

NEWPORT BOROUGH COUNCIL
REGULAR MEETING MINUTES
December 17, 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, Penny Frownfelter, and Billie Dudley

OTHERS PRESENT: Newport Borough Secretary Shelly Damiano, Mayor Stephen Tice

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

President Shope announced that the meeting was being recorded.

AMENDMENTS TO THE AGENDA: Add to New Business:

12. Dirt, Gravel & Low Volume Road Maintenance Grant
13. Water Authority Appointment
14. Newport Borough Fire Company Committee special meeting at Borough Building

GUESTS: None

PUBLIC COMMENT: Susan Turnbaugh via Written Statement dated December 17, 2024
Secretary Damiano read the statement below to the borough council.

Unable to attend meeting tonight.

*Feel there is a need for full-time ordinance officer. Many ordinances in borough completely ignored –
Parking – animals – trash – etc.*

It is well known there is no enforcement so the feel – NO BIG DEAL.

PAY MID-MONTH BILLS:

MOTION: Cl'm Halstead moved, seconded by Cl'm Frownfelter to Approve paying the mid-month bills.
Motion carried.

OLD BUSINESS

Verify 2025 Meeting Times/Dates for Corrections

The 2025 Council and Committee Dates were approved to be advertised at the December 3, 2024 Regular Council Meeting. There were some adjustments to dates and times after the meeting.

MOTION: Cl'm Fickes moved, seconded by Cl'm Bucher to Approve the Corrections to the Council and Committee Meeting Dates and Times for Advertising. Motion carried.

Isolved Time Management Module

At the November 5, 2024 Council Meeting, council was presented with the Isolved Time Management Module. At that time council decided to keep Payentry, the current time management module, due to the cost of the Implementation Fee of \$202.40 and the Price Match was only for only 1 year. Bridget Moriarty, Migration Specialist for Isolved, stated in her email that due to Newport Borough being migrated to the Isolved platform, there would be no implementation fee, current pricing will stay the same, and the Executive team determines when there will be a pricing increase, with notification. A migrated account with an existing service would not be considered an upgrade in our services, as the salesperson inaccurately stated. There is no guarantee to access to the current Payentry software beyond January 2025.

All employees would need an individual email for the Isolved Time Management Module. Not everyone has a newportboro.com email and there would be an additional cost associated with adding additional borough email accounts. If personal emails are permitted, council gave permission to go ahead and set up the new Isolved Time Management Module.

MORE Grant update

Municipal Opportunities for Retrofits and Energy Efficiency (MORE) Grant was executed by the Pennsylvania Department of Environmental Protection in the amount of \$50,000. The first quarterly report is due January 5, 2025. Council will review the qualifying companies quotes for a Level 2 Commercial Energy Audit and a Facility Conditions Assessment at the January 7, 2025 meeting.

NEW BUSINESS

Approval to Adopt the 2025 General Fund Budget

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Dudley to Approve to Adopt the 2025 General Fund Budget.
Nay: Cl'm Christian Fickes. Motion carried.

Approval to Adopt the 2025 State Aid Budget

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve to Adopt the 2025 State Aid Budget. Motion carried.

Resolution #19-24: 2025 Tax Rate

| | | | | | |
|-------|-------|-----------------|---------|-------|----------------------------|
| 3.98 | mills | Real Estate | 153 | mills | Occupation (OCC) |
| .0361 | mills | Fire Protection | | | |
| 4.341 | mills | Total | \$10.00 | | Per Capita – Each Taxpayer |

MOTION: Cl'm Dudley moved, seconded by Cl'm Halstead to Approve Resolution #19-24 2025 Tax Rate. Motion carried.

Gibson-Thomas Engineering Company Inc.: 2025 Rates

The 2025 Fees and Schedule of Charges for Gibson-Thomas Engineering was distributed. Phillip Brath is currently the Municipal Services Engineer.

Newport Softball

Cl'm Dudley, also a softball board member, consulted with council on the use of the borough office for the December 29, 2024 softball board meeting as the ambulance building is unavailable on that date.

