

Borough of Newburg Meeting Minutes March 16, 2020

The Newburg Borough Council met on March 16, 2020 at the Newburg Borough office with the following present: Mayor Melissa Negley, President Nathan Shoemaker, Amber Metcalfe, Richard Laughlin II, Francis Moore, Secretary – Sara Rhine, Visitors: Doug Mynard – Recreation Resource; Mike Pykosh and Darrel Dethlef from Dethlef Pykosh Law Firm.

Council entered into executive session at 6:26 pm regarding personnel matters.
Council exited out of executive session at 6:30 pm.

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

Pledge of Allegiance

President Shoemaker asked for motion to appoint Dethlef- Pykosh law firm as solicitor for the borough, starting April 1, 2020. Moved by Richard Laughlin II, seconded by Francis Moore, approved by all.

Visitors: Mike Pykosh and Darrel Dethlef from Dethlef Pykosh Law Firm were present at Council's request.

Minute Approval: President Shoemaker asked for a motion to approve the minutes for March 2, 2020 with no corrections. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

Doug Mynard was present to provide Council with an up to date park playground design and pricing. Doug said that there is a 5-6 week lead time. Council decided they will take care of the spreading of the mulch which would reduce the price by \$2000. President Shoemaker asked for a motion to approve and proceed with the quotation of \$47,905 from Recreation Resource subject to providing builders risk insurance. Moved by Richard Laughlin II, seconded by Francis Moore, approved by all.

Treasurer's Report: Bonnie stated that she filed the AG385 and PURTA reports. Jay Shuman returned the audit and Bonnie will file it this week. Bonnie had a request to submit the Penelec bill over to direct payment like all of the other accounts. Bonnie confirmed that her office will be closed the next two weeks and she will be working remote but will be available for anything we need. President Shoemaker asked for a motion to approve the treasurer's report and pay bills. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all. Sara Rhine to mail four checks.

Secretary's Report: Sara and Nathan Shoemaker met with Kirk Stoner at Cumberland County to talk about grant opportunities and updating our Zoning Ordinance and Comprehensive Plan. Southampton Township, Cumberland County is scheduled to demo the park on March 25, 2020. Rental License are ready for signatures. Two landlords have not paid for license. We had 3 complaints about the potholes on Curtis Ave entrance and Sara reached out to Erik and he suggested patching it. Pothole was fixed on 3/11 and potholes at the end of South High and Main St were fixed on 3/12. Crosswalk painting will be about mid April. Bulky drop off was confirmed for May 9 & 16. Street sweeping is scheduled for March 25 and April 29. Sara asked if she could use barricades to put out no parking signs because they would be more visible and maybe people will see and more their cars without issue. President Shoemaker suggested putting the no parking signs on cones and placing them on the sidewalk. One parking violation was added to the list.

Mayor's Report: Mayor Negley reported dog feces on the borough greens Memorial side of Apple Apartments. Mayor Negley brought the other banner that came down to the office and the banner on the Cramer's side of the greens needs to come down as it is ready to fall down. The flag was lowered in honor of fallen fire fighter Jerome Guise and Mayor Negley will return the flag to its normal state. Parents of a disabled child asked about blind pedestrian signs for the borough. Mayor Negley asked about the status of the PennDot permit for the banner. Amber Metcalfe confirmed that she will fill out the paperwork and asked if Mayor Negley could have a proof of the banner design for next meeting.

Unfinished Business: Memorial Day planning, Amber Metcalfe reported that the banner brackets were ordered on 3/11/2020. Amber counted the pole brackets and if we utilized the brackets we would need 28 flags and 14 flag poles.

Park Planning – President Shoemaker had Stakes' Trees Service out to give an estimate to remove 8 trees, ground out the stumps, and trim 4 trees. Amber Metcalfe hasn't received an estimate back from her tree guy. President Shoemaker asked for a roll call vote to approve the quote from Stake's Tree Service of \$1350. Amber Metcalfe – Yeah; Richard Laughlin II – Yeah; Francis Moore – Yeah; Nathan Shoemaker abstained.

2020 Street Maintenance – No updates at this point.

Parking Ordinance Review – Tabled until next meeting when new solicitor is present.

Porch Remodel – President Shoemaker met with architects, Newcomer. Reviewed front porch, office, and garage and offered preliminary survey council discussed porch ideas. Questions were asked about travel expenses and stamped plans. Jennifer responded that travel is included in the price and that there would be no stamped plans as it would be a study phase only. Newcomer suggested that we hire an engineer.

Local emergency management – Ed Chamberlain resigned as of March 1, 2020 and President Shoemaker thought we have 30 days to appoint someone. Dethlef- Pykosh will check on the appointment terms. President Shoemaker has two people in mind to ask about the position. Dethlef-Pykosh confirmed that there is no specific time frame to appoint someone.

Newburg will be hosting the next Cumberland Franklin County Borough Association dinner May 12, 2020. Muncy Bank is not able to attend as a speaker. Council discussed asking EMC to educate municipalities on processes and necessary training. Richard suggested reaching out to Bob Shively. Also talked about holding the event at the church and having the meal catered. Sara will reach out to potential local restaurants.

New Business –Emergency Management was discussed by Council regarding the current situation with the Coronavirus. Council determined that we need to have a good plan in place as situations arise in the future. At this point it was confirmed to close the office and have Sara work remotely for the next two weeks.

Correspondence: The office received a letter from the “Memorial Day Parade Committee with the schedule for celebration. A special notation was made for to let them know if any Council members want to attend and ask for assistance in getting Big Spring Band to attend. Mayor Negley will ride in the parade and President Shoemaker suggested using the borough truck and he would drive Mayor Negley.

President Shoemaker stated that he has been in contact with Shippensburg Mayor Kathy Coy regarding emergency management. Mayor Coy said they created an Emergency Management task force with other local municipalities are members. They will be having a meeting Thursday March 19, 2020 at 3 pm. Council members have interest in going.

Roundtable: n/a

The meeting was adjourned at 8:19 pm, on a motion made by Richard Laughlin II, seconded by Francis Moore, and approved by all.

Submitted by, Sara Rhine