

**NEWPORT BOROUGH COUNCIL**  
**REGULAR MEETING MINUTES**  
**February 4, 2025**

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, and Tami Halstead.

**OTHERS PRESENT:** Newport Borough Secretary Shelly Damiano, Mayor Stephen Tice, Jesse Babcock-Newport Borough Code Enforcement/Zoning Officer, Elizabeth Kramer-Municipal Solicitor, Phil Brath-Municipal Engineer, Frank Campbell-Newport Revitalization Preservation Society (NRPS) Luke Roman-Perry County Times, Eugene Alex, Rachel Flickinger, Don Failor

**ABSENT:** Billie Dudley

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:**

New Business

6. Perry County Planning Commission: Picture Perry Comprehensive Plan: Action Items Update checklist
7. Personnel Committee

**GUESTS:** Frank Campbell-NRPS

The 2025 Newport Schedule of Events was presented to council for discussion.

DATE            EVENT

06-07-25 Discover Newport/Food Truck Festival  
06-14-25 Movies in the Park, Newport Veteran's Memorial Park (NVMP)  
07-12-25 Block Party on the Square; Movie in the Square  
07-27-25 to 08-02-25 Citizens #1 Fire Company 100<sup>th</sup> Anniversary Celebration  
08-05-25 National Night Out, NVMP  
08-09-25 Movies in the Park, NVMP  
10-04-25 Canal Day  
11-07-25 Ladies Night Out  
11-28 & 11-29-25 Black Friday/Small Business Saturday  
12-06-25 Christmas Tree Lighting

Council had concerns over the July 12, 2025 Movie in the Square event due to the request to shut off the streetlights, which would create a safety issue. The movie screen would be set up between Bittings and the senior center on 2<sup>nd</sup> Street. Vehicles would be parked at the end of the street that is closed and, if shutting off the streetlights was not feasible, another option would be to shield the lights that reflect toward the projector. Cl'm Halstead and Cl'm Fickes plus Mayor Tice explicitly expressed that they did not feel this was a viable solution and it did not sit well with them having children and families so close to Market Street, which is a state highway that would remain to thru traffic for the entire event.

Frank stated that the Block Party attracts visitors into town and draws a large crowd. The Movie in the Square will be an addition to the Block Party.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve the 2025 Newport Schedule of Events, excluding Movie in the Square on July 12, 2025, in which the movie location is To Be Determined (TBD).  
Motion carried.

Frank will need to return to council for approval of the July 12, 2025 Movie night.

Ghost Sign Artwork Project

NRPS requested approval of a 15’ x 20’ “ghost sign” style artwork to be created on the side of the building located at 221 Market Street, which is adjacent to the Newport Borough office parking lot. The building is owned by Mike McNaughton with The Podium Awards as the business at that location. The artwork would be installed by Harrisburg artist, Jeff Copus, and the project is planned to be completed by August, 2025. This collaborative effort consisting of NRPS Downtown Main Street Committee, Perry County Economic Development Authority, Perry County Council of the Arts, and the building owner, Mike McNaughton, would all be collectively responsible for deciding the mural design together. This project would be funded through a grant from the National Endowment of the Arts.

Council would like to see a historical theme with no advertising.

**MOTION:** Cl’m Frownfelter moved, seconded by Cl’m Fickes to Approve the Ghost Sign Artwork Project to be created on the side of 221 Market Street subject to review from the solicitor and Code Enforcement/Zoning Officer. Motion carried.

(2) under counter Safes from former First National Bank, Newport, on the Square

Frank Campbell stated that NRPS would take both safes, but he is waiting for Moyers Lock and Security to confirm available lock options due to the donation of the safes to the borough did not come delivered with the keys, but originally was told the keys were included when made available to the borough. Some council members felt there was no need for these safes and donating them to NRPS was a good option.

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Bucher to Approve donating the (2) safes to NRPS. Motion carried.

