

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: Mike Pykosh, Matt Bugli, CDBG - Chris Rafferty (via telephone), Denny Haltman, Kim Spencer, Jason Hawkins.

The meeting was called to order by President Metcalfe at 6:30pm.

VISITORS

Jason Hawkins was present to provide an estimate for the garage at the office. Jason had a couple questions. Jason stated that costs of building materials are very high at the moment and that his quote includes spouting that was not included in the estimates the borough previously obtained.

Cumberland County Redevelopment Authority's Chris Rafferty was present to discuss the process of the environmental review which includes a review from the State Historical Preservation Office. The SHPO reviews the grant because of it being Federal monies. The SHPO stated that they do not want the borough changing the front of the office. They suggested a door on the side of the building. The borough believes that the design chosen was best suited for the layout of the office and to limit structural changes. Chris stated that if the borough wanted to proceed with the design as is, they would need to provide proof and documentation backing the design chosen and deeming it necessary for operations and return the information to the CDBG. They will then forward it back to SHPO, for their approval through a statutory checklist. CDBG is open to considering additional funding if needed and would need the approval of the commissioners.

MINUTE APPROVAL

Motion to approve the minutes for February 15, 2021 with one correction to change date in minutes from February 15, 2020 to 2021. Moved by Ken Rife, seconded by Francis Moore, approved by all.

TREASURER'S REPORT

Sara provided local fire call reports, Francis provided additional information for Newville FD. Discussed keeping the local donations as budgeted and releasing funds: NHVFD - \$5000; Ship EMS - \$1500; Fire Police - \$750. Motion to release funds as budgeted for local services NHVFD - \$5000; Ship EMS - \$1500; Fire Police - \$750. Moved by Monica Logan, seconded by Francis Moore, approved by all. Will continue to monitor local services that support our area. Motion to approve the report and pay bills. Moved by Ken Rife seconded by Monica Logan, approved by all.

SECRETARY'S REPORT - Sara reported that one item was added to the building permit report. Rental Inspection of 103 E Main St was completed and a letter will go out this week to request the rental application. Sara stated that the public works department has been plowing snow, and will focus on getting the wreaths down once we have the truck. Issues with the salt spreader were addressed 2/17/21 as the hopper was cleaned and lubricated. Sara purchased 10 bags of fine salt to help aid in spreading and WD-40 due to impending snow. Spreader issues were believed to be related to proper maintenance. Going forward the spreader will be cleaned after every use and lubricated. Sara purchased 12 bags of rock salt for the ice storm on 2/18/2021. The dumpster hasn't been emptied at the office after a few calls found out they were not operating by our contract and stated we were not being picked up for non pay. Issues have been resolved. Mrs. Rhine reminded everyone that they need to complete the statements of financial interest to have on file at the office. Sara will be out of the office briefly on 3/2/2021 for an 9:45 appt but will have access to phone and internet during this time. Sara purchased office supplies (case of paper, pack of labels, sticky notes) at staples for \$118.74. Sara is compiling the call reports from the local fire departments: Pleasant Hall Fire Department - no calls 2019 & 2020; West End Fire Department calls -2019-4 & 2020-1. Francis provided Newville FD responded to 10 calls in 2020.

MAYOR'S REPORT

- Mayor Negley stated that our Prisoner of War and American flag at the memorial need to be replaced. Ms. Negley stated that a wreath had fallen down. Sara confirmed that we have an American flag but not a Prisoner of War Flag. Amber and Ken will see what they can find by the way of quality flags and get back with prices.

Council/Mayor entered into executive session at 7:52 pm for personnel matters.

Council/Mayor exited executive session at 8:03 pm.

Per discussion regarding employee matters, Monica Logan made a motion to terminate employment for Boyles. Seconded by Ken Rife, approved by all. Council asked Ms Rhine to send a letter indicating the decision. Sara to suspend credit card and camera use.

