

NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
October 1, 2024

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

ABSENT: Penny Frownfelter, Mayor Stephen Tice

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, Solicitor William Dissinger, Luke Roman, Perry County Times. Frank Campbell, Newport Revitalization Preservation Society (NRPS), Citizen's Fire Company #1, Newport: Jeremy Still, Steve Flickinger, and Karen Gabel Chandra Dieffenderfer

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

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: None

GUESTS: Steve Flickinger & Jeremy Still, Citizen's Fire Company #1 100th Anniversary Steering Committee
Citizen's Fire Company #1 100th Anniversary Celebration will be the week of:
Sunday, July 27 – Saturday, August 2, 2025. A preliminary Schedule of Events was presented.

- ❖ Hours: Sunday: 5 pm – 10 pm; Monday – Saturday: 6 pm – 10 pm
- ❖ Location: Market Street to Dock Street; Walnut Street to 2nd Street Extension
- ❖ Will use generator if additional lighting is needed if electric on light poles are not operational.
- ❖ Will be renting a covered roof stage trailer plus an additional flatbed stage trailer will be set up. Will need to be set up all week in front of Orrstown Bank.
- ❖ Food trucks will be set up. Need permission to keep food trucks set up for 3-4 nights.
- ❖ Wineries would also be set up as vendors.
- ❖ Fire company will be responsible for cleaning every night. Would like to rent a dumpster to be kept at the borough garage to assist in cleanup.
- ❖ Permission to set up Port-a-Potties in the borough office parking lot.
- ❖ Fire Convention will begin on Thursday, July 31st.
- ❖ Parking will be available at the fairgrounds and then attendees will be bussed in.
- ❖ Permission to use Newport Veteran's Memorial Park on August 2nd with the bathrooms facilities. The Softball/Baseball concession stands would be open.
- ❖ Firemen's Parade will be Saturday, August 2nd. Council invited to attend.
- ❖ Requesting No Parking on the entire parade route and by the park.

Requirements by Council:

1. Event Application
2. Alcoholic Event Permit
3. Street Closure/No Parking Spaces Application
4. Parade route map, time frame of parade, and Certificate of Liability Insurance that covers parade date timeframe.

Fire Company Fund Drive Mailer: The fire company steering committee representatives felt that the borough should not have to donate to the fund drive as the borough pays the fire company's Workers Compensation Insurance.

PUBLIC COMMENT: Chandra Dieffenderfer

Ms. Dieffenderfer wanted to state that her adult 20-year-old daughter had a confrontation with Mayor Tice as he was acting in the capacity of Security Guard for Newport Borough School District. The mother recorded the event, but Solicitor Dissinger advised council not to look at videos with sound as that is considered a Wire Tap and illegal.

PUBLIC COMMENT: Frank Campbell, Newport Revitalization & Preservation Society (NRPS)
NRPS has received the invoice for the Veteran's Memorial Park Pathways Project. The check will be forthcoming.

Decorating Committee: 100th Anniversary of Fire Company: Frank, along with Cl'm Fickes, are part of the Decorating Committee that would like to add 8 planters to beautify the Square. At least 5 of the planters are already sponsored. Each sponsorship will have a plaque placed on the planter. Will the borough be willing to sponsor 2 planters?

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to Sponsor 2 Planters the for the 100th Anniversary Celebration at a cost of \$800 each, \$1,600.00 Total. Motion carried.

Abstained: Cl'm Fickes, Fire Company President

ENGINEER'S REPORT: Phil Brath

1. Route 34 Project that was completed over the summer has concerns over the handicap ramps not being in compliance.
2. Attended the 6th & Market Street meetings with PennDOT.
3. Caroline Street. Not anything has been done as there are no leaks, and the engineer does not like the available options. The inlets were tested, and the storm water is flowing in the correct places.
4. There are still high flows at the Sewer Plant. Roof leaders and down spouts are going into the sewers. Source examples are from the schools and businesses.

SOLICITOR'S REPORT: William Dissinger

Addressed council on appropriate topics.

STREETS COMMITTEE REPORT: Cl'm Fickes/Supervisor Harris

Streets Report

1. The borough garage new red roof has been finished. Thank you for the upgrade to the shop.
2. Rented a drill and installed the new Handicap signs in the new blacktop at the park.
3. Preparing for Canal Day.

Borough Garage Cement Pad

The cement pad needs to be 25' x 45'. Will get additional quotes on the larger size cement pad, but the project will not be completed this year.

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, will need to be completed by October 31, 2024. No return call on Start Date.

No September Steets Committee meeting.