Council members had concerns about the inability to secure the municipal office separately from the conference table space. Mayor Tice stated that the use of a public building can be requested by any organization for the betterment of the public with discretion determined by council. Consensus was Cl'm Dudley could have the softball board meeting on December 29, 2024.

Solicitor Request For Proposal (RFP)

Salzmann Hughes, P.C. Attorneys at Law, Camp Hill, submitted a Solicitor Proposal, as requested by Cl'm Halstead. A meeting with Elizabeth Kramer and E. Lee Stinnett II, representatives from the firm, can be arranged to discuss the solicitor proposal. Cl'm Halstead will make arrangements for the meeting.

Ratify Christmas Bonuses for 2 additional borough employees @ \$100.00 each

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve to Ratify the Christmas Bonuses for 2 additional borough employees at \$100.00 each. Motion carried.

Bonus Calculation Data Sheet

The Bonus Calculation Data Sheet was distributed. The Labor Allocation states the bonus earnings calculated before taxes in order for the employee to receive the entire bonus amount. The Bonuses are included in the December 18, 2024 payroll.

Woodchipper

Cl'm Fickes, Streets Roadmaster, found a Woodchipper on Facebook Marketplace located in Duncannon, PA. The green 2021 Mower King, model BX52G, has a 3-point hitch that will fit the tractor. Seller will sell to the borough for \$1,000.00. Cl'm Fickes and Streets Supervisor, Cody Harris, will check out the woodchipper to confirm it is the correct fit. Cl'm Fickes will report back to council concerning the woodchipper at the January 7, 2025 meeting.

Perry County EMS Workshop

Perry County EMS Workshop for District 3 & 4 will be held at the Newport High School Cafeteria on Tuesday, January 21, 2025, beginning at 6:30 pm. The workshop would like 3 council members to attend. Cl'm Penny Frownfelter, Cl'm Tami Halstead, and Cl'm Greg Shope expressed they are interested in attending.

Snowplow Operator: Part Time – On Call

Cl'm Fickes would like to step down from being an On Call Snowplow Operator. Cole Alleman emailed interest for the Part Time/On Call Snowplow Operator position. Cl'm Shope, Cl'm Fickes, and Supervisor Cody Harris will interview Cole Alleman.

Dirt, Gravel and Low Volume Road Grant

Cl'm Halstead, the ESM Certified person who is responsible for project design and oversight, informed council the Dirt, Gravel & Low Volume Road Maintenance Grant awarded Newport Borough \$181,765.00 for Front Street, Oliver Street, and to the Caroline Street run and includes the parking lots and access road at the park. This grant is for roads with under 500 cars a day.

- January 2, 2025 Meeting at the borough office to sign the contract.
- January 13, 2025 50% of Grant funds will be distributed to the borough

Cl'm Halstead would like approval to move forward on the grant award and would like to open a PLGIT account to manage the grant funds. Cl'm Fickes thanked Cl'm Halstead for her efforts in securing the grant for the borough and her creative use of her drawings.

MOTION: Cl'm Fickes moved, seconded by Cl'm Dudley to Approve the Dirt, Gravel & Low Volume Road Maintenance Grant in the amount of \$181,765.00 and to open a PLGIT account for those grant funds. Motion carried.

Water Authority Appointment

Louis Warner submitted a Letter of Interest to serve on the Newport Borough Water Authority.

MOTION: Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve Louise C. Warner to the Newport Borough Water Authority to fill the vacancy of John McNaughton, set to end on January 1, 2026, due to his resignation. Motion carried.

Newport Fire Company

Cl'm Fickes, also a Newport Fire Company member, consulted with council on the use of the borough office for a special fire company decorating committee meeting to inspect the borough owned partonic decorations, as approved at the November 19, 2024 council meeting, for use in the fire company's 100th anniversary in 2025. Consensus was Cl'm Fickes could hold a special fire company decorating committee meeting at the borough office.

Next Meeting Date: Tuesday, January 7, 2025 Regular Meeting at 7 pm

ADJOURNMENT: Cl'm Fickes moved, seconded by Cl'm Dudley to adjourn at 7:55 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,
Secretary/Treasurer