**Resolution #02-25 Newport Borough Banners 2025**

Banner size: 4’ x 20’      Suspended across SR34 at a height of 17’6” above highway

Banner Message

Discover Newport EAT SHOP EXPLORE  
Newport Fire Company 100<sup>th</sup> Anniversary  
Family Fun Day  
Newport Canal Day  
Turkey Trot

Suspension Dates

May 9 – June 7, 2025  
July 5 – August 2, 2025  
August 15 – September 13, 2025  
September 15 – October 4, 2025  
October 29 – November 27, 2025

**MOTION:** Cl’m Halstead moved, seconded by Cl’m Frownfelter to Approve Resolution #02-25 Newport Borough Banners 2025. Motion carried.

**PUBLIC COMMENT:** Don Failor, owner of Blue Buffalo Tavern LLC, Newport

The historic building, located at 57 N. 2<sup>nd</sup> Street, Newport, was built in 1835. Mr. Failor wanted to express to borough council that Building Inspection Underwriters of Pennsylvania, Inc. (BIU), the building inspector used by Newport Borough, was holding up the restaurant from opening due to wanting the premises to be up to current code before issuing an Occupancy Permit as BIU considered it an abandoned building, and a change of use becoming a restaurant. A Building Permit was not issued by the borough. Mr. Failor contends that the opening of the restaurant would create improved property values, but requiring all current code regulations would alter the character and historic features of the 1835 structure.

Mr. Failor stated that several inspections have already been completed or will be completed, such as electrical, grill hood, fire suppression, and the Department of Agriculture were viewing the building. An architect has prepared a plan with safety upgrades that will be completed tomorrow by 3 pm. Mr. Failor does not want to wait another 6 months to open the restaurant. He could walk away from the project, but he would really like to open his restaurant as soon as possible.

In closing, council members thanked Mr. Failor for coming in to explain the updates on the Blue Buffalo Tavern and are looking forward to a new establishment opening in Newport.

**Executive Session**

Moved further down in the agenda.

**APPOINTMENTS**

Trevor Kaufman submitted his resignation letter from the Newport Borough Water Authority. Billie Dudley had previously submitted a Letter of Interest for the Newport Water Authority.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to Accept Trevor Kaufman's resignation from the Newport Borough Water Authority and Appoint Billie Dudley to the Newport Water Authority for the remainder of Trevor Kaufman's term. Motion carried.

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

Streets Report

1. Load of salt ordered and received should last through the winter.
2. Ordered a new snowplow blade for the GMC. Will cost about \$130.00.
3. A Dollar General truck took out a street sign at 4<sup>th</sup> and Gantt, struck a shed, and several pipes on nearby properties. Waiting for the police report.
4. Will start clearing Front Street of trees, limbs, branches, etc. when weather breaks.
5. Snowflake lights will be taken down the week of February 24, 2025.
6. First brush pickup will be April 7, 2025.

Old Air Compressor/Scrap Metal

Several metal items, including an old air compressor and a welded broken light post, can be sent to the scrap yard to be recycled. Cl'm Fickes will provide his trailer, and the money received for the scrap can be deposited into the borough account.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Leach to Approve taking a load of scrap to the scrap yard, including an old air compressor and a broken light post using Cl'm Fickes' trailer. Motion carried.

Ranger pickup

The Ranger budget is currently under Code Enforcement, but the Streets Department is the only ones to use the vehicle. The Streets Roadmaster, Cl'm Fickes, like to move the Ranger from Code Enforcement budget to the Streets budget.

**MOTION:** Cl'm Fickes moved, seconded by Cl'm Leach to Approve moving the Ranger from Code Enforcement budget to Streets budget. Motion carried.

No Trucks signs

Mr. Eugene Alex, a resident of Newport Borough, wanted to further address to borough council the Dollar General tractor trailer incident that happened on January 22, 2025 on N. 3<sup>rd</sup> Street. The semi hit a garage building that detached 3' off its foundation. The narrow bridge has been scraped many times by big delivery tractor trailers. Mr. Alex would like to see No Truck signs installed and he wanted to make council aware of this issue on N. 3<sup>rd</sup> Street.