Tire Quote for GMC truck

Deimler's Tire Service, LLC submitted a quote for (2) LT235/80/R17 Hancock Dynapro HT RH12 10 ply @ \$222.00 per tire, \$444.00 for both tires, plus PA tire tax of \$1 each.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to Approve the Purchase of (2) tires for the GMC truck from Deimler's Tire Service, LLC, Shermans Dale, PA at a total cost of \$446.00 which includes Mounting and Balancing. Motion carried.

APPROVAL OF THE MINUTES: September 3, 2024 Regular Meeting Minutes & September 17, 2024 Mid-Month Meeting Minutes

MOTION: Cl'm Fickes moved, seconded by Cl'm Dudley to Approve the September 3, 2024 Regular Meeting Minutes and to Approve the September 17, 2024 Mid-Month Meeting Minutes after adding in the words "per tire" in the subsection "2013 GMC Front Tire Replacement" in the quote given by Newport Auto Repair LLC. Motion carried.

TREASURER’S REPORT FOR OCTOBER: Treasurer Damiano
Treasurer Damiano read the October Financial Report

Newport Borough General Account balance October 1, 2024:	\$ 210,241.74
ACH: Commonwealth of PA: PA Refund-PURTA: October 1, 2024	\$ 464.68
Deposit: October 1, 2024	\$ 108.49
Outstanding bills presented for payment:	\$ 2,503.64
Estimated Income for balance of October:	\$ 13,311.91
Veteran’s Memorial Park Pathways Project Reimbursement	
Newport Revitalization & Preservation Society (NRPS):	\$ 12,430.00
Estimated Expenses for balance of September:	\$ 25,847.98
Additional Expenditures:	
PA Municipal Retirement System:	\$ 8,473.00
Newport Volunteer Firemen’s Relief Association	\$ 6,947.97
Estimated Balance October 31, 2024:	\$ 192,784.23
Liquid Fuels Account Balance October 1, 2024:	\$ 66,318.09
Outstanding Bills presented for payment:	\$ 82.41
Estimated Expenses for balance of October:	\$ 1,500.00
Estimated Balance October 31, 2024	\$ 64,735.68

MOTION: Cl’m Halstead moved, seconded by Cl’m Dudley to approve October’s Financial Report.
Motion carried.

Abstained: Cl’m Fickes, Fire Relief Committee member

APPROVAL OF OCTOBER’S BILLS TO DATE: Treasurer Damiano

MOTION: Cl’m Dudley moved, seconded by Cl’m Halstead to pay the October bills presented for payment.
Motion carried.

SECRETARY’S REPORT: Secretary Damiano

1. Attended 3 webinars and 3 on-site events. Have 2 upcoming webinar and 1 on-site events at this time.
2. Updated the pay rates in The Hartford.
3. Working on the Municipal Opportunities for Retrofits and Energy Efficiency (MORE) Grant application.
4. The FHWA Form 536 is now due in June, 2025, not September, 2024.
5. Airgas, Inc. Account for Newport Borough has been approved. Oxygen gas is for the borough garage.
6. Ordered and received a new Minutes Book.
7. Intuit Quickbooks gave a Sales Tax credit of \$38.94, which gave the P-card a credit balance.
8. Petty Cash has been replenished, as authorized at the August 7, 2024 Regular Council Meeting.

Request Approval to receive a Donation of (2) Bank Safes with keys from Stain, Paint, Create, located at the former bank at 1 N. Second Street, Newport. Will also check to see if other non-profit organizations has a need of a safe.

MOTION: Cl’m Fickes moved, seconded by Cl’m Dudley to Approve accepting the Donation of (2) Bank Safes with keys from Stain, Paint, Create and inquiring with other local non-profits organizations to see if they have a need for a safe. Nay = Cl’m Halstead. Motion carried.

CODE ENFORCEMENT REPORT:

Code Enforcement Officer/Zoning Officer Position

President Shope and Vice President Fickes has started the interviewing process and will provide an update at the Mid-Month Meeting.

CODE ENFORCEMENT COMMITTEE: Cl'm Bucher

No meeting. No report.

ORDINANCE COMMITTEE: Cl'm Leach

Ordinance #387: Amending Chapter 55 Shade Tree Commission

The Solicitor and Cl'm Halstead had differing opinions on Amending Chapter 55 Shade Tree Commission. Cl'm Halstead stated this ordinance is only being amended, not repealed. Cl'm Halstead stated §55.3 cannot be used twice. §55.5 needed to be added to include violations. Tabled until the solicitor attends the Ordinance meeting scheduled for Monday, October 21, 2024 at 6 pm.

