

## **Borough of Newburg Meeting Minutes February 3, 2020**

The Newburg Borough Council met on February 3, 2020 at the Newburg Borough office with the following present: Mayor Melissa Negley, President Nathan Shoemaker, Amber Metcalfe, Richard Laughlin II, Francis Moore, Secretary – Sara Rhine, Visitors: Solicitor – Zach Rice, Shippensburg EMS, NHVFD.

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

Pledge of Allegiance

**Visitors:** Shippensburg EMS was present to provide their call report for the month. Tyler Gamble was present for the NHVFD and provided the monthly call report.

**Minute Approval:** President Shoemaker asked for a motion to approve the minutes for January 20, 2020 with one correction, remove apostrophe from solicitors in first paragraph of unfinished business. Moved by Richard Laughlin II, seconded by Amber Metcalfe, approved by all.

**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, approved by all. Sara Rhine had Council sign the paperwork from Muncy Bank adding Amber Metcalfe to the bank account and as a credit card holder.

**Secretary's Report:** Sara stated that we received more rental license applications and that we are working on the rental inspections that are due this year. Sara provided Council with 2019 statements of financial interest forms for completion. All Council information was updated with the Cumberland County Elections Bureau. The Wickard Subdivision plans were returned due to a missed signature. Sara provided the Recreation Committee with pictures of the banners that we have in the shed. Sara asked for further details on the street banner for the Memorial Day Parade. Council confirmed that the banner should be between 20' to 30' long and double sided. Mayor Negley said she knows a company that could do the banner and she will get some pricing when we have all of the details. Sara contacted Kirk Stoner from Cumberland County Planning to start the Comprehensive Plan and new Zoning Ordinance, Kirk said to wait a couple weeks until he has all of the details together. Sara Rhine needs copies of drivers licenses for anyone who will be driving the truck for Brown & Walters Insurance. Sara reached out to the State Police for assistance.

**Mayor's Report:** Mayor Negley reported she has one of the poles to the unattached banners. Mayor Negley purchased flags for the barrels on the greens. Mayor Negley reported that the outlet is still broken at the bus shelter. Sara stated that she purchased a double outlet and it is actually a single outlet. Sara purchased a single outlet and will replace this week. Mayor Negley reported that there is still an issue with the cameras. Ms. Negley reported that she contacted the Shippensburg Transportation Department and they will look into rerouting the buses next school year. As of right now they are short a full time bus driver and are using substitutes until the position is filled.

### **Unfinished Business:**

Solicitor RFP committee went through proposals and contacted 4 potential solicitors. They will work on setting up interviews.

114 East Main St – Solicitor letter was received by Esh on January 2, 2020. Sara Rhine hasn't heard anything new and neither has MDIA.

Park Planning – Council President Shoemaker reached out to park designer (Kevin at Recreation Resource) for new prices but haven't received anything back at this point.

2020 Street Maintenance – President Shoemaker reported that Erik had the street project process started and surveyors were out last week.

Memorial Day Planning – The committee found two food truck vendors and are looking for a third, the Wheel House was suggested. The VFW, AMVETS, and the Patriot Guard will participate in the parade. Amber will get prices for the necessary equipment to hang the banners.

Building Permit Review Process- Council discussed the new building permit/land use permit process. All permits will be automatically forwarded to CCIS once they come back Sara Rhine can sign as the borough representative. Council asked to be kept up to date on the current permits. Sara will provide report for each meeting. It was also suggested that we update our permit.

Parking Ordinance Review – Zach Rice provided two parking ordinances for Council to review. President Shoemaker asked everyone to review and provide feedback at the next meeting.

Porch Remodel – Nothing new reported.

**New Business:** A proposal was received from CCIS for Building Code Official. Council discussed possibly adding them as another Building Code Official. Zach Rice asked for a copy of the agreement for review.

Council discussed rental inspections due this year and it was determined to have a borough representative present at the time of inspection.

Council reviewed the bids for landscaping. It was suggested that we ask for more information to be able to achieve a final determination. Council requested that all bidders (excluding the most recent landscaper) to provide three references and equipment list.

Winter Cumberland Franklin County Borough Association dinner will be held on February 25, 2020 in Waynesboro at the Parlor House. The meal will be served family style and will include stuffed chicken breast, roast beef, scalloped potatoes, vegetable medley, fruit cup, and cherry pie. Council will attend and provided meal selections.

**Roundtable:** Mayor Negley stated that she met some residents and they asked if the borough plans on adding any improvements for residents that are visually/hearing impaired.

The meeting was adjourned at 8:27 pm, on a motion made by Francis Moore, seconded by Richard Laughlin II, and approved by all.

Submitted by, Sara Rhine