Cl'm Fickes explained that currently the ordinance states No Trucks on 2<sup>nd</sup> & Walnut. No Trucks signage is not enforceable at the location being requested. The Vehicle and Traffic Ordinance needs to be updated with streets needing No Trucks signage. The mayor stated he will speak with Dollar General corporation.

Phil Brath, the municipal engineer, stated most truck restrictions need a traffic study and a form needs to be completed with the width of the bridge and the material the bridge is constructed with. Local deliveries are allowed.

Part Time Snowplow Operator Applications

Will discuss during Executive Session

**ENGINEER'S REPORT:** Phil Brath  
Dirt, Gravel and Low Volume Road Grant Project Update

Drainage & paving improvements: Front Street, Borough Park parking lots, including swale along Railroad property

- 1) Survey planned for next week, weather dependent.
- 2) Need design for drainage improvements after survey is complete.
- 3) Looks to be an April start date, not March, as originally planned.

Market & 6<sup>th</sup> Street: HATS Curbs, Sidewalks & Drainage Improvements

- 1) PennDOT is getting Subsurface Utility Engineering to verify utility location and depth.
- 2) Design Field View meeting on site scheduled for 2/27/25 at 10:00 am.
- 3) Working through funding issues.
- 4) Market & 6<sup>th</sup> Street is planned for March of 2026.

4<sup>th</sup> Street from Market to Fickes

- 1) Meeting on Monday, 2/24/25, with PennDOT contract Project Manager. Discussion to include TIP funding, design and Letting requirements, etc.
- 2) TIP funding, \$520,000.00, need to move on the project. Matching funds are secured.
- 3) Coordinating with CI'm Tami Halstead on curb ramps and sidewalk replacement design. Watching costs to determine if scaling work will be necessary.

Front Street Project

Streets crew will be working on clearing brush from Oliver to Walnut on Front Street to clear railroad bank, which is not a part of the project.

**SOLICITOR'S REPORT:** Elizabeth Kramer; Salzmann Hughes, P.C.

The new solicitor enquired if borough council wanted a "Kick Off" meeting, but council decided not to and proceeded to go over the priority issues that they would like her to work on.

Blighted Properties

1. 55 S. 2<sup>nd</sup> Street
2. 499 N. Front Street

Basic Steps on Plighted Properties for Demolition

- 1) Notice on door
- 2) Court of Common Pleas
- 3) Cost leaned onto the property
- 4) Owner will be served if not responsive
- 5) Certified mail needed to move forward

Personnel Policy review

Would like solicitor input.

Records Destruction Resolution Policy

Solicitor stated an underlying resolution indicating the borough will follow the Municipal Records Retention Schedule needs to be approved first and then that resolution would be referred back to when destruction of documents needs to be done.

Point of Contact to Solicitor

Council President will be point of contact to the solicitor.

BIU and Don Failor

CI'm Frownfelter asked about the conflict of interest between BIU and Don Failor. CI'm Halstead stated that Perry County Council of Governments has a Board of Appeals. SEDA-COG stands for Susquehanna Economic Development Association Council of Governments, in which Perry County is one of the 11 southeast counties that are part of the public development organization that serves Central Pennsylvania. There are 30 participating municipalities that use BIU while Marysville withdrew.

**APPROVAL OF THE MINUTES:** January 7 Regular Meeting Minutes

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to Approve the January 7, 2025 Regular Meeting Minutes. Motion carried.

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

**Treasurer Damiano read the December Financial Report**

Newport Borough General Account balance February 1, 2025:	\$ 132,429.67
Deposit: February 4, 2025	\$ 15.00
Deposit: February 4, 2025	\$ 425.00
Deposit: February 4, 2025	\$ 350.45
Outstanding bills presented for payment:	<b>\$ 15,707.38</b>
Estimated Income for balance of February: EIT: \$10,000.00	\$ 10,000.00
Estimated Expenses for Balance of February:	<b>\$ 29,184.02</b>
Estimated Balance February 28, 2025:	\$ 98,328.72
Liquid Fuels Account Balance February 1, 2025:	\$ 48,269.32
Outstanding Bills presented for payment:	<b>\$ 2,972.07</b>
Estimated Expenses for balance of February:	<b>\$ 1,500.00</b>
Estimated Balance February 28, 2025	\$ 43,797.25

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

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

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Bucher to pay the February’s bills presented for payment. Motion carried.