Verizon phone system kicked the meeting off the conference line.

UNFINISHED BUSINESS

1. Landfill changes - Amber, Ken, Mike P., and Sara met with Mike McIntyre, Scott Perin, Harold Landman, Cindy Zimmerman of Waste Management on 2/23/2021 to discuss all of the changes and options for moving forward. Suggestions for dumpsters at the boro office and the landfill staying open later two days a week. Residents must show proof of residency to get color coded access cards. Discussed the issues Waste Management faced with the transition from Advanced Disposal.
2. Park - Nothing new to report.
3. Parking Ordinance is tabled until the next meeting as nothing new.

4. CBDG ADA Grant-Nothing new to discuss waiting on weather. The North High St./Birch Alley ADA project has a change order request to push the completion date to May 31, 2021. Change was approved by CDBG prior to requesting the change order. Motion to approve the change order for a final completion date to May 31, 2021.
5. CDBG Porch Project - Council discussed possible directions for the project and it was determined that we work on estimates and pictures for the State Historic Preservation office for submission to the CDBG.
6. Garage estimates - Ken Rife is waiting on an estimate. Hawkins construction provided an estimate and construction cost are high at this time. Council will look into other options.
7. Trash Service pickup - Tabled at this time.
8. 160th Anniversary - Meeting was held on 2/21/2021 at 1pm. Discussed events: 4/17/21 all you can eat pancake breakfast; incorporation celebration- speech by Mayor; time capsule burying; Little Miss; etc.
9. Wet Municipality petition was revised and distributed. 43 signatures (25% of cast votes) are needed for the petition to appear on the November 2021 ballot. Motion to enact resolution 2021-007 approving a petition for allowance of licensing of alcohol to be sold within the borough. Moved by Monica Logan, seconded by Francis Moore, approved by all.
10. Engine Brake Use within the borough - Mike Pykosh shared the ordinance with Terry Appleby. It was determined that we must confirm the criteria with our engineer and then confirm back with PennDot. It takes 30-60 days for PennDot to get back. It was requested that Sara send the resolution and criteria to the engineer and he should provide a letter to PennDot stating the findings and return it to Mike Pykosh.
11. Zone Hearing Board Variance - Still need two members for zone hearing board. Denny Haltman agreed to join. Motion to appoint Denny Haltman as a member of the Zone Hearing Board. Moved by Monica Logan, seconded by Francis Moore, approved by all.

NEW BUSINESS

1. President Metcalfe discussed maintenance of Cherry Alley with residents and they asked if we could add some gravel. Discussed options.
2. Personnel committee - Talked about the addition of a time clock (\$130 on Amazon includes clock, 300 cards, 2 keys, and loud for data) and tabled for the next meeting. Would like to see time schedules on projects. Personnel handbook was distributed by Mike Pykosh for review at the next meeting. It was determined that we should advertise the part time public works position.
3. Computer Policy is ready for members. One the copies are signed, members can pick up their computers. Sara to distribute after the meeting is over.

CORRESPONDENCE

- 1.) Resident asked if we can plow differently on Gum Alley. The residents park in front of the garage and are getting plowed in, the resident offered his yard for us to push snow into if we need to.
- 2.) Hawkins submitted a bill to Amber for the use of his equipment for snow removal.
- 3.) Resident letter regarding concerns of parking restrictions on North Water St due to the limited parking. Residents also explained his concerns regarding a trash pickup service and if they would lose the option of the landfill free trash.
- 4.) G Alleman submitted a building permit for a shed. The permit was reviewed by our Zoning officer and Mr. Alleman is requesting a variance. Council asked that Sara reach out to Richard Webber, our ZHB solicitor.

ROUNDTABLE

- Francis Moore asked Council what they are doing with the drain in front of his house that runs under RT641.

ADJOURNMENT Motion to adjourn meeting at 9:30pm. Moved by Monica Logan, seconded by Francis Moore, approved by all.