

## **Borough of Newburg Meeting Minutes November 5, 2018**

The Newburg Borough Council met on November 5, 2018 at the Newburg Borough office with the following present: Mayor Melissa Negley, President Nathan Shoemaker, Richard Laughlin II, Jessica LeGore, Dave Stump, Amber Metcalfe, Secretary – Sara Rhine, Visitors: Solicitor - Zach Rice, Barry Starliper, and Newburg Hopewell Volunteer Fire Department.

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

Pledge of Allegiance

**Minute Approval:** President Shoemaker asked for a motion to approve the minutes for October 15, 2018 with corrections. Remove line "appointing Sara Rhine as assistant code enforcement officer". Moved by Richard Laughlin II, seconded by Dave Stump, and approved by all.

**Visitors:** Newburg Hopewell Volunteer Fire Department was present and provided the monthly financial and call report.

Barry Starliper was present to drop off his building permit and provide answers to any questions should they arise.

**Treasurer's Report:** President Shoemaker asked for a motion to approve the treasurer's report and pay bills. Moved by Richard Laughlin II, seconded by Amber Metcalfe, and approved by all. Sara Rhine to mail checks.

Sara Rhine reported that Bonnie Aleshire will start transitioning the automatic payments to the new Muncy Bank account.

Zach Rice provided council with a credit card usage policy and was reviewed by council. President Shoemaker asked for a motion to enact Resolution 2018-018 credit card policy. Moved by Amber Metcalfe, seconded by Dave Stump, approved by all.

**Mayor's Report:** Mayor Negley stated that the rabbit cage has been moved and the garbage has been cleaned up at the apartment building. Mayor Negley asked the status of the sidewalk violation for 114 East Main St., Sara Rhine asked council for suggested verbiage to complete the violation. Mayor Negley stated that Dan Lehman asked if he could put stakes up around his parking spot close to boro greens so that he knows where the stall is located when it snows. Council conveyed that this was not an issue. Mayor Negley reported that they are having issues with the school bus that drops off the high school kids. The bus driver suggested a bus shelter at the memorial side of the greens. Council suggested for Mayor Negley to call BOYO transportation directly and see if there can be a change made to the bus route to safely drop off the older children. Council spoke regarding the issued parking tickets for street sweeping. Sara Rhine read aloud a correspondence from Christine Royce, asking for council to waive the fine. It was discussed that our ordinance states that council has no authority to waive a citation that was given by the code enforcement officer.

**Unfinished Business:** Nathan Shoemaker and Sara Rhine completed the necessary paperwork to continue our efforts in blighting 205 W. Main St. property. Cumberland County Blight Board meets November 8, 2018, if there is a quorum and Nathan Shoemaker will try to attend the meeting.

Cameras are back up and running. One additional camera was installation the borough green, gazebo side. Council confirmed they wanted Sara Rhine to reach out and obtain permission from Centurylink to use the pole at the memorial side of the greens.

Zach Rice talked to Advanced Disposal (Kevin and Brad) regarding Newburg Borough's request for a new agreement. They stated that the information will be sent up the chain. Council will address this at the next meeting in November. Trash pickup has been a major issue lately. President Shoemaker suggested asking Shippensburg Borough to pick up trash and we could charge the residents a reduced fee.

Ordinance for Act 172 was reviewed by the NHVFD and one change was requested. Council discussed the process of yearly adopting of a resolution for this ordinance. President Shoemaker asked for a motion to advertise Act 172. Moved by Jessica LeGore, seconded by Dave Stump, and approved by all.

Council discussed an addition of a part-time police officer. Zach Rice suggested that council talk to Shippensburg and Newville Borough to get a cost estimation of an officer.

Council asked Sara Rhine to purchase supplies for painting the parking spaces.

CCIS- Zach Rice to send verbiage to Greg Alleman regarding the camper on 202 North High St. Sara Rhine provided council with an update on the rental violation for 202 North High St. Rob stated that he talked with Preston and he confirmed that he is living in the residence.

Landscaping documents were fixed and reviewed by council. It was discussed that the 2' strip of grass along South Water St. at the corner of 18 West Main St. Sara Rhine to send letter to homeowners stating that we are not maintaining it anymore. President Shoemaker asked for a motion to advertise the landscape documents and have results back for review at the second meeting in January 2019. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

**New Business:** Council reviewed the proposed budgets. President Shoemaker asked for a motion to advertised the proposed Highway Fund. Moved by Amber Metcalfe, seconded by Dave Stump, approved by all.

President Shoemaker asked for a motion to advertise the proposed General Fund. Moved by Amber Metcalfe, seconded by Dave Stump, approved by all.

Council asked Sara Rhine to get prices for skids of asphalt to store at the borough office.

Council discussed delinquent taxes and trying to collect them ourselves. There is a possibility that it is the same people not paying each year. Sara Rhine was asked to reach out to Cumberland County for a list of delinquent taxes and start trying to collect them.

Sara Rhine reached out to Zullinger Brenize regarding leaf pickup in two weeks but did not receive a response before the meeting. Once the date is chosen let Council know.

**Correspondence:** ISO sent a letter stating that they rated Newburg Borough and the efforts put forth by MDIA's building code enforcement. The results were BCEGS Class 3 for commercial and industrial properties and Class 4 for one and two family residential properties.

Sara Rhine received a letter regarding WEMA dues. President Shoemaker spoke with Ed Chamberlain and everything is in order. President Shoemaker asked for a motion to pay the dues. Moved by Richard Laughlin II, seconded by Dave Stump, approved by all.

President Shoemaker provided Council with a resignation letter form tax collector Jessica Wolfe as of December 30, 2018.

Sara Rhine received a building permit from Barry Starliper. Council reviewed the permit for completeness. President Shoemaker asked for a motion to approve the building permit for Barry Starliper. President Shoemaker ensured that one council member and the Mayor that abstained did not review the documents. Moved by Amber Metcalfe, seconded by Richard Laughlin II, and approved by all.

President Shoemaker asked for a motion to allow Christmas in the Country to close North High St. for the Christmas tree lighting on November 23, 2018. Moved by Dave Stump, seconded by Amber Metcalfe, approved by all.

Council entered into executive session regarding personnel matters at 9:15pm.

Council ended executive session at 9:29 pm

President Shoemaker asked for a motion to authorize 3 vacation days and paid holidays that fall on Monday, Tuesday, and Wednesday for Sara Rhine starting January 1, 2019. Moved by Dave Stump, seconded by Richard Laughlin II, approved by all.

Council asked about bidding of solicitors and how often these services are bid out.

**Roundtable:** Sara Rhine asked council about attending some upcoming PSAB training and to purchase a minute book, sweeper for the office, and map organizer. It was suggested by Council that Sara Rhine attend free training classes. President Shoemaker asked for a motion to authorize the purchase of 2 minutes books, a sweeper, and map organizer for the office. Moved by Amber Metcalfe, seconded by Dave Stump, approved by all.

The meeting was adjourned at 9:43 pm, on a motion made by Dave Stump, seconded by Richard Laughlin II, and approved by all.

Submitted by, Sara Rhine