**SECRETARY’S REPORT:** Secretary Damiano

1. Attended 5 webinars and 0 on-site events. Have 1 upcoming webinar and 1 on-site events at this time.
2. Completed the following reports:
  - a. DCED-CLGS-2565: 2025 Municipal Tax Information Form
  - b. Public Utility Realty Tax (PURTA)
  - c. DCED-CLGS-19: 2025 Municipality Report of Elected and Appointed Officials
  - d. AG-385: Certification of Uniform and Non-uniformed Employees
  - e. DCED-CLGS-69: 2024 Survey of Financial Conditions
  - f. MS-965: Actual Use Report of State Funds (Liquid Fuels)
  - g. 2024 Annual Floodplain Management Report
3. The 2026 Municipal Tax Information Form will be due by December 1, 2025 due to the increase of the Tax Collector commission to 5% in 2026, which was already approved by Resolution #12-24 on July 2, 2024.

Isolved: Adaptive Employee Experience by ZayZoon

This is a prepayment of wages service for the employees. No cost to the employer and the employee would pay the \$5 service fee for use of service, if they choose to use the option. Employer can opt out but must do so by 2/26/25. Cl'm Fickes spoke with the employees, and they would like to have the option of utilizing this service. Borough council will let the option go into effect.

Disposal of unusable Code Enforcement shirts and outdated software/hardware

The code enforcement officer can cut out the name, make rags out of the material for the Streets crew to use.

Cl'm Fickes stated that the outdated Quickbooks software can just be destroyed without needing a record of destruction. In case there is data stored on the hard drive, a magnet will be used to erase the information. All obsolete hardware will be disposed of. The GPS unit will be kept.

**CODE ENFORCEMENT REPORT:** Mayor Tice

1. 4 Warnings
2. 2 Parking Tickets issued: (1) parking ticket paid & (1) parking ticket not paid
3. 3 Letters of Violations sent: (2) Ten Day Notices & (1) Thirty Day Notice
4. Out of Compliance Letters being sent to landlords not reporting Landlord/Tenant Forms
5. Property Maintenance citation issued to 422 N. Market Street
6. Aware of vehicle without inspection or valid plate

Mayor Tice is instructing the new code enforcement officer, Jesse Babcock, how the process works.

Jesse Babcock, the new Code Enforcement/Zoning Officer was formally introduced to the council members present.

**CODE ENFORCEMENT COMMITTEE:** Cl'm Bucher

No meeting. No report.

**ORDINANCE COMMITTEE:** Cl'm Leach

No meeting. No report.

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

Nothing new to report.

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

No meeting. No report.

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

Obsolete electronics to be disposed of accordingly.

**MAYOR'S REPORT:** Mayor Tice

Reported under Code Enforcement Report

**OLD BUSINESS**

**MORE Grant**

The President of Council, Greg Shope, needs to sign the 2 agreements for AEI to complete a ASHRAE Level II Energy Audit for \$5,500.00 and a Facility Conditions Assessment for \$3,500.00.

**Hometown Heros: Pennsylvania State Association of Boroughs (PSAB Conference)**

Cl'm Halstead has given the thumb drive to Artistic Image. Will have about 30 veterans and Cl'm Fickes has additional photos. The thumb drive will be picked up at the end of the week.