PLAYGROUND COMMITTEE REPORT: Cl'm Halstead

1. Veteran's Memorial Park (VMP) Pathways Project completed.
2. The park bathrooms will be closed for the year after the Halloween Parade that is scheduled for Wednesday, October 23rd with a Rain date of Thursday, October 24th.
3. No other plans for the rest of the year.
4. The Ball Team meeting will be held in November.

FINANCE COMMITTEE REPORT: Cl'm Frownfelter

No meeting. No report.

WEBSITE/IT COMMITTEE REPORT: Cl'm Dudley

No meeting. No report.

MAYOR'S REPORT: Mayor Tice

Not present. No report.

OLD BUSINESS

Employee Policies

Cl'm Frownfelter was not present to give an update.

Increase Code Enforcement violations fines beginning January 1, 2025

The Code Enforcement Committee will review rates at their next meeting and bring back their recommendations to council.

NEW BUSINESS

State Aid Volunteer Fire Relief Association Revenue received \$6,947.97

The Volunteer Fire Relief Association state aid received is \$6,947.97. This amount needs to be approved to be passed through to the Newport Volunteer Fire Relief Association.

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to Approve \$6,947.97 to Newport Volunteer Fire Relief Association. Motion carried.

Abstained: Cl'm Fickes, Fire Relief Committee member

State Aid Receipt of Pension \$6,895.49

State Aid Receipt of Pension received is \$6,895.49. The Minimum Municipal Obligation owed is \$8,473.00. The State Aid of Pension in the amount of \$6,895.49 plus the difference of \$1,577.51 equals the amount owed for the Minimum Municipal Obligation of \$8,473.00.

MOTION: Cl'm Dudley moved, seconded by Cl'm Fickes to Approve Payment of \$8,473.00 to Pennsylvania Municipal Retirement System for the Minimum Municipal Obligation (MMO). Motion carried.

Bread of Life Outreach Donation Request

Bread of Life Outreach is requesting a donation to help with their Operational Budget Needs. The borough has been able to receive small office equipment and supplies, Emergency Management supplies, plus snacks and water at no cost from Bread of Life Outreach, which is a cost savings to the borough.

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to Approve a One Time Donation of \$300 to Bread of Life Outreach. Motion carried.

Patricia Bowers Treasurer Bond Renewal November 5, 2024

Pat Bowers' Treasurer Bond is due for renewal on November 5, 2024. This bond is necessary in order to perform any Treasurer functions for the borough. She has not been to the borough office in about 6 months, but there is no one currently qualified if the present secretary/treasurer cannot perform her duties. The Treasurer Bond is person-specific and cannot be transferred. Pat Bowers' Treasurer Bond for the Sewer Authority has not been renewed and a Retirement Party is planned for her on October 25, 2024. Cl'm Halstead wanted to ensure there was a backup plan in place for the borough, like an insurance policy. The council can explore other options for the future.

MOTION: Cl'm Halstead moved, seconded by Cl'm Leach to Approve the renewal of Patricia Bowers' Treasurer Bond renewal in the amount of \$443.75. Motion carried.

Alcohol Fees/Permits discussion

Cl'm Fickes gave examples of the Sidewalk Café Permit fees and Per Event with Alcohol Permit fee that need to be discussed and approved if council wants the fees to take affect on January 1, 2025.

Sidewalk Café Fees: Food (no alcohol) \$25.00 or \$0; Alcohol \$100.00

Per Event with Alcohol: \$50.00

Council tabled for discussion at the next council meeting.

Communications

1. Water Authority Minutes and Financials of August 13, 2024
2. Newport Borough Municipal Authority Minutes of August 22, 2024
3. PA Governor Executive Order 2024-03 – September 12, 2024 – Housing Action Plan and Addressing Homelessness.
4. The Liberty Tree Project: Little Buffalo State Park, Saturday, October 12, 2024; 3:30 pm; RSVP by October 5, 2024
5. America250PA-2024 Fall Reception Wednesday, October 16, 2024; 5:45 pm – 8:00 pm; RSVP by October 5, 2024; Cost: \$50.00 General Reception
6. Perry County Chamber of Commerce Networking Event; Humble Stitch, Newport; Thursday, November 7, 2024; 5 pm – 7 pm; No cost, but need to be pre-registered.
7. Perry County Chamber of Commerce Networking Event; Orrstown Bank, Newport; Thursday, December 12, 2024; 6 pm – 8 pm; No cost, but need to be pre-registered.
8. Citizen's Fire Company #1 of Newport 2024 Annual Fund Drive

Next Meeting Date: Tuesday, October 15, 2024, Mid-Month Budget Meeting at 7 pm

ADJOURNMENT: Cl'm Dudley moved, seconded by Cl'm Fickes to adjourn at 8:34 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer