

Newburg Borough

Minutes 11/02/2020

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

ATTENDEES

Mayor Melissa Negley, President Amber Metcalfe, Vice President Monica Logan, Francis Moore, Ken Rife. Visitors: Solicitor: Matt Bugli, CCIS Rental Inspector: Rob Moyer via telephone, NHVFD - Tyler Gamble, John Fogalsanger, SHIP EMS - Beth Eisleman.

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

VISITORS

NHVFD - Tyler Gamble was present with the monthly call report (3 in Newburg Borough). President Metcalfe asked if they had a chance to review the parking map to provide any suggestions. Tyler said he will review it with Deputy Taylor and get back to us before the next meeting.

SHIP EMS - Beth Eisleman was present with the monthly call report (2 in Newburg Borough). Provided some COVID19 information and how it has impacted them. SHIP EMS donated a picture of their ambulance in front of the Newburg Borough office. Council was grateful for the donation.

MINUTE APPROVAL

Motion to approve the minutes with one correction. Moved by Monica Logan, seconded by Francis Moore, approved by all.

TREASURER'S REPORT

Motion to approve the report and pay bills. Moved by Monica Logan, Seconded by Ken Rife, approved by all.

SECRETARY'S REPORT

- Sara reached out to NHJA for an address listing to help with the informational items that the borough distributes to the resident's. Board meets 11/12 and will discuss.
- Rental inspections - 103 E Main St submitted a building permit, however the work is different from what was proposed and may not need anything further.
- Truck was dropped off 10/6 waiting for completion confirmation.
- Sara is starting to work on the items for 2021 (tax mil rates & 2021 meeting/office schedule. Sara asked for clarification on the items. The schedule will be reviewed and addressed at the next meeting.
- Sara asked who still needed access to the cameras via the phone app. Ken and Monica were the only ones that have yet to register.
- Sara mailed a letter to the individuals that have items locked in the shed at the park. The individual was given 30 days to comply and notify the office. Sara asked the Council to keep an eye on the shed just in case we are not notified, so we can put our stuff in it and lock it up.
- There were two items added to the code enforcement report and one added to the building permit report.

MAYOR'S REPORT

- Mayor Negley confirmed that she and Francis will have to figure out the lift truck on their own so they can get the flags and banners down. Mayor Negley reported that someone was caught on camera ripping the nose off of the scarecrow on the greens on 10/28/2020 at 10:38pm.

UNFINISHED BUSINESS

1. Rob Moyer was present to talk about the updated rental ordinance changes that were provided by Matt Bugli. Changes were to adopt IPMC, inspections every 3 years Jan - March to schedule, Borough can inspect upon change of occupancy. CCIS Rob Moyer suggestions: Collect fees up front; landlord responsible party and if not paid the boro can place a lien on property; Figure in appeals board fees (room rental, compensation for board members and inspectors time; Sleeping quarters on third floor must have two points of exit incase of emergency. Sara will email updates once they are made.

2. Zoning Ordinance update- Next meeting December 7 @ 6:30pm. Francis stated that the group went over article 2, IPMC, subdivision to be adopted in the ordinance and will need additional reviews.
3. Park Update - Hydrant was installed on 10/30/2020 by Negleys Well Drilling. Sara purchased materials to plant grass at the park. Sara provided Council with updated fence pricing for the commercial grade black fence at the park. Monica Logan will double check with neighbors of the park before we install. Motion to pay deposit to Reamer Fence for fence and schedule installation. Moved by Monica Logan, seconded by Francis Moore, approved by all.
4. LEMC - Confirmed with Matt Bugli we will need a resolution for LEMC and he will provide a sample to use.
5. Parking Ordinance is tabled until the next meeting. NHFVD to provide feedback.
6. Personnel Committee - A job offer was made to Kitzmiller on 10/21/2020, declined offer on 10/26. Committee will be conducting more interviews.
7. Sidewalk Map - Matt Bugli provided the draft ordinance with a copy of the map. Council reviewed and no changes were made. Motion to advertise public hearing notice to adopt the sidewalk ordinance 2020-002. Moved by Ken Rife, seconded by Francis Moore, approved by all.
8. CBDG - The North High St is out for bid opening 11/16 at 11am. Sara followed up with Alicia at the Redevelopment Authority. It was confirmed that the environmental review has been started for the porch project. We collected 35 income surveys so far, once we get a better address listing we will target the area around the park as well as the rest of the borough.
9. Budget - Summary was sent 11/2/2020 for advertisement for adoption 12/21.
10. Cumberland County CARES Grant- Sara provided an agreement to sign for the grant. Motion to purchase 7 HP ProBooks with wireless, mouse, and case. Moved by Monica Logan, seconded by Ken Rife, approved by all.
11. Leaf Pickup - Newville asked if they could do one pickup and return to Newville, since we don't have a place to dump leaves at this time. Sara reached out to Hopewell Township for a place to dump leaves. Verne Wadel offered a spot in Newburg but wants to meet with someone to make sure his fields won't be damaged in the process. Sara will meet with him Wednesday Nov 4 at 1pm with the hopes we can use this spot every year.
12. Help with excess snowfall. Sara Rhine mailed a letter on 10/21/2020 to Hopewell Township asking if they would be willing to help in the event of a large snowfall but haven't heard anything back from them as of today.

NEW BUSINESS

1. No interest as of yet for the open Council seat. Matt Bugli stated to keep posting it.
2. Christmas in the Country would like to use the office for an upcoming holiday event (12/13/2020) to display antique Christmas items. Council agreed and said that a representative of the borough should be present. Council also discussed the creation of a standard operating procedure for the use of the borough office and property. Procedure would state that any use of property would need to go before Council and need to be provided 30 days prior to the event. This would help with scheduling and eliminate overbooking. Motion to authorize use of the borough office to Christmas in the Country for Dec 13 2020 with a representative present. Moved by Monica Logan, seconded by Ken Rife.

CORRESPONDENCE

- Complaint regarding water in the basement was received by telephone on 10/29/2020. Our engineer made an appointment 10/29 1pm to review due to the rainy day and there was no water flowing at that time. Erik stated that the resident sealed some parts of his basement and also informed the resident of the two items that still need completed on the trench drains that may also change this issue. Mayor Negley provided her contact information for the resident so when it rains she could be available to inspect the situation.

ROUNDTABLE

- Amber Metcalfe stated that a resident of the borough would like to put a community library on their property. This property meets the borough greens property so the resident wanted to make sure that it is okay to install the portable library. Council confirmed there are no issues with this. Tess Bockes told Amber that she is interested in joining the Recreation Committee. Tess and her husband will be coordinating with the Newburg United Methodist Church to provide tutoring for children.

ADJOURNMENT

Motion to adjourn meeting at 8:45pm. Moved by Monica Logan, seconded by Francis Moore, approved by all.