**Safes**

Safes discussed under Guests: Frank Campbell-NRPS

**NEW BUSINESS**

**Perry County Conservation District (PCCD): Pledge towards 2025 Electronics Recycling Collection**

Keep Perry County Beautiful: E-cycling Collection will be held on the new date of Saturday, April 19, 2025 at the Perry County Newport Fairgrounds 10 am – 1 pm. Perry County residents would pay \$1 cash per item, but specialty items will have an additional fee. PCCD is requesting municipalities to Pledge a donation of \$250 to help support this event. Cl'm Fickes stated he had an issue with the borough giving a donation then charging the residents a fee. Many of the council members agreed. No donation will be given.

**PSAB Annual Conference: June 1-4, 2025; Hershey, PA**

Registration for the conference will be opening soon. Inform the borough secretary if you would like to attend. Early Bird Registration ends April 24, 2025.

**PSAB Annual Conference Voting Delegate**

Cl'm Tami Halstead has been Newport Borough's voting delegate in the past. Borough council agreed to approve Tami Halstead as the Newport Borough Voting Delegate as she will be at the conference on Wednesday, June 4, 2025.

**2025 Calendar of Events**

Cl'm Halstead presented a preliminary Newport Borough 2025 Events Calendar. Will need more information from the fire company, school, and the ball teams. Will bring back a revised 2025 copy to the March meeting.

**Cumberland Valley Volunteer Firefighters Association (CVVFA)**

Citizens Fire Company No. 1 of Newport, PA, will be both celebrating their 100<sup>th</sup> Anniversary and will be the host to the 124<sup>th</sup> Annual Convention during the week of July 27 – August 2, 2025. The fire company is requesting Newport Borough to sponsor an ad in the Convention/Ad Book.

**MOTION:** Cl'm Frownfelter moved, seconded by Cl'm Halstead to Approve to place a \$100.00 full page ad in the 124<sup>th</sup> Annual Convention/Ad Book of Cumberland Valley Volunteer Firefighters Association. Motion carried.

**Abstain:** Cl'm Christian Fickes due to being a member of Citizens Fire Company #1

**Amendments to the Agenda under New Business**

**Perry County Planning Commission Picture Perry Municipal Project Considerations**

Discussed the Picture Perry Municipal Project Considerations for Newport. Will ratify at March 4, 2025 Council meeting.

Cl'm Frownfelter stated that the electricity contract with Environ (formerly APPI Energy) is set to expire April 2026. The Sewer Authority will be hosting a Zoom meeting with Mike Stoller, Director of National Energy Portfolio with EMEX, a division of Mantis Innovation. He will explain the process/benefit of electricity auctions. The borough and the Water Authority are invited to join in on this informational session.

**Personnel Committee**

Will add a Personnel Committee to the March 4, 2025 Council meeting agenda.

**Executive Session: Personnel**

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Go Into Executive Session at 8:52 pm. Motion carried.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Come Out of Executive Session at 9:45 pm. Motion carried.

**MOTION:** Cl'm Halstead moved, seconded by Cl'm Frownfelter to Hire Jesse Babcock as a Part Time Snowplow Operator, as needed, at his Code Enforcement pay rate. Motion carried.

**Communications**

1. Water Authority Minutes and Financial Reports: December 9, 2024
2. Newport Borough Municipal Authority Minutes: December 23, 2024
3. Foundation for Free Enterprise Education Contributors Brochure
4. Newport Elementary PTO 5K Walk/Run April 26, 2025
5. Senator Greg Rothman letter
6. Perry County Planning Commission letter: Pivotal-Bretz Court Senior proposed construction of a 45-unit affordable housing building in neighboring Howe Township, PA.
7. BIU letter from Michael Gensemer, Regional Manager, explaining procedure when there is commercial construction, commercial alterations, and change in occupancy classification. Letter also outlines procedure when active construction without a permit is discovered.

**Next Meeting Date:** Tuesday, March 4, 2025, Regular Meeting at 7 pm

**ADJOURNMENT:** Cl'm Frownfelter moved, seconded by Cl'm Fickes to adjourn at 9:46 p.m. Motion carried.

Respectfully Submitted,

Shelly Damiano,  
Secretary/Treasurer