

Borough of Newburg Meeting Minutes January 6, 2020

The Newburg Borough Council met on January 6, 2020 at the Newburg Borough office with the following present: Mayor Melissa Negley, President Nathan Shoemaker, Richard Laughlin II, Amber Metcalfe, Jessica Alleman, Secretary – Sara Rhine, Visitors: Solicitor – Molly Yingling, NHVFD, James Metcalfe, Gary Alleman.

Mayor Negley was sworn in to office.

The meeting was called to order by Mayor Negley 6:37pm.

Pledge of Allegiance

Secretary Sara Rhine did roll call. Melissa Negley – Present, Nathan Shoemaker – Present, Richard Laughlin II- Present, Amber Metcalfe – Present, Kathy Myers – n/a, Helen Miller – n/a.

Mayor Negley asked for nominations for Council President. Amber Metcalfe nominated Nathan Shoemaker no other nominations were received. Seconded by Richard Laughlin II, approved by all. Mayor Negley passed the gavel to President Shoemaker.

President Shoemaker asked for nominations for Vice President. Amber Metcalfe nominated herself, no other nominations were received. Seconded by Richard Laughlin II, approved by all.

Visitors: NHVFD was present to provide the monthly call report along with the year end report.

Reorganization: Motion to appoint bank signators Amber Metcalfe, Richard Laughlin II, Melissa Negley and enact resolution 2020-001. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Motion to enact resolution 2020-002 the fee schedule for 2020. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

Board Appointments: Motion to appoint Ken Rife to the Vacancy Board for a two (2) year term. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Motion to appoint Ingrid Kalb to the Newburg Hopewell Joint Authority to a five (5) year term. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Motion to appoint Jessica Moore to the Zone Hearing Board for a term of three (3) years. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Motion to appoint members to the Appeals Board. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Ken Rife – two (2) year term
Barry Starliper – one (1) year term
Jessica Moore – three (3) year term

Motion to approve the requirements for Newburg Hopewell Joint Authority volunteers and enact resolution 2020-003. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all. (Sara to update in two places)

Motion to enact resolution 2020-004 appointing Smith, Elliott, Kearns, & Co as Borough Treasurer. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Motion to enact resolution 2020-005 appointing Independent Auditor Jay Shuman. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

Motion to enact resolution 2020-006 2020 Record Disposition per Pennsylvania Record Retention Regulations, retaining all building permits and associated items. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Solicitor's Report: Molly Yingling was present and gave an update on 114 East Main St. A letter from their office was sent on 12/30/2019 via certified and regular mail.

Minute Approval: President Shoemaker asked for a motion to approve the minutes for December 16, 2019 with one corrections. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

Treasurer's Report: 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. Council discussed 2020 donations.

Motion to release 2020 donations for Shippensburg EMS and Newburg Fire Police as budgeted. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all

Secretary's Report: 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). Verizon phones are at the office and set up just waiting for the port transfer on Verizon's end. Issues that were found with the cameras were fixed by Perry Yingling. Sidewalk repayment plan has a balance of \$270 starting 2020. Sara contract two contractors to look at the office front porch. Wickard Subdivision plan fees were paid on January 6, 2020, we are ready to complete the necessary documents.

Mayor's Report: Christmas decorations will be taken down on January 9, 2020 weather permitting. It was confirmed that the icicle lights will stay up at the gazebo. Mayor Negley received a complaint regarding parking at 14 West Main, tenants are parking in coupe parking with a non compliant vehicle. It was also suggested to watch parking compliance at 103 East Main St.

Unfinished Business:

Landfill negotiations – Second Amendment was signed by President Shoemaker, will need a copy sent to Zach Rice.

Park Planning – Tabled for this meeting.

2020 Street Maintenance - \$60,000 was budgeted for 2020 street projects.

Project 1: Birch/High St. where the sidewalk ends its crumbling. Trench drains, curb ramps, sidewalk replacement - \$17,250. Additional pavement 20' x 50' would be an extra \$9,000. Talks of making it permit parking and getting bids as soon as possible.

Project 2: Water St. grates are collapsing \$1,000-1,500.

Project 3: Curtis Ave. and High St. will go back about 30' pull out old and replace \$15,800. Jessica Alleman said that section was replaced before.

Project 4: Crack sealing \$5,000.

Project 5: Locust Alley overlaying all 3" \$5,000.

Project 6: Sidewalks at the square \$100 per sqft.

Project 7: Repair shoulder \$6-7,000.

Motion to approve William FM Hill to prepare bid documents for Birch Alley and High St., Curtis Ave. and High St., Locust Alley projects. Moved By Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Motion to approve the purchase of grates for Water and Second St. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Solicitor RFP Review tabled until next meeting. Everyone to review proposals for next meeting.

New Business: Memorial Day Parade 2020 will mark the 90th year. President Shoemaker should be updated by the Memorial Day committee when the next meeting will be. Council would love to have the borough looking perfect for the celebration. Talks of purchasing a banner to go across RT641 for the parade. Council looking for ideas.

Building Permit process review. Sara Rhine asked Council about changing the building permit process. Sara suggested having Commonwealth Code Inspection Service review instead of Council for a more through review and faster turnaround time. CCIS would charge for review according to the time in each permit. We currently pay \$60 per hour. President Shoemaker asked for Council's authorization to review the MDIA process with solicitor and MDIA. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

Council reviewed Building Permit 2019-018 for roof replacement. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Correspondence: Sara Rhine presented Council with two letters of interest for the open Council seats. Motion to enact resolution 2020-007 appointing Jessica Alleman to Council for a two (2) year term. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all. Jessica Alleman was sworn in.

Smith Elliot Kearns & Co agreement was received and signed. Sara Rhine will returned copied to SEK. Bonnie asked Council to review the Tax and municipal reports. Motion to authorize the signing of the 2020 tax report. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all. Due to changes in Council the Municipal report will be held until the next meeting and it is not due until the end of January.

Motion to review subdivision plan and enact resolution 2020-008 adopting DEP planning module. Moved by Jessica Alleman, seconded by Amber Metcalfe, approved by all.

Roundtable: Sara Rhine asked for permission to purchase office supplies. Motion to approve the purchase of supplies not to exceed the annual budgeted amount. Moved by Amber Metcalfe, seconded by Richard Laughlin II.

Winter banners were installed in December as well as new rope for the Post Office flag pole and a \$20 was received. Motion to approve the rental of man lift for \$125. Moved by Amber Metcalfe, seconded by Richard Laughlin II, approved by all.

Motion to store the snow plow in Nathan Shoemaker's garage. Moved by Amber Metcalfe, seconded by Jessica Alleman, approved by all.

President Shoemaker asked to get an architect to review the front porch so that when we go to bid the project we are getting accurate prices. President Shoemaker talked about the goals for the year, update Zoning Ordinance and Comprehensive Plan, building permit revamp, rental of borough space ordinance, parking ordinance, purchase of shed and lawn care equipment to become self sufficient.

The meeting was adjourned at 9:45 pm, on a motion made by Richard Laughlin II, seconded by Amber Metcalfe, and approved by all.

Submitted by, Sara Rhine