

NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
November 5, 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, Penny Frownfelter, Tami Halstead, and Billie Dudley.

ABSENT: Mayor Stephen Tice

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano,
Luke Roman, Perry County Times,
Sandra Palmer

President Shope asked Cl'm Dudley 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 (Not Present)

SOLICITOR'S REPORT: William Dissinger (Not Present)

STREETS COMMITTEE REPORT: Cl'm Fickes/Supervisor Harris

Streets Report

1. Brush pickup, the first and third Monday of the month, will end for the year on Monday, November 18, 2024.
2. Leaf pickup is picked up daily.
3. Snowflakes will be put up on Monday, December 2, 2024.
4. Repainted crosswalks on 4th Street, 2nd Street, Walnut Street, and Third Street.
5. Installing new Stop Signs and One Way signs at the intersection of Peach & Dock Streets.
6. The park playground bathroom building has been winterized.

Decorative Light Poles

The Decorative Light Poles on the Square need to be inspected by an electrician and a quote obtained for repairs.

Caroline Street Run Stone Bridge

The stone bridge by the Terror Farm on Peach Street had some blocks cracked due to being hit by a truck. Will be mortared and fixed tomorrow.

Tire Quote and Ball Joint & Inspection Quote for Ranger truck

Deimler's Tire Service, LLC quoted \$90 per tire plus Tire Tax
Newport Auto quoted \$225.00 to replace the Ball Joint

MOTION: Cl'm Dudley moved, seconded by Cl'm Bucher to Approve the Purchase of (2) tires for the Ranger truck from Deimler's Tire Service, LLC, Shermans Dale, PA, which includes Mounting and Balancing and to Approve Newport Auto to replace the Ball Joint and perform inspection of the Ranger at a total cost for both services \$487.70. Motion carried.

Thank You Email

Received a Thank You email in appreciation for repairs to Caroline Street. The paving was actually Catherine Street.

SealMaster Invoice from 6/5/24; \$240.00 for additional repairs to Paint Machine

Cl'm Fickes would like to speak with SealMaster to find out the details of the \$240.00 before the invoice is paid.

Replacement Lightbulbs for Snowflake Decorations

The replacement lightbulbs were delivered, as approved at the October 15, 2024 Mid-Month meeting.

APPROVAL OF THE MINUTES: October 1, 2024 Regular Meeting Minutes & October 15, 2024 Mid-Month Meeting Minutes

MOTION: Cl'm Halstead moved, seconded by Cl'm Bucher to Approve the October 1, 2024 Regular Meeting Minutes and to Approve the October 15, 2024 Mid-Month Meeting Minutes. Motion carried.

TREASURER’S REPORT FOR NOVEMBER: Treasurer Damiano

Treasurer Damiano read the November Financial Report

Newport Borough General Account balance November 1, 2024:	\$ 157,075.23
ACH: Realty Transfer Tax: November 1, 2024	\$ 926.10
Deposit: November 5, 2024: NRPS VMP Pathways Project Match	\$ 12,430.00
Citizens Fire Co. No. 1 Fire Company-2024 Fire Tax:	\$ 19,143.29
Outstanding bills presented for payment:	\$ 5,197.93
Estimated Income for balance of November: EIT: \$10,000.00; Winter Municipal Agreement: \$3,964.84	\$ 13,396.84
Estimated Expenses for Balance of November:	\$ 26,846.12
Estimated Balance November 30, 2024:	\$ 133,208.83

Liquid Fuels Account Balance November 1, 2024:	\$ 64,784.92
Glenn O. Hawbaker-2024 Paving Project:	\$ 11,525.70
Outstanding Bills presented for payment:	\$ 1,678.23
Estimated Expenses for balance of November:	\$ 00.00
Estimated Balance November 30, 2024	\$ 51,580.99

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

APPROVAL OF NOVEMBER’S BILLS TO DATE: Treasurer Damiano

MOTION: Cl'm Halstead moved, seconded by Cl'm Fickes to pay the November bills presented for payment with the SealMaster check of \$240.00 being held, pending review, then release for payment. Motion carried.

