

Newburg Borough

Minutes 12/07/2020

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, Barry Starliper, Secretary - Sara Rhine. Visitors: Solicitor: Michael Pykosh and Matt Bugli, Suzanne Starliper, Kim Spencer, Jessica Moore, Ship EMS - Beth Eisleman.

The meeting was called to order by President Metcalfe at 6:29 pm.

Michael Pykosh swore in Barry Starliper.

VISITORS - Beth Eisleman was present to give Ship EMS call reports and talk about 2021 memberships.

MINUTE APPROVAL

Motion to approve the minutes with two corrections, remove "was" from visitors statement and add "Francis voted no". Moved by Ken Rife, seconded by Monica Logan, approved by all.

TREASURER'S REPORT

Motion to approve the report and pay bills. Moved by Francis Moore, seconded by Ken Rife, approved by all. One check for McClead's Landscaping and the credit card statement are circulating for signatures.

SECRETARY'S REPORT

- Rental Inspections - Wadel still needs to bring his unit into compliance.
- Borough truck has been fixed and returned to the office.
- Sara gave a maintenance report: Fence was removed at the park, wooden carvings that were not bid on were removed and disposed of, wreaths were checked and 10-12 ready and were hung today and 14 need new light strands, cleaned storm drains- found clogged drains, asked firehouse if they could provide help and they confirmed they would. Some storm drains have grates that are stuck and will need equipment to loosen-Jason offered his skid loader and will provide prices for use.
- Borough maintenance needs - Request for leaf blower with ethanol fuel to help with snow removal. Feet for snow plow approximately \$25, hook for grates approximately \$30, Salt or cinders for office and snow removal, Battery operated tool set.
 - Motion to approve the purchase of a backpack leaf blower and feet for the snow plow not to exceed \$400. Moved by Monica Logan, seconded by Ken Rife, approved by all.
- Cares Grant Monies - Sara is trying to get expenditures in order by 12/30/2020. Still need to purchase a laptop for secretary and remote access. Sara suggested maybe a laptop for part time employees. Hiltons provided estimates and said that it is possible to issue a payment but hold onto it until the work is done. Mike Pykosh stated that he talked to Kirk Stoner and we cannot do that. We may need to transfer the use of the funds and Mike will check on this.
- Sara stated that Council needs to check the wreaths out tonight and let her know what will need adjustments. Sara also stated that Dakota is the only one available to fix banners tomorrow and asked if a friend could come and help watch traffic but not use any borough equipment. Council discussed it and stated they would like to have someone from the borough to help. Amber stated that she could help before 9am.
- Sara stated that all of the computers have been received and accounted for. Sara has them all ready to go just but would like to clean them before everyone gets them.
- Sara has Barry Starliper's key/basic information ready but will hand out at the next meeting.

MAYOR'S REPORT

- Mayor Negley confirmed that she and Francis took the banners and flags down and that she decorated the barrels. Ms. Negley stated that one of the residents is going to start a business in town and that she is also helping organize virtual learning for local kids at the church.

UNFINISHED BUSINESS

1. Hometown Holiday events have changed substantially due to the Coronavirus. Ornament Display will be at the I.O.O.F. Lodge; Craft bags were purchased and assembled and will be handed out at the Lodge. The vendor show will still take place. The church cancelled it's clothing center operations.
2. Zone Ordinance update - Next meeting December 8, 2020 6:30 pm. Michael Baker provided new docs.
3. Park Hydrant - Fence was ordered for front and left side of park waiting on materials, slow due to Coronavirus. Right side of the park fence install will be delayed until we get the tree removed and ground excavated. Sara will reach out for prices and schedules.
4. North High St. - Trench drains on N High St./Second St. is finished. The concrete in the boxes were corrected and the paving was complete on 11/10. This completes our street projects.

