

**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, Barry Starliper, Secretary - Sara Rhine. Visitors: Solicitor: Michael Pykosh and Matt Bugli, Earl Baer, Tara Frey - Brown and Walters Insurance, Michael McIntyre - Waste Management, Nathan Shoemaker, Jason Hawkins.

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

**VISITORS** -Michael McIntyre was present from the landfill. Mike wanted to introduce himself to Borough Council and will try to make meetings on a regular basis. Mike stated that their safety officer is out on maternity leave and will be back February 2021 and that Jonathan is filling in at this time. Mike said that in 2021 the landfill will be closed on Saturdays. Sara asked what that meant for the bulky drop off days and Mike stated that we can still operate those at their scheduled times as long as there is a month's notice. Nathan Shoemaker stated that this will impact the local residents in a big way. Council talked with Mike about the impacts the schedule change will have on the residents and were brainstorming ideas to help offset the effects.

Tara Frey from Brown and Walters Insurance was present to go over our insurance renewal. Tara stated that she sent the code for the Pennsylvania Workers Comp and they may call with questions but should be okay. Council confirmed with Tara that we added the playground equipment and removed the wood carvings. Tara asked Sara to keep her posted on the park progress.

## MINUTE APPROVAL

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

## TREASURER'S REPORT

Annual report is due the first week of January 2021. Motion to approve the report and pay bills. Moved by Monica Logan, seconded by Ken Rife, approved by all.

## SECRETARY'S REPORT - Two new items were added to the Building Permit report.

- Rental Inspection - Nothing new, one unit still needs inspected they have until 12/31/2020
- Landfill changed their hours for the next two weeks. Closing early on Thursday and Closed on Friday for Christmas and New Years.
- Sara purchased a new laptop with the Cares grant money and wanted to know if part time guys can use the old laptop at the office.
- Borough maintenance needs - Feet for the snow plow were more expensive than expected so they were not purchased.

## MAYOR'S REPORT

- Mayor Negley stated that during the recent snow removal there were two driveways that got plowed in. Mayor Negley rode with Dakota during the storm and they went through the gas in the truck and our gas reserves in the shed.

## UNFINISHED BUSINESS

1. Zone Ordinance update - Earl Baer was present to talk about the update. He provided suggestions to Council regarding who should issue the certificate of occupancy in the new ordinance. Council determined they do not want the added expense and would like to eliminate the Certificate of Occupancy from zoning, adopt IMPC related to nuisance (separately). Discussed permits for animals and how to classify them.
2. Park - Still waiting on fence materials. Sara is also waiting to talk with Porter's regarding the wall.
3. LEMC - Emailed copies Matt Bugli
4. Parking Ordinance is tabled until the next meeting. NHFVD to provide feedback.
5. Sidewalk Map - Ready for advertisement
6. CBDG ADA Grant- The North High St./Birch Alley ADA project is moving along and the paperwork is about done. Contractor would like to start as soon as possible. Erik said to make a motion tonight to proceed so that once the paperwork is ready they can keep moving and not have to wait for Council to meet again before they can proceed. Porch project is currently in the environmental review and is currently being reviewed by the state historic preservation office.
  - a. Motion to approve the issuance of the notice to proceed for the Newburg Borough Birch Alley sidewalk replacement project to Porter Construction LLC, pending completion of all contract documents to the satisfaction of the Borough Engineer. Moved by Ken Rife, seconded by Francis Moore, approved by all.
7. Budget - Motion to adopt the 2021 budget. Moved by Monica Logan, seconded by Ken Rife, approved by all.

8. Cares Grant - Sara purchased a laptop for secretary use. Cannot use the remote access money in the allotted time frame so we need alternatives. Sara asked the County if we could purchase camera/intercom doorbells and have our guys install it and they agreed. Sara provided some camera options to Council.
  - a. Motion to approve the purchase of 3 camera/intercom doorbells, with warranty and extra battery packs for the office. Moved by Monica Logan, seconded by Barry Starliper, approved by all.
9. Leaf Pickup - Council determined it's not practical at this point to pay to have this service done due to the snow.
10. Rental Inspection updates - Ready for review and to advertise.
  - a. Motion to advertise the rental and sidewalk ordinances. Moved by Ken Rife, seconded by Francis Moore, approved by all.
11. Cumberland County Land Partnership Grant - Nothing new on the status at this point. If we haven't heard anything new Sara will reach out in the new year.
12. Property use policy - The Solicitor provided copies of a basic policy. In general the policy monitors scheduling areas. Council tabled until we are farther along with the park.
13. Man lift resolution - Council discussed the dates we will need a manlift in 2021. Mid January to take down decorations, beginning of may to put up banners and flags for take down mid July, beginning of November put up decorations. Francis will reach out to the owner of a manlift for pricing and liability.
14. Tax Levy Resolution 2020-026 - Motion to enact resolution 2020-026 setting the 2021 tax rate. Moved by Monica Logan, seconded by Ken Rife, approved by all. Sara will print a new copy for the next meeting with the correct resolution number.

## **NEW BUSINESS**

1. Rental Appeals Board Resolution- Council received a letter of resignation from the rental appeals board for Barry Starliper. We have two seats available. One year term and a two year term. Sara Rhine will advertise the openings.
  - a. Motion to accept the resignation of Barry Starliper from the rental appeals board. Moved by Ken Rife, seconded by Monica Logan, approved by all.
2. Snow Removal - The Mayor can declare a snow emergency but how does she enact it. Council would like to make a plan before the next snow fall. Talked about the process and what we may need for the next snow fall. An estimate was provided for snow tires @\$1030. Council determined that cinders will be best. They are easy to store and are cost effective.
  - a. Motion to purchase chains for the truck, not to exceed \$500 and purchase cinders, not to exceed \$30. Moved by Monica Logan, seconded by Francis Moore, approved by all.
3. Public works employee hours - Sara asked how to handle the extra hours for the new employees knowing that we budgeted for 10 hours per week per employee. Council will watch the hours on a monthly basis and see if any changes need made.
4. Digital Flow - Sara asked Council about switching to a digital flow now that we have new computers. Sara suggested that minutes and agendas be provided digitally prior to the meeting, allowing for comments/changes of the documents up to the Friday before the meeting. Council agreed with the proposed flow and would like to start the process now.
5. Website hosting and domain is changing now and should be more efficient and we may see a small increase in fees.

## **CORRESPONDENCE**

- 1.) Drewberry sent a letter asking to provide engineering services for the borough.
- 2.) WCCOG dues - Motion to pay 2021 dues at \$106.72. Moved by Ken Rife, seconded by Monica Logan, approved by all.
- 3.) PSAB dues- Motion to pay 2021 PSAB dues at \$121 Moved by Monica Logan, seconded by Ken Rife, approved by all.
- 4.) Rentequip Invoice for wreath installation - Motion to pay Rentequip invoice of \$147. Moved by Barry Starliper, seconded by Monica Logan, approved by all.

## **ROUNDTABLE**

- Sara reminded Council of her scheduled vacation days on December 22, 23, 30.
- Francis asked about the WCCOG trash contract and feels the borough would benefit from it.
- Ken Rife asked what will happen to the landlord if they do not comply with the required inspection. Council suggested that we send a letter with a reminder of the deadline. Discussed penalties and fines for non compliance.

## **ADJOURNMENT**

Motion to adjourn meeting at 9:41pm. Moved by Francis Moore, seconded by Ken Rife, approved by all.