SECRETARY’S REPORT: Secretary Damiano

1. Attended 6 webinars and 0 on-site events. Have 7 upcoming webinar and 2 on-site events at this time.
2. Submitted the Municipal Statistics Form 706B on October 2, 2024
3. Submitted the Municipal Opportunities for Retrofits and Energy Efficiency (MORE) Grant on October 3, 2024 for Insulation and Interior Metal Panels for the Borough Garage.
4. Signed a new Producer of Record Agreement for Kim Ly, AP Benefit Advisors LLC (Assured Partners), who acquired Don Jacobs Insurance. Deanna Bowers is the new agent.
5. Signed new Comcast agreements for Park and Borough Garage. Cost per account is now \$102.94.
6. Requested United Concordia Dental to extend the contract for a renewal date of January 1, 2025 to match the renewal date of the health insurance plan. The Underwriters have approved the extension.
7. Have online portal access to United Concordia.
8. October 23, 2024 was first payroll processed through Isolved, the payroll company that acquired Paytime.
9. Updated our contact email with the PA Liquor Control Board to secretary@newportboro.com. Had an obsolete email on record.
10. Submitted Unclaimed Property on 10/24/2024 for 2 Newport Police claims totaling \$30.00.

- 11. Completed an ERM-14 Form to the Pennsylvania Compensation Rating Bureau (PCRB) to update the Workers’ Compensation entity name from “Newport Borough and Newport Borough Municipal Authority” to “Newport Borough”. Also submitted a Classification Inquiry to confirm classifications used in both the borough’s Workers’ Compensation and the State Worker’s Insurance Fund (First Responders) rating.

Request to upgrade to Isolved Time and Labor Management Services to match the payroll component. The current Payentry Time Management system needs to be manipulated in order to import into Isolved. The price would be price-matched for 1 year, but there is a one-time \$202.40 Implementation Fee.

Council consensus was the implementation fee did not justify the cost compared to the employee count for payroll processing and was not necessary. Will keep the present time management component, Payentry.

Request to attend the Businesswomen’s Luncheon on December 11, 2024, 11:30 am – 1:00 pm at the Perry County Chamber of Commerce Office, New Bloomfield. These off-site events have been approved in the past, but there would be no secretary in the office between those hours, but would return to finishing the day in the office. Was asked if there were any other off-site events during office hours. There are none so the consensus is that there is no issue with leaving the office unattended for a few hours and then returning to finish the day.

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 Final Adoption

The Ordinance Committee meeting was cancelled for Monday, October 21, 2024, but Cl’m Halstead explained that Ordinance #387 was properly advertised and ready for adoption. She reiterated the purpose of amending the Chapter 55 Shade Tree Commission.

MOTION: Cl’m Halstead moved, seconded by Cl’m Dudley to Adopt Ordinance #387: Amending Chapter 55 Shade Tree Commission. Motion carried.

PLAYGROUND COMMITTEE REPORT: Cl’m Halstead

- 1. Veteran’s Memorial Park (VMP) Pathways Project completed.
- 2. The park bathrooms are closed for the year.
- 3. The water is shut off.
- 4. The Ball Teams are finished for the year. Softball’s opening day is April 12, 2025 and Baseball’s opening day is April 19, 2025.
- 5. Ball teams would like to reconstruct the outfields and purchase new scoreboards. Possible grants can cover those costs.

FINANCE COMMITTEE REPORT: Cl’m Frownfelter

No meeting. No report.

WEBSITE/IT COMMITTEE REPORT: Cl’m Dudley

No meeting. No report, but will check with SelecTec for new contract.

MAYOR’S REPORT: Mayor Tice

Not present. No report.

OLD BUSINESS

Increase Code Enforcement violations fines beginning January 1, 2025

The Code Enforcement Committee reviewed rates and have suggestions for new fees, but the current Ordinance Chapter 237 Vehicles and Traffic has fees stated within the ordinance. Cl'm Halstead stated the ordinance needs to be updated to state fees will be set from time to time by Resolution. A separate resolution would need to state the ticketing structure. The Ordinance Committee will need to review Chapter 237 Vehicles and Traffic and make the necessary recommendations to council as the first steps to be able to increase the Code Enforcement violations.