5. LEMC - Mike Pykosh provided a resolution to appoint LEMC John Fogalsanger. Sara reported that John completed his paperwork and just sent it over at 5pm.
 - a. Motion to appoint John Fogalsnger by resolution 2020-025. Moved by Monica Logan, seconded by Ken Rife, approved by all.
6. Parking Ordinance is tabled until the next meeting. NHFVD to provide feedback.
7. Personnel Committee - Sara added new employees to workers comp policy.
8. Sidewalk Map - Mike Pykosh stated that he, Margaret Parsons from Great Harrisburg Association of Realtors, Kirk Stoner, and Amber Metcalfe had a call regarding the sidewalk ordinance changes. Mike still needs to make changes.
9. CBDG ADA Grant- The North High St./Birch Alley ADA project bids were reviewed and low bid was awarded pending completion of paperwork and CDBG review. Sara reached out to Alicia regarding the Porch project and the environmental review is still pending due to changes in staffing/workload.Mike Pykosh will reach out and see what we can do. The income surveys have slowed down with 43 received. Monica offered her assistance and Sara provided the proper information to Monica.
10. Budget - Bonnie found an issue of \$50 in the budget, it has been corrected. No need to advertise the summary was correct.
11. Cares Grant - Cannot use the remote access money in the allotted time. Council discussed other options of message board, go to meeting access, computer for pt employees. Mike will ask CC. Motion for committee to repurpose the cares grant money if approved by Cumberland County. Moved by Barry Starlipe, seconded by Francis Moore, approved by all.
12. Leaf Pickup - Location for leaf disposal has been confirmed. Newville Borough has issues with their equipment and has completed their pickup for the year, hopefully to have the machine fixed when funds are available. Council discussed options but no conclusion was made.
13. Rental Inspection updates - Tabled until the next meeting.
14. Help with excess snowfall. Letter mailed 10/21/2020 to Hopewell Township asking for assistance. Letter was received on 12/7/2020 from Hopewell Township agreeing to assist after the completion of their duties and asking that the Mayor contact the supervisors if or when needed. Mayor confirmed she has their contact information.

NEW BUSINESS

1. Insurance Policy Update - Clay McMath will be at the next meeting to go over the insurance policy and the current needs. Sara added the new employees to the policy and she was asked who else should be listed on the truck as a driver. Council discussed and determined all employees and all Council members.
2. The Newburg Borough was awarded \$30,000 from the Cumberland County Land Partnership grant. We requested \$70,000, contributions included CCLP \$35,000 and NB \$35,000. Monies were requested for playground equipment, excavation and installation, Portable ADA bathroom, paving of parking area, and the purchase and installation of a fence. Stephanie Williams will be in touch.
3. Property/Office Use Policy - Sara supplied a basic policy for Council review. Council discussed the need for this policy and the terms involved. Mike Pykosh will forward a sample policy for review and the discussion will continue at the next meeting.
4. Timesheet approvals for new employees - Council discussed the process we follow now and agreed to continue the same procedure for the new hires.
5. USDA Grant Opportunities - Amber will forward to all members and will continue discussion.
6. Garage Use- Council discussed the need for garage space for storage. An offer was extended from Nathan Shoemaker for use of his garage space as temporary storage until we have something permanent. As we purchase more items to become self sufficient we need the space.
7. 2021 Tax Levy Resolution was provided to all Council members for review. Enact at the next meeting.
8. Estimate for man lift rental. RentEquip \$270 per day, \$635 per week. Talk about a resolution to cover a year's rental rather than separate motions. Francis suggested using Covers manlift. Amber stated that our seasonal banners have been left up for so long that they are getting damaged and not able to use again, possibly order new ones with vents/slots to allow wind to pass through.

CORRESPONDENCE - N/A

ROUNDTABLE

- Sara would like to use vacation days on December 22, 23, 30. Council agreed.
- Francis asked who gave approval for the manlift.
- Amber stated that every year at the meeting before Christmas the borough has a small party and everyone brings something. Amber also stated that the computers are ready and if anyone wants them they are in the safe. Talked about policy covering acceptable use of computers, who receives a computer and who is responsible for damage.

ADJOURNMENT

Motion to adjourn meeting at 8:11pm. Moved by Ken Rife, seconded by Francis Moore, approved by all.