

**NEWVILLE BOROUGH COUNCIL
COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE
REGULAR MONTHLY MEETING
FEBRUARY 13, 2017 AT 5:00PM**

The regular monthly meeting of the Newville Borough Council Community and Economic Development Committee was held on Monday, February 13, 2017 at 5:00PM in the Newville Borough Office, 4 West Street, Newville, Pennsylvania. On roll call, the following members were present: Becky Barrick and Dale Jumper. Glenn Harry was absent. Also present were: Mary Kuna of CAEDC, Sara Jarrett and Clarence Fry.

Citizen Comments: There were no citizen comments.

Minutes: There were no corrections or revisions to the minutes of the January 9, 2017 regular monthly meeting.

Old Business: The committee agreed to prepare a summer concert series. The first concert will be an scheduled for Sunday, May 28, 2017 from 5PM to 7PM at the Newville Community Park. Concerts will then resume following the Fountain Festival, and will continue through September. Plans are to hold two concerts per month. The Big Spring Senior Center is interested in providing refreshments to help raise funds. It was suggested that other non-profit organizations be invited to participate as well.

- Sara Jarrett and Mary Kuna will create a Newville Events Facebook page to provide information on the summer concerts, and other Newville area events.
- Publicity was discussed. Advertising in the *Guide*, and through the U.S. Postal Service was considered. Prices will be obtained for each. Mary Kuna suggested a local radio station may be willing to support the event.
- A letter to local businesses will be prepared seeking sponsors to underwrite the events.
- The “Music in the Park” series will require the approval of Borough Council.

New Business: Ms. Barrick informed the committee that the Borough Council on January 31, 2017 approved a job description for the position of Community and Economic Development Coordinator. The next step will be to advertise the position and accept applications. The committee recommended ten to twelve hours per week for the coordinator, with the hourly rate of pay to be set by Borough Council.

The committee authorized the Borough Manager to contact Christopher Gulotta to arrange a meeting with the Cumberland County Board of Commissioners in March to discuss the tax abatement program.

The committee discussed establishing a series of workshops to address property ownership, maintenance and economic development. After discussion, the committee agreed to develop a community empowerment program that would consist of the following workshops to be offered free to residents of the borough:

- **Homeownership:** A workshop that will focus on low interest mortgages available through the federal government, and assistance for first time homebuyers to be provided by Cumberland County.
- **Home Improvement and Rehabilitation:** A workshop that will focus on low interest loans available through Cumberland County and the USDA. The borough's tax abatement program would also be a focus of this workshop.
- **Small Business Development and Expansion of Existing Local Business:** This workshop will focus on funding available through the Cumberland Area Economic Development Agency; the U.S. Department of Agriculture, and Cumberland County.
- **Small Business Start-up:** This workshop will enlist the support of CAEDC and the Small Business Development Center at Shippensburg University. The workshop will focus on developing a business plan, financing, marketing, and other fundamentals required to insure the successful creation of a small business.
- **Home Accessibility and Sustainability:** This workshop will focus on making a home handicapped accessible for the elderly or disabled. Presenters may include the Cumberland County Redevelopment Authority, the Cumberland County Office of Community and Social Services, and the Veterans Administration.

The members reviewed a publication entitled "A Five-Step Fast Track Blight Plan" prepared by Christopher Gulotta for the Housing Alliance of Pennsylvania. Mary Kuna stated other municipalities have addressed blight by making a walking tour of the community, and completing a prepared survey. The results of the survey are then ranked. The participants will hold a follow-up meeting to review the results, and begin to formulate an action plan to address the deficiencies.

The committee discussed changing the meeting date and time. It was agreed that the committee will recommend to Borough Council that the Newville Borough Council Community and Economic Development Committee will meet on the second Thursday of each month at 5:00PM.

CAEDC Report: Mary Kuna agreed to meet with Matt Tuckey to discuss the committee's plans for economic development. The concept of developing a small business incubator in the Tuckey Building at 1 West Big Spring Avenue will also be discussed with Mr. Tuckey.

Sara Jarrett: Sara informed the members that she is under consideration to be hired as the full time borough secretary/treasurer for Mt. Holly Springs Borough. She is currently serving as vice president for the Neighbors in Christ organization, and she would like to continue helping the borough wherever possible.

Adjournment: With no further business to come before the Newville Borough Council Community and Economic Development Committee, the meeting was adjourned at 6:20PM.

The next meeting will be held on March 9, 2017 at 5:00PM in the Newville Borough Office.

MINUTES RECORDED BY:



Fred A. Potzer

Borough Manager/Secretary