

Newburg Borough

Minutes 10/19/2020

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: Mike Pykosh & Matt Bugli, Denny Haltman, Treasurer: Bonnie Aleshire via telephone.

The meeting was called to order by President Metcalfe at 6:32 pm.

VISITORS - N/A

MINUTE APPROVAL

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

TREASURER'S REPORT

Bonnie reported that earned income is more than what was anticipated. Bonnie asked if Sara could find out when the floor (t bill) expires on our Muncy Bank account, so that we can factor that in. Bonnie received an email stating that the Liquid Fuels audit for 2018-2019 was approved today. Motion to approve the report and pay bills. Moved by Monica Logan, Seconded by Francis Moore, approved by all.

SECRETARY'S REPORT

- Rental inspections - 103 E Main St last place in need inspection. Still hasn't obtained a building permit. Sara will reach out tomorrow for guidance.
- Truck was dropped off 10/6 waiting for completion confirmation.
- Sara provided Council with two estimates from Hilton's Lock for the remote access entry, with intercom and camera; Other quote for possible ADA push button access.

MAYOR'S REPORT

- Mayor Negley confirmed the members of Council on the Orrstown Bank account and changing access would require official documentation to change. Mayor Negley is coordinating the details to take down the banners/flags. Ms. Negley reported that the Sailor's property cannot take the access leaves. Mayor Negley stated that the juveniles on the motorbikes will not be riding in town, she stated that the state police took the wires and spark plugs from the bikes, so there should be no more issues.

UNFINISHED BUSINESS

1. Zoning Ordinance update- Next meeting October 27 @ 6:30pm. Amber Metcalfe provided the Council with the proposed Zoning map. Amber will reach out to Earl Baer to show what was completed thus far.
2. Park Update - Hydrant is scheduled to be installed on 10/28; Waiting on new fence estimate from Reamer Fencing, estimate will include all black aluminum fencing. Rubber Curbing quotes were obtained 6'L x 4" H =\$26.25 and 8'L x 4" H = 55.99, each have different order specifications but both come with stakes for installation. Sara finally received the invoices for the clean up of the mulch delivery and was instructed by Rec. Resource to deduct the amount paid from the bill for the equipment installation. Motion to pay the invoices for the clean up of the mulch delivery. Moved by Monica Logan, seconded by Ken Rife, approved by all.
3. LEMC - Sara confirmed that John Fogalsanger agreed to accept the position of LEMC. Motion to appoint John Fogalsanger as the Local Emergency Management Coordinator.

4. Parking Ordinance is tabled until the next meeting. NHFVD to provide feedback.
5. Personnel Committee - Monica Logan stated that the committee interviewed two candidates and would like to conduct more. The committee gave their proposal to Council: hire Jeff Kitzmiller on a Seasonal part time basis at \$20 per hr and pending good performance increase it after 90 days. Motion to offer the seasonal part time public works position to Jeff Kitzmiller at \$20 per hr. Moved by Monica Logan, seconded by Ken Rife, approved by all. Committee will still need to work on secretary job description/duties.
6. Sidewalk Map - Sara confirmed the sidewalk map details with Council and will update the map and send it to Mike Pykosh.
7. CBDG - The North High St is out for bid, ads run on 10/15 & 10/23. Nothing new with Porch other than Erik's suggestion to bring the back entrance into compliance with the porch project. Sara will follow up regarding the porch and income surveys.
8. Budget - Sara is working on the budget summary and getting it advertised. Once that is done we can adopt the 2021 budget.
9. Cumberland County CARES Grant- The borough was awarded \$12,000 for COVID related expenses and preparation. Computers \$7,000, PPE \$770, \$5000 remote access for office, expenses need claimed by 12/31/2020. Motion to purchase 7 Microsoft Pro 7's. Moved by Monica Logan, seconded by Francis Moore, approved by all.
10. Banner/flag removal details are being coordinated. Ken Rife will check on a place to dump leaves and let Sara know.
11. Rental Ordinance - Mike Pykosh removed the rental ordinance and said that overall it looks good. Confirmed that we have adopted the IPMC. Council would like to confirm that inspections need to be complete every 3 years and give a 3 month time frame for completion.

NEW BUSINESS

1. Wood carving - Bid opening: Received bids from two different people. Winners: Hoover - Turtle, Raccoon; Squirrel \$5; Rhine - Sm bear; Bids tied on Lg Bear, Monica Logan will contact all parties to break tie.
2. Excess snow removal- Council discussed how they want to handle our excess snow removal this year. It was determined to send letters out to local municipalities asking for help.
3. Shed at park- the shed at the park is locked and has materials in it from last year. Council decided to send a letter to the owner of the materials and give 30 days to remove.
4. Christmas festivities - The new tree will be installed on 10/20/2020. Tree Lighting at the gazebo 11/27 7pm; Holiday decorating contest - flyers will be mailed; Hometown Holiday event 12/12 - 9-1 vendors at old firehouse, picture with Santa 10-12am at gazebo, 12pm decorating contest winners announced, 2-4 pm kids crafts at old firehouse, church clothing center open from 9-12

CORRESPONDENCE

- Office received a telephone complaint regarding juveniles on motorbikes.

ROUNDTABLE

- Francis Moore suggested that in 2021 we stagger a meeting a quarter so that one Council member can attend the Hopewell Township meeting.
- Amber Metcalfe provided the Council with the Recreation Committee's ideas for decorating the new Christmas tree. Motion to approve the purchase of trees decorations not to exceed \$200. Moved by Monica Logan, seconded by Ken Rife, approved by all.
- Ken Rife asked when he should purchase the straw/hay. Council suggested as soon as he can. Should cost about \$10 for two bales.

ADJOURNMENT

Motion to adjourn meeting at 8:57pm. Moved by Monica Logan, seconded by Francis Moore, approved by all.

