

Newburg Borough

Minutes 09/21/2020

Newburg Borough Office, 105 West Main St., Newburg Pa 17240

ATTENDEES

Mayor Melissa Negley, President Nathan Shoemaker, Vice President Amber Metcalfe, Monica Logan, Francis Moore, Ken Rife. Visitors: Ron Heberlig, Solicitor: Mike Pykosh, Denny Haltman, Lee Wickard, Treasurer: Bonnie Aleshire via telephone.

The meeting was called to order by President Shoemaker at 6:31 pm.

Council received a letter of interest from Ken Rife for the open Council seat. President Shoemaker asked for a motion to enact Resolution 2020-022 appointing Ken Rife to the currently vacant Council seat. Moved by Amber Metcalfe, seconded by Francis Moore, approved by all. Mayor Negley swore Ken Rife into office.

VISITORS

- Ron Heberlig was present to express his frustration of water leaking into his basement since the trench drains were installed. The borough has tried two different methods to correct this issue and nothing has worked.
- Lee Wickard was present to pick up the signed copies of the subdivision. Mr. Wickard also expressed frustration with the NHJA and their lack of concern/maintenance for the aging sewer system. Lee doesn't understand why the Boro or Township can't do anything about it and President Shoemaker stated that they act as their own entity and we do not have any say over their operations.

MINUTE APPROVAL

Motion to approve the minutes as written. Moved by Amber Metcalfe, seconded by Francis Moore, approved by all.

TREASURER'S REPORT

Bonnie reported that earned income is more than what was anticipated, general expenses are down, and the Liquid Fuels audit was completed for 2018-2019. Bonnie asked Sara to get an updated LST Form completed by Tax Collector Harry Killian. Council reviewed the payroll process and confirmed that time sheet sheets should be sent to the President of Council for review and the Mayor if the President is unavailable. Council reviewed the two latest invoices for Recreation Resource and it was requested that before we pay them Sara should reach out and ask if we should deduct the amount for the mulch delivery clean up or invoice them separately. Motion to approve the report and pay bills. Moved by Francis Moore, Seconded by Monica Logan, approved by all.

UNFINISHED BUSINESS

- Council talked about the name for the park and the significance of the project for our community. Motion to enact Resolution 2020-023 naming the park at North High St. Moved by Amber Metcalfe, seconded by Francis Moore, approved by all.

Chair was passed to Amber Metcalfe at 7:04 pm. Motion to reorganize, Moved by Nathan Shoemaker, seconded by Monica Logan, approved by all. Nominations were received for Amber Metcalfe for President, approved by all. A nomination was received for Vice President. Francis Moore was nominated, no other votes in favor. A nomination was received for Monica Logan for Vice President. Shoemaker and Logan voted in favor, majority vote approved. At 7:10 pm the reorganization was closed and the chair was passed to President Metcalfe.

SECRETARY'S REPORT

- Rental inspections - two left one scheduled 9/25/2020 and the other in October 2020. A complaint was received by a tenant regarding the conditions of the rental and the landlord ignoring the issues. Sara reached out to our rental inspector and building inspector and they cannot do anything without the owner's authorization.

- Sara contacted the PSP regarding our quarterly traffic review and our current contact has moved to another position but passed our information to the person who filled his position and they will be in touch.
- Sara provided prices for snow removal equipment. President Metcalfe asked for a motion to purchase the 28" Power Clear snow blower with electric start. Moved by Monica Logan, seconded by Francis Moore, approved by all.
- Sara reported that the boro truck has passed the 100 mile check and no sensors were reported on for omissions. We are still waiting for the bedrails to come in for replacement.
- Sara obtained some prices for a new copier/printer. It was confirmed by a Ricoh competitor that there is no issue retrieving parts for the unit we have and should be able to continue for several years. Waiting on pricing from Ricoh and Marco.
- McCleads Landscaping asked if we could trim the low limbs on the greens East Main St.

MAYOR'S REPORT

- Mayor Negley asked when they will take the banners/flags down. Francis confirmed that he spoke with John and the truck is in use but could be ready by early next week.
- Asked for Halloween ideas for gazebo and bus shelter. Talked about taking down lights and bunting at the gazebo.
- The "Labor of Love" banner was purchased and Ms. Negley asked if the borough would donate half the amount of \$88 towards the banner. Motion made to pay half the costs of the banner with proof of purchase. Moved by Shoemaker, seconded by Monica Logan, approved by all.
- Mayor Negley asked about the park mulch delivery and when it will be finished. It was discussed that Recreation Resource will reimburse the borough for the cost of the mulch clean up.

UNFINISHED BUSINESS (cont.)

1. Park completion talks continued. Motion to install the hydrant. Moved by Francis Moore, seconded by Ken Rife, approved by all.
2. Zoning Ordinance update- Next meeting Sept 29 @ 6:30pm; last meeting finished proposed map and next meeting will discuss language of ordinance; talked about historic overlay (does not follow national historic guidelines); Old zoning ordinance includes subdivision plan and new ordinance will not include this but Cumberland County Planning feels they facilitate this. We received partial payment from the county and got the first invoice from Michael Baker Inc.
3. Street Projects - Trench drains need picked up. Nathan asked for pickup information as he may have access to a truck and be in the area.
4. LEMC - Potential candidate cannot take position due to new position. Sara was asked to reach out to John Fogalsanger (LEMC for Hopewell Township).
5. Parking Ordinance is tabled until the next meeting. Received one comment from NHVFD.
6. Part Time Maintenance - Five resumes were received. Motion to create a personnel committee. Moved by Nathan Shoemaker, seconded by Francis Moore, approved by all. Council appointed Ken Rife, Monica Logan, and Sara Rhine to serve on the Committee.
7. Sidewalk Map - Mike Pykosh received the proposed map but had a few questions to complete. The map explains the boroughs intent to have sidewalks. Existing sidewalks are to still be maintained or possibly removed and if the borough receives grant monies for replacement they will pay for the replacement/updating.
8. CBDG - The documents were reviewed and approved by the county commissioners. Alicia (CDBG) is working on completing the North High St./Birch Alley project environmental review. Need to finalize the ADA Porch Project and get it to them to get the environmental review started as well.
9. Nathan and Amber completed the preliminary budget and prepared copies for Council to review for next meeting.

10. Cumberland County CARES Grant- The borough was awarded \$12,000 for COVID related expenses and preparation. Computers \$7,000, PPE \$770, \$3500 remote access for office, expenses need claimed by 12/31/2020. Motion for secretary to purchase PPE for office. Moved by Monica Logan, seconded by Ken Rife, approved by all.

NEW BUSINESS

1. Job Description Updating - Due to the upcoming changes in staff the secretary job description will need to be updated to reflect exact duties. Motion made for Personnel Committee to create a job description

CORRESPONDENCE

- Office was contacted to see if the Borough would like to be added to the list to offer juvenile community service.
- Council received a letter of resignation from Ken Rife for his position of the Vacancy Board. Moved by Francis Moore, seconded by Monica Logan, approved by all.

ROUNDTABLE

- Nathan Shoemaker received a complaint about the juveniles riding the motorbike throughout the borough. They are riding on the sidewalk and in the streets.

ADJOURNMENT

Motion to adjourn meeting at 9:25pm. Moved by Nathan Shoemaker, seconded by Francis Moore, approved by all.