \$16,000 on the \$1,264,000 bridge project. The bridge project would begin in 18 – 24 months.

Cl'm Halstead reviewed the Perry County Local Bridge Program Intermunicipal Cost Sharing Agreement and emailed the following discrepancies to Marty Malone on April 2, 2024:

1. Page 1. Scope of Project: Line 5 amend as follows: split by the County at 2.5% and the Borough of Newport at 1.25% and Oliver Township at 1.25% of the....
2. Page 4. Project Cash Flow Model: Line 4 amend as follows: The Borough of Newport will be responsible for one-and one-quarter percent of each invoice.
3. Page 6. 16. Amendment/Waiver: Any alterations, variations, modifications, amendments, waiver, or additional provisions to this Agreement will be valid only when reduced to writing, duly signed by all parties, and attached hereto. To stay in compliance with this agreement the Borough is requesting the following: The Borough of Newport is requesting that these amendments be made to this agreement prior to the borough signing this agreement.

President Shope explained, as presented at the joint meeting, the restoration process would entail removing the stone on the arch bridge, laying a cement layer to strengthen the structure, and then reattaching the stone walls to complete the revitalization project. The historical arch bridge does not normally have heavy everyday traffic. Discussion of weight restrictions after reconstruction with the engineers was briefly discussed.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the Perry County Local Bridge Program Intermunicipal Cost Sharing Agreement, with Amendments in writing. Motion carried.

Legislative Breakfast June 3, 2024 Invitation

Newport Borough invitations to Senator Rothman and Representative Stambaugh to attend the Pennsylvania State Association of Boroughs Legislative Breakfast on Monday, June 3, 2024 at Hershey Lodge 7:15 am – 8:15 am.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to approve the Newport Borough Legislative Breakfast invitations to Senator Rothman and Representative Stambaugh for Monday, June 3, 2024, with the wording change from “around Pennsylvania” to “our Boroughs”. Motion carried.

Executive Session

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to go into Executive Session at 8:48 pm to discuss a Legal Matter. Motion carried.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to come out of Executive Session at 8:59 pm. Motion carried.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve the Commonwealth of Pennsylvania Human Relations Commission Agreement. Motion carried.

Communications

1. Water Authority Minutes and Financials of February 13, 2024 and February 29, 2024, respectively.
2. Newport Borough Municipal Authority Minutes of February 22, 2024
3. ATCS 3-26-24 Perry County Local Bridge Project Meeting Minutes
4. Certified Letter Dated 2-28-2024; Barton & Loguidice: Newport Borough Water Authority-Notification of Public Water Supply Major Permit Modification
5. Planning Commission Meeting Report March 6, 2024
6. Friends of Clarks Ferry Tavern: Corporate Sponsor Form
7. PCLC 28th Annual Race for Reading Fundraiser May 4, 2024 Sponsor Form

Next Meeting Date: Tuesday, May 7, 2024, at 7 pm.

ADJOURNMENT: Cl'm Fickes moved, seconded by Cl'm Dudley to adjourn at 9:01 pm. Motion carried.

Respectfully Submitted,
Shelly Damiano,
Secretary/Treasurer