

**NEWPORT BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
September 3, 2024**

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

**OTHERS PRESENT:** Newport Borough Secretary Shelly Damiano, Mayor Stephen Tice, Solicitor William Dissinger, Luke Roman, Perry County Times.  
Frank Campbell, Newport Revitalization Preservation Society (NRPS), Carol Thorn, Aaron Bartels

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

**PROCLAMATION FOR CONSTITUTION WEEK:** Carol Thorn  
Carol Thorn, Daughters of the American Revolution, stressed the importance of upholding the constitution. The 250<sup>th</sup> Anniversary of the US Constitution, the Semi-quincentennial, will be in 2026. She requested the Newport Borough Council and Mayor Tice to support the Proclamation for Constitution Week designating September 17-23 as Constitution Week to uphold the U.S. Constitution.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Fickes to Approve the Proclamation for Constitution Week for Mayor Stephen Tice to proclaim the week of September 17 – 23 as Constitution Week. Motion carried.

A signed and sealed copy by Mayor Tice was given to Carol Thorn for the Daughters of the American Revolution.

**STREETS COMMITTEE REPORT:** Cl'm Fickes/Supervisor Harris

**Streets Report**

1. Crosswalks were painted on 4<sup>th</sup> Street.
2. A few tons of cold patch were ordered to get through the remainder of the year. Will need to order next Spring.
3. Filled holes on Oliver Street Extended, but some residents were concerned about a utility patch above where the borough was patching. The utility patch was the sewer line hookup for the rebuilt house on Middle Ridge Road. Cl'm Fickes will contact Oliver Twp. Supervisors to clarify road maintenance of each municipality.
4. Need heating oil for garage before winter.

**Borough Garage Cement Pad**

A cement pad is needed on the borough garage property near the brush dumpster, which sits on macadam, for proper water drainage to address the large low elevation area that collects rainwater and has become stagnant. Kirby Kitner submitted a quote of \$5,800.00 for a 10' x 20' cement pad. The pad needs to be a 25' x 45' pad. Need to get additional quotes on the larger size cement pad.

Borough Maintenance Building Roof Replacement could possibly begin this Thursday, September 5, 2024.

Paving Project 2024, as awarded to Glenn O. Hawbaker, Inc., State College, PA in the amount of \$75,514.00 using the remaining APRA funds and up to \$11,000.00 from Liquid Fuels, has no Start Date, but needs to be completed by October 31, 2024.

The Steets Committee had visitors during their Tuesday, August 27, 2024 meeting.

Dan Miller and Cl'm Halstead will be attended the Environmentally Sensitive Maintenance Training on August 14<sup>th</sup> & 15<sup>th</sup>, 2024 at Central Penn College.

**505 Walnut Street: Off-street parking: Curb Cutout**

Aaron Bartels had requested council approval for a curb cut to create a 20’ x 25’ off street parking area made of stone beside their home at the August 7, 2024 Council Meeting. Cl’m Shope requested to slope the curb cutout and use concrete from the sidewalk to the street curb instead of stone to prevent dragging stone into the inlet. Lowering the entire lot would relieve pressure off the wall, which was a concern also discussed at the previous council meeting. The curb cutout would eliminate 1 on-street parking spot, but at least 2 vehicles would be using the residential parking area. Concerns over setting a precedence are subject to each case would be under consideration. The curb cut for the driveway would be painted yellow.

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Dudley to Approve to move forward with a Curb Cutout at 505 Walnut Street to create a driveway entrance to a side yard parking area, which would eliminate one on-street parking space. Motion carried.

**ENGINEER’S REPORT:** Phil Brath; Not present – No Report

**SOLICITOR’S REPORT:** William Dissinger  
Addressed council on appropriate topics.

**APPROVAL OF THE MINUTES:** August 7, 2024 Regular Meeting Minutes

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Dudley to Approve the August 7, 2024 Regular Meeting Minutes with the spelling correction of Rick Wood under Others Present. Motion carried.