Some suggested fines:

1. Non-permitted Handicap space with sign: Minimum \$50 Max \$200.
2. Permitted Handicap space: \$25.00
3. Fire Hydrant: \$25.00

Sidewalk Café Permit

\$ 00.00	Non-Alcohol
\$ 100.00	Alcohol
\$ 50.00	Per Event that has Alcohol

Will need to create a Resolution to adopt Sidewalk Café Permit fees.

Budget

New updated worksheets were distributed with Year-to-Date Income and Expenses. A brief discussion was held on the ARPA checking account now that the funds have been spent on paving, as the ARPA funds had to be spent or designated by December 31, 2024. There is a balance of \$201.31. Can the account be renamed? Will need to check the available options.

NEW BUSINESS

Local Share Account (LSA) Grant Resolution #16-24

In order to submit the LSA Grant for the Borough Maintenance Garage Insulation and Interior Metal Wall Panels, a Resolution has to be approved with the grant amount that was derived from quotes submitted for the project.

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve Resolution #16-24 request a Statewide Local Share Assessment grant of \$124,300.00 from the Commonwealth Financing Authority to be used for Installation of Interior Insulation and Metal Wall Liner Paneling for the Newport Borough Maintenance Garage. Motion carried with 7 Yeas and 0 Nays.

Municipal Risk Management Workers' Compensation Pooled Trust Resolution #17-24

Municipal Risk Management Workers' Compensation Pooled Trust, the new Workers' Compensation carrier, requires a resolution authorizing participation in the pooled trust.

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to Approve Resolution #17-24 authorizing participation in the Municipal Risk Management Workers' Compensation Pooled Trust. Motion carried with 7 Yeas and 0 Nays.

Glenn O. Hawbaker's payment for Paving 2024

Project Locations:

1. Spruce Street from Market to Walnut
2. Catherine Street from 4th to Penn Avenue
3. Peach Street from Market to Walnut

\$76,525.70	Total Project Cost
\$65,000.00	ARPA Funds
\$11,525.70	State Aid Liquid Fuels

MOTION: Cl'm Fickes moved, seconded by Cl'm Dudley to Approve Payment to Glenn O. Hawbaker for Paving: \$65,000.00 from ARPA Funda and \$11,525.70 from State Aid Liquid Fuels = \$76,525.70. Motion carried.

2025 Local Planning Assistance Program

Perry County Planning Commission (PCPC) and Tri-County Regional Planning Commission (TCRPC) have a Local Planning Assistance Program (LPA). Level 3 costs \$600.00 that give the municipality 12 Contracted Staff Hours of municipal planning advisory service.

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to Approve to Enroll in Level 3 Local Planning Assistance Program at a cost of \$600.00. Motion carried.

Citizen's Fire Company #1 2024 Fire Tax

MOTION: Cl'm Halstead moved, seconded by Cl'm Dudley to Approve to payment of \$19,143.29 to Citizen's Fire Company #1 for the 2024 Fire Tax. Motion carried.

Abstained: Cl'm Fickes due to being a fire company member.

Softball Field: Broken Water Pipe

Cl'm Dudley would like to have the broken water pipe to the softball field fixed. The water is currently shut off at the pit. Exact location of the break is unknown at this time. The softball team would like water access to the field. Cl'm Halstead suggested a new water hookup elsewhere where it is contained and locked, such as the building behind the dugout on the 3rd Baseline.

Cl'm Fickes will check with Justin from the Water Authority to see if they can try to locate the water line break.

Communications

1. Water Authority Minutes and Financials of September 10, 2024
2. Newport Borough Municipal Authority Minutes of September 26, 2024
3. Orrstown Bank/Peoplesbank Merger Updates
4. Thank You card: Bread of Life Outreach
5. PA Liquor Control Board: Transfer Application Notification LID No. 128642 License No. R19250: Ansh Shah
6. Pennsylvania Municipal Retirement System: Notice to increase interest rate to 5.50%; Will decrease MMO

Next Meeting Date: Tuesday, November 19, 2024, Mid-Month Budget Meeting at 7 pm

ADJOURNMENT: Cl'm Dudley moved, seconded by Cl'm Frownfelter to adjourn at 8:20 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer