

Borough of Newburg Meeting Minutes November 4, 2019

The Newburg Borough Council met on November 4, 2019 at the Newburg Borough office with the following present: Mayor Melissa Negley, President Nathan Shoemaker, Dan Lehman, Amber Metcalfe, Secretary – Sara Rhine, Visitors: Solicitor - Zach Rice, Newburg Hopewell Volunteer Fire Department.

The meeting was called to order by President Shoemaker 6:33pm.

Pledge of Allegiance

Visitors: NHVFD provided the monthly call and financial reports. Tyler Gamble mentioned that they checked the cistern and the measurements determine it to be 22,000 gallons. Tyler suggested marking the location.

Minute Approval: President Shoemaker asked for a motion to approve the minutes for October 21, 2019 with one correction. Moved by Dan Lehman, seconded by Amber Metcalfe, and approved by all.

Treasurer's Report: It was reported that the error on the last report was due to a keying error. President Shoemaker asked for a motion to approve the report with the notations that the check numbers are wrong and pay bills. Moved by Amber Metcalfe, seconded by Dan Lehman, and approved by all. Sara Rhine to mail 4 checks.

Secretary Report: Sara Rhine reported that there is nothing new with the code enforcement report since last meeting. Sara provided a park update to Council. Working on new grant application and there is a meeting with Recreation Resource on November 12, 2019 at 11:30 am. Sara sent a letter to the homeowner of 114 E Main St stating they need to get a permit for the work that was completed on the house and MDIA is sending one as well with the request of engineered plans of the work that was completed. Sara provided Council with an price of \$4975 on an overhead crosswalk, price does not include mast arm, push button, and installation. Sara is waiting to hear back from PennDot regarding the installation. Sara need some more information on the no pets signs to get an estimate from Chemung Supply. Muncy Bank completed their annual audit of the RDC. Sara provided a price of \$175-225 for decals for the truck. Decals were tabled until we design a new seal but will purchase temporary signs for the time being. Sara asked Council about a display board for the office once the new porch is installed. The sign was estimated between \$1700-1900. N Water St. signs were damaged and Sara sent pictures to Erik regarding this, Bob at Pro's Concrete is on vacation and Erik will address it with him then. Sara asked about purchasing asphalt and salt for the office, now that we have the truck. Sara was asked by Bonnie Aleshire to change the Google account over from Orrstown to Muncy Bank. Sara asked Council about adding a fee for Code Enforcement duties. Council stated that we don't need it and the fees are covered if the issue goes to the MDJ.

Mayors' Report: Mayor Negley asked about the occupancy for 4 South Water and 14 W Main St, Sara confirmed that we have up to date information. Mayor Negley asked Sara to check the occupancy on 1-3 East Main St. Mayor Negley asked if the Halloween stuff from the bus shelter be stored at the office and not at her house. Ms. Negley stated she met a contractor that would be interested in reviewing the park and providing feedback/assistance. Mayor Negley dropped sign posts off at the office for the greens.

Unfinished Business: We are awaiting a proposal from Advanced Disposal and once Zach has it he will review it and provide us the details.

Park- President Shoemaker and Sara Rhine have a meeting scheduled with Recreation Resource on November 12 ,2019 at 11:30 am to discuss a plan for the park. Sara Rhine will be sending out the updated grant application to Cumberland County Redevelopment Authority.

Street Projects – North Water St. project is complete, discussed the damaged street signs from the construction. Council discussed Exchange St. project and if there inlet was fixed before the asphalt was replaced. Council talked about the trench drains and if the project will be completed this year.

North Newton maintenance agreement was composed and President Shoemaker reviewed it and forwarded it to North Newton for review.

114 E Main St. -Sara Rhine talked with CCIS about re-inspection for rental and they said they will not reinspect until the Building Code Official (MDIA) has issued a certificate of occupancy. Sara Rhine reached out to MDIA regarding

this and they said that they will issue a letter. The letter will state that the homeowner needs to obtain a permit and engineered drawings of the corrections that were made and MDIA will inspect the house per the drawings.

2020 Budget was advertised and is ready for adoption on November 18 meeting.

Leaf Pickup – Council suggested that one of the leaf pickups be completed within the next week or two. Sara will reach out to Newville Borough to see if they can accommodate this. Sara said that Advanced Disposal will take the leaves as a last result. Council asked Sara to reach out to the NHJA regarding dropping the leaves by the sewer plant. Council discussed entering into an agreement with the municipalities in the future to document the details rather than coordinating each year.

Credit card bill was received and the new process for issuing payments has started.

Verizon agreement was signed and returned, waiting for Verizon.

Parking and Snow Removal was briefly discussed. Sara Rhine was asked to email all documents to Council for the review at the next meeting.

New Business: Sara Rhine reached out to R&D Cleaning to confirm that they received the email of contract award for snow removal. Mayor Negley and President Shoemaker to arrange a ride along with R&D Cleaning and go over the process for snow removal. Sara Rhine asked about sending a letter to Hopewell Township to assist with large snow fall. Council asked about adding to the letter that Newburg Borough will hold harmless Hopewell Township for any damage to Lynn Ave and Curtis Ave while plowing. Zach will look into the details.

2020 Street projects- President Shoemaker is seeing more and more issues with the roads. President Shoemaker would like to create a list and discuss what needs accomplished and report back. During the street project talks Council discussed the accident that happened Saturday night stemming from a car running the stop sign on South Water St. Council discussed the addition of a stop sign ahead sign to S Water St. and the fact that N Water St. needs swept as it still has glass on it from the accident. Mayor Negley and Council member Amber Metcalfe will sweep up the glass. Sara Rhine will reach out to PennDot. Council discussed making the intersection of 696 and Rt641 a controlled intersection due to the amount of accidents in the last year.

President Shoemaker received letter requesting support for the Shippensburg Area School District realignment of the school board regions to allow for equal population representation similar to the election district. President Shoemaker will work on a resolution of support.

Council entered into executive session regarding personal matters at 8:25pm.
Council exited executive session at 8:31pm.

President Shoemaker asked for a motion to enact Resolution 2019-009 commending Sara Rhine for the completion of the Certified Borough Official Program. Moved by Dan Lehman, seconded by Amber Metcalfe, approved by all.

Correspondence: Sara Rhine asked Council if they would like to make a monetary donation to Toys for Tots and Council stated they cannot donate money. Sara received our 30 day notice for our EMC premium renewal. We received a notice to pay the Liberty Surety Bond, Sara to send to Bonnie for payment. Received 3 complaints regarding parking on N Water St, residents were being parked in by construction equipment. The office received a letter asking for municipalities to support HB 1459 and opposing HB432. President Shoemaker received a letter regarding the park on N High St. Sara Rhine will respond to the email as a confirmation of receipt.

Council discussed creating a RFP for legal Council. President Shoemaker asked for a motion to advertise the RFP for solicitor on our website and the PSAB magazine and website. Moved by Amber Metcalfe, seconded by Dan Lehman, approved by all.

Roundtable: President Shoemaker received a letter of resignation from Council member Dan Lehman effective Dec 31, 2019.

The meeting was adjourned at 9:55pm. Moved by Dan Lehman, seconded by Amber Metcalfe, and approved by all.

Submitted by, Sara Rhine