**TREASURER’S REPORT FOR SEPTEMBER:** Treasurer Damiano

**Treasurer Damiano read the September Financial Report**

Newport Borough General Account balance September 1, 2024: \$ 219,361.78

Outstanding bills presented for payment: \$ 2,017.02

Estimated Income for balance of September: \$ 11,445.50

VMP Pathways Project Grant Reimbursement Income \$ 89,848.00

Greenways Trails & Recreation: \$77,418.00

Newport Revitalization & Preservation Society (NRPS): \$12,430.00

Pro-Lawn (Pathways Project Contractor) \$ 94,835.75

Estimated Expenses for balance of September: \$ 25,862.70

Estimated Balance September 30, 2024: \$ 197,939.81

Liquid Fuels Account Balance September 1, 2024: \$ 67,835.27

Outstanding Bills presented for payment: \$ 1,538.09

Estimated Expenses for balance of September: \$ 00.00

Estimated Balance September 30, 2024 \$ 66,297.18

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Halstead to Approve the payment to Pro-Lawn in the amount of \$94,835.75 for the Pathways Project. Motion carried.

**MOTION:** Cl’m Frownfelter moved, seconded by Cl’m Bucher to approve September’s Financial Report. Motion carried.

**APPROVAL OF SEPTEMBER’S BILLS TO DATE:** Treasurer Damiano

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Frownfelter to pay the September bills presented for payment and the solicitor’s revised invoice in the amount of \$932.00. Motion carried.

**SECRETARY’S REPORT:** Secretary Damiano

1. Attended 3 webinars and no on-site events. Have 1 upcoming webinar and 2 on-site events at this time.
2. Completed the Property & Liability quote application with Municipal Risk Management Inc. (MRM)
3. Completed the Health Insurance quote application with Municipal Benefits Services.
4. Received all Workers Compensation Reimbursements from participating municipalities: Oliver Twp., Juniata Twp., Towe Twp., Miller Twp., and Buffalo Twp.

Request to attend SEK Quickbooks Users Group; Wednesday, September 25, 2024; Courtyard Shippensburg, 503 Newburg Road, Shippensburg; Quickbooks Desktop: 9:00 am – 11:00 am; Cost: Free

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Frownfelter to Approve Shelly Damiano to attend the SEK Quickbooks Users Group Desktop, Wednesday, September 25, 2024 at the Courtyard Shippensburg in Shippensburg, PA from 9:00 am – 11:00 am . Motion carried.

Request to participate in PSAB Online Learning Series: Municipal Budgeting and Finance 5-part series: Thursdays: September 19<sup>th</sup>, 26<sup>th</sup>, October 3<sup>rd</sup>, 10<sup>th</sup>, & 17<sup>th</sup>, 2024; 10:00 am – 11:00 am; Cost: \$50.00 PSAB Plus Member

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Frownfelter to Approve Shelly Damiano to participate in the PSAB Online 5-part Series: Municipal Budgeting and Finance at a cost of \$50.00. Motion carried.

Request to Update employees payrates, as needed, for The Hartford Short-Term and Long-Term Disability.

**MOTION:** Cl’m Frownfelter moved, seconded by Cl’m Dudley to Approve the Secretary to update the employee payrates, as needed, for The Hartford Short-Term and Long-Term Disability. Motion carried.

**CODE ENFORCEMENT REPORT:** None

**CODE ENFORCEMENT COMMITTEE:** Cl’m Bucher  
No meeting. No report.

**ORDINANCE COMMITTEE:** Cl’m Leach

Ordinance #387: Amending Chapter 55 Shade Tree Commission

Tabled. Planning Commission to be held tomorrow, September 4, 2024, will review the solicitor’s review.

**PLAYGROUND COMMITTEE REPORT:** Cl’m Halstead

Veteran’s Memorial Park (VMP) Pathways Project

1. No charge for garden: NRPS and community service doing work.
2. Bushes donated
3. Pathways are 8’ paths that cars can fit. Needed posts installed and signs stating, “No Vehicles”. No signs were in the project. Frank Campbell helped install the poles. Cost of posts and signs covered by Playground Budget.

