

## **Borough of Newburg Meeting Minutes January 20, 2020**

The Newburg Borough Council met on January 20, 2020 at the Newburg Borough office with the following present: Mayor Melissa Negley, President Nathan Shoemaker, Amber Metcalfe, Richard Laughlin II, Secretary – Sara Rhine, Visitors: Solicitor – Zach Rice, Treasurer- Bonnie Aleshire, Brown and Walters Insurance – Clay McMath, Francis and Jessica Moore.

The meeting was called to order by President Shoemaker 6:34pm.

Pledge of Allegiance

**Visitors:** Clay McMath was present from Brown and Walters Insurance. Clay went over the supplemental documents and the governmental entity questionnaire. Clay stated that for the auto policy requires copies of drivers license and birth date for anyone who will be driving the truck.

**Minute Approval:** President Shoemaker asked for a motion to approve the minutes for January 6, 2020 with three corrections. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

**Treasurer's Report:** Bonnie provided the quarterly payroll returns for signatures, Sara will mail them out. Bonnie provided W-2's. Bonnie went over the reports and asked Council to review them and provide any feedback. President Shoemaker had two questions. President Shoemaker asked for a motion to approve the treasurer's report and pay bills. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

**Secretary's Report:** No code enforcement report at this time. Sara Rhine reached out to Southampton Township to excavate the park and they said March or April would be a better time and the ground will have thawed out. Rental License applications are already being returned (Herberlig, Boothe, Esh, Gibbons, Hartman, Wenger). Verizon phones at the office and the port transfer was completed on 1/15/2020. Sara is having some issues with setup but is working with Eric and Verizon technical support. Sara found two more issues with the cameras but Perry Yingling fixed them on 1/14/2020. Sara had Hawkins Construction out to review the porch and provide ideas and prices. Wickard Subdivision plan was finished and pickup by Mike Wadel on 1/15/2020. Sara talked with MDIA regarding the monthly report and the properties that are listed are in need of final inspection. NHJA left minutes on Sara's desk that stated Nathan Shoemaker was going to reach out to PennDOT to pay for the costs of the manhole recovery. Sara talked with PennDOT regarding the manholes that were covered up. PennDOT stated that the Authority would have been notified of the paving on the roads and it would have been their responsibility to provide the collars and if they never contacted PennDOT they would have covered up the manholes. PennDOT offered to mill them off this summer but it would be the Authority's responsibility to get the collars and pave. Sara asked if anyone has seen law enforcement out providing enforcement, Council reported that they haven't heard anything and asked Sara to reach out.

**Mayor's Report:** Mayor Negley reported that Helen Miller will be removing the sign and trailer sitting beside the shed. Ms Negley said that the teenagers asked if the borough would purchase a bus shelter for the memorial side of the greens. President Shoemaker asked what the bus route was and if it was possible to reroute. Mayor Negley confirmed the route and said she would reach out to Shippensburg Transportation Dept.

**Correspondence:** The office received two letters of interest for the open Council seat. Amber Metcalfe nominated Francis Moore, seconded by Richard Laughlin II, approved by all.

### **Unfinished Business:**

Solicitor RFP committee – Council suggested the committee consist of President, Vice President, and Mayor. President Shoemaker asked for a motion to create ad hoc committee for the interviewing process for the responses of potential solicitors. Moved by Amber Metcalfe, seconded by Francis Moore, approved by all. President Shoemaker asked for a motion to appoint committee members Mayor Negley, Council Vice President Metcalfe, and Council President. Moved by Richard Laughlin II, seconded by Francis Moore, approved by all. Amber Metcalfe to chair committee.

114 East Main St – Solicitor letter was received by Esh on January 2, 2020. Sara Rhine hasn't heard anything new.

Park Planning – Council discussed reaching out to park designer (Kevin at Recreation Resource) for new prices for the next meeting.

2020 Street Maintenance – President Shoemaker forwarded the 2020 street maintenance request (Birch Alley and High St., Curtis Ave. and High St., Locust Alley projects) to Erik Vranich and hasn't heard anything back.

Memorial Day Planning – Council has not heard anything regarding the next Memorial Day Committee meeting. Council discussed new flags and banner for RT641. Sara will have banner prices for next meeting. Council discussed noise during events in 2019. President Shoemaker asked for a motion to form Recreation Committee, Moved by Amber Metcalfe, seconded by Francis Moore, approved by all. Amber Metcalfe to chair committee.

Building Permit Review Process- President Shoemaker asked for a motion to automatically forward all building permits to Commonwealth Code Inspection Service. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

Parking Ordinance Review – President Shoemaker asked Zach Rice to provide two parking ordinances for Council to review at the next meeting.

North Newton Township returned the Intergovernmental Agreement asking for signatures and that we return a signed copy back to them.

Porch Remodel – Nothing new regarding hiring an architect.

Landfill Agreement – Second amendment was signed and returned after the last meeting, first payment will be in mid April.

**New Business:** Building Permit was received by the office 2020-001. President Shoemaker asked for a motion to approve building permit 2020-001 pending the review of Commonwealth Code Inspection Service. Moved by Richard Laughlin II, seconded by Francis Moore, approved by all.

**Roundtable:** Amber Metcalfe asked for the PSAB webinar information, she said she was getting the emails but they have stopped. President Shoemaker gave Amber the website details. Amber also asked for camera log in information and Sara gave her the instructions.

The meeting was adjourned at 9:50 pm, on a motion made by Richard Laughlin II, seconded by Amber Metcalfe, and approved by all.

Submitted by, Sara Rhine