

Borough of Newburg Meeting Minutes January 7, 2019

The Newburg Borough Council met on January 7, 2019 at the Newburg Borough office with the following present: Mayor Melissa Negley, President Nathan Shoemaker, Richard Laughlin II, Amber Metcalfe, Secretary – Sara Rhine, Visitors: NHVFD, Tom Day.

The meeting was called to order by President Shoemaker 6:30pm.

Pledge of Allegiance

Minute Approval: President Shoemaker asked for a motion to approve the minutes for December 17, 2018 with four corrections. Switch noted minutes correction verbiage “motion from Vice President to President” to “President to Vice President”; add “has” after Mt Holly; remove semi-colon; add Zone Hearing Board to board appointments. Moved by Richard Laughlin II, seconded by Amber Metcalfe, and approved by all.

Visitors: NHVFD was present to provide the monthly call reports.

Borough Manager/Police Chief Tom Day was present from Mount Holly Springs to talk to Council regarding a part time police office.

Treasurer's Report: President Shoemaker asked for a motion to approve the treasurer's report and pay bills. Moved by Amber Metcalfe, Richard Laughlin II seconded, and approved by all. Sara Rhine to mail checks. President Shoemaker took the check for R&D Cleaning.

President Shoemaker asked for a motion to set up payroll for bi-weekly direct deposit for Sara Rhine. Moved by Amber Metcalfe, seconded by Richard Laughlin II, and approved by all.

President Shoemaker asked for a motion to pay the 2019 donations (NHVFD - \$3,000; Shippensburg EMS - \$1500; Fire Police - \$500). Moved by Richard Laughlin II, seconded by Amber Metcalfe, and approved by all.

Bond Paperwork still needs completed.

Mayor's Report:

Unfinished Business: Signatory Richard Laughlin II signed the credit card policy acknowledgment.

Landfill negotiations – Nothing new to report.

Zone Hearing Board – Sara Rhine has a letter prepared for Sharon Spencer but needs an address. Mayor Negley has S. Spencer's contact information and President Shoemaker called her. Sharon Spencer verbally agreed to another 3 year term on the zone hearing board. President Shoemaker asked for a motion to enact resolution 2019-01 appointing Sharon Spencer to the zone hearing board for a 3 year term. Moved by Amber Metcalfe, seconded by Richard Laughlin II, and approved by all.

Tax collector vacancy was discussed. Council has 30 days to appoint someone to the tax collector position from Jessica Wolfe's resignation of December 31, 2018. President Shoemaker stated that Shippensburg School District talked about Harry Killian being interested in collecting as he currently collects for Hopewell Township. Sara Rhine was instructed to reach out to solicitor Zach Rice about potential agreement with Harry Killian.

Rental occupancy reports were discussed. Council is aware of a few rentals that do not have up to date occupancy reports as the rental ordinance states must be completed within 10 days of the occupancy change. Sara Rhine stated that the rental license documents are ready and will be sent to the landlords this week.

Parking Tickets- It was confirmed that Code Enforcement Officers need to issue parking violations as usual and if there is a non-payment the citation form needs to be used. President Shoemaker asked for a motion to enact resolution 2019-02 assigning officer number CE1 to Melissa Negley and officer number CE2 to Sara Rhine. Moved by Richard Laughlin II, seconded by Amber Metcalfe, and approved by all.

President Shoemaker said that he noticed Curtis Avenue and other roads within the Borough that could use some resurfacing. Council asked Sara Rhine to reach out to Erik Vranich and ask about road preservation.

Landscape proposals will be received by January 14, 2019, no late bids will be accepted. Council will review the proposals at the next meeting.

Public Hearing was opened at 8:37 pm regarding Act 172. No public comment. Public hearing closed at 8:39pm. President Shoemaker asked for a motion to enact Ordinance 2019-01 Act 172. Moved by Richard Laughlin II, seconded by Amber Metcalfe, and approved by all.

New Business: President Shoemaker received a voice message from Dave Stump indicating that he will not be at the next meeting and that he will be resigning. Council suggested to be on the lookout for a new member.

Correspondence: N/A

Roundtable: N/A

The meeting was adjourned at 8:53 pm, on a motion made by Richard Laughlin, seconded by Amber Metcalfe, and approved by all.

Submitted by, Sara Rhine