**Cost Over-runs**

1. Internet line hit
2. Drainage issues addressed
3. Base had to be increased

Borough engineer, Phil Brath, reviewed and approved the cost overruns of \$3,755.75.

\$77,418.00	Greenways Trails & Recreation Program Grant
\$13,662.00	NRPS Match
\$91,080.00	Total Funds

\$94,835.75	Pro-Lawn Invoice
\$ 3,755.75	Cost Overrun

Pro-Lawn, Pathways Project contractor, submitted their invoice for \$94,835.75 and was approved during the Treasurer’s Report.

**FINANCE COMMITTEE REPORT:** Cl'm Frownfelter

No meeting. No report.

**WEBSITE/IT COMMITTEE REPORT:** Cl'm Dudley

1. Cl'm Dudley assisted in activating a new Adobe subscription for \$179.88 on the secretary's computer this past month, as previously approved during the July 2, 2024 Council Meeting. There were 2 accounts set up, a personal and a business account. All straightened out.
2. Timely, calendar application on borough website, is only free if there are under 25 events listed. Free vs paid options. Will check options and report back to council.

**MAYOR'S REPORT:** Mayor Tice

1. Attended the Streets Committee meeting.
2. Spoke with local businesses.
3. Attended the Hard Opening of Love to Eat and Juniata Valley Winery

**OLD BUSINESS**

**Discussion of Parking Fines**

Will need to be discussed for 2025. Need to align fines.

**505 Walnut Street: Off-street parking: Curb Cutout**

Discussed under Streets Committee Report.

**Employee Policies**

Cl'm Frownfelter highlighted proposed changes to Employee Handbook. Before the council meeting tonight, the Employee Handbook was sent to Alexis, who works at the solicitor's office, for review. Cl'm Frownfelter was under the impression that the council was aware of this review, but some council members commented that they were not aware of her going through the solicitor's office. The council members will read the Employee Handbook at home and come back with their thoughts at a future council meeting.

**2025 Budget Worksheets**

Will discuss at the Mid-Month meeting on Tuesday, September 17, 2024.

**Unclaimed Property: Johnson Controls Inc.**

Will check to see if this is for the Newport Water Authority.

**Hire and Advertise for Code Enforcement Officer: Part-Time vs Full-Time Position**

Discussion was had on the ability to fund the cost of a Full-Time Position with Benefits versus the accomplishments of the past Part-Time Code Enforcement Officer. One of the duties of the Mayor is to enforce ordinances, which includes issuing Warnings and Citations, which can help in the interim. The opinion of Mayor Tice is that a Full Time Enforcement Officer is needed.

**MOTION:** Cl'm Leach moved, seconded by Cl'm Frownfelter to Hire a Full Time Code Enforcement/Zoning Officer.

**Roll Call Vote: Hire a Full-Time Code Enforcement/Zoning Officer**

**Yeas:** Cl'm Bucher, Cl'm Dudley, Cl'm Frownfelter, Cl'm Leach

**Neas:** Cl'm Shope, Cl'm Fickes, Cl'm Halstead

**Yeas = 4; Neas = 3** Motion carried

**MOTION:** Cl'm Leach moved, seconded by Cl'm Frownfelter to Advertise for a Full Time Code Enforcement/Zoning Officer.

**Roll Call Vote: Advertise for a Full-Time Code Enforcement/Zoning Officer**

**Yeas:** Cl'm Bucher, Cl'm Dudley, Cl'm Frownfelter, Cl'm Leach

**Neas:** Cl'm Shope, Cl'm Fickes, Cl'm Halstead

**Yeas = 4; Neas = 3** Motion carried

**NEW BUSINESS**

**Letter of Application to Transfer Restaurant Liquor License from Newport Tavern LLC, Oliver Twp., Perry County to 29 N. 2<sup>nd</sup> Street, Newport Borough, Perry County**

Attorney Dave Rossi had previously introduced himself, his client, Ansh Shah (owner of Newport Convenience Store owner, 29 N. 2<sup>nd</sup> Street) and his client’s father, Nikul Shah, during the August 7, 2024 Regular Council Meeting in order to establish the request to transfer the Oliver Twp, Newport Tavern restaurant liquor license to Newport Convenience Store, Newport Borough, to be able to sell beer with their meal options.

A Letter of Application to transfer Restaurant Liquor License No. R19250, LID #60159 from Newport Tavern, LLC, 726 N. 4<sup>th</sup> Street, Newport, Oliver Twp., Perry County, to 29 N. 2<sup>nd</sup> Street, Newport Borough, Perry County was received on August 12, 2024. Solicitor Dissinger stated that a Public Hearing would need to be advertised and held within the 45 days of receiving the Letter of Application to give the public a chance to give their testimony on this matter.

Council decided to hold the Public Hearing during their Mid-Month Meeting on Tuesday, September 17, 2024 with the Hearing to begin at 7:15 pm. A Decision can then be made based upon Public Testimony or Abuse of Discretion.

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Dudley to Advertise a Public Hearing for Tuesday, September 17, 2024, 7:15 pm for a Transfer of the Restaurant Liquor License from Newport Tavern LLC, 726 N. 4<sup>th</sup> Street, Newport, PA, Oliver Twp., Perry County to 29 N. 2<sup>nd</sup> Street, Newport Borough, Perry County. Motion carried.

**Ratify Purchase of Cold Patch**

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Fickes to Ratify the Purchase of 2.54 tons of cold patch from New Enterprise Stone & Lime Company, Inc. on August 16, 2024 in the amount of \$393.70, which is minus the sales tax of \$23.62 due to a PA Tax Exemption Certificate will be issued. Motion carried.

**Annual Veteran’s Day Parade Saturday, November 2, 2024**

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Dudley to Approve the Annual Veteran’s Day Parade to be held on Saturday, November 2, 2024 beginning at 11:00 am. Motion carried.

**Resolution #13-24 Waive 2025 Non-Uniform Employee Contributions Municipal Pension Plan**

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Bucher to Approve Resolution #13-24 Waive 2025 Non-Uniform Employee Contributions Municipal Pension Plan. Motion carried.

**Resolution #14-24 Waive 2025 Uniform Employee Contributions Municipal Pension Plan**

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Bucher to Approve Resolution #14-24 Waive 2025 Uniform Employee Contributions Municipal Pension Plan. Motion carried.

**2024 PSAB Fall Leadership Conference**

The 2024 PSAB Fall Leadership Conference will be held October 11-13, 2024 at the Lancaster Marriott Convention Center, Lancaster. Anyone wishing to attend will need to be registered before September 19, 2024 to receive the discounted registration fee.

**PA MORE Grant: Energy System Upgrades for Municipal Buildings**

PA Municipal Opportunities for Retrofits and Energy Efficiency (MORE) Grants are available to boroughs for a Level 2 Commercial Energy Audit. Secretary Damiano would like to apply for the grant.

**MOTION:** Cl’m Dudley moved, seconded by Cl’m Leach to Approve Secretary Damiano to Apply for the PA MORE Grant (Municipal Opportunities for Retrofits and Energy Efficiency) on Newport Borough’s behalf. Motion carried.

Cl’m Halstead stated that she is applying for the Low Volume Dirt and Gravel Grant for Newport Borough.

**PROCLAMATION FOR CONSTITUTION WEEK: September 17-23, 2024**

Proclamation for Constitution Week, September 17-23, 2024 was previously approved earlier during this meeting.

**Communications**

- 1. Water Authority Minutes and Financials of July 9, 2024
- 2. Newport Borough Municipal Authority Minutes of July 25, 2024
- 3. Ad proof for Discover Perry County Pennsylvania brochure

**Next Meeting Date:** Tuesday, September 17, 2024, Budget Meeting at 7 p.m.; Public Hearing at 7:15 pm

**ADJOURNMENT:** Cl'm Dudley moved, seconded by Cl'm Fickes to adjourn at 8:42 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer