

**NEWVILLE BOROUGH COUNCIL  
WORK SESSION / REGULAR MONTHLY MEETING  
MARCH 28, 2023 AT 6:00 PM**

---

The work session meeting of the Newville Borough Council was held on Tuesday, March 28, 2023 at 6:00 PM in the Newville Borough Office, 4 West Street, Newville Pennsylvania, with the regular monthly meeting at 7:00 PM.

The meeting was called to order by Council President Scott Penner. The invocation was given by Solicitor Marcus McKnight III, followed by the Pledge of Allegiance. On roll call, the following members were present: Robert Darius, Joey Diehl, Jack Ericksen via Zoom, Joe Kindon, Edward Sinkovitz, and Scott Penner.

Also present: Borough Secretary Jody Hoffman, Solicitor Marcus McKnight, Police Chief Todd Koser, Officer Matthew Keller, Code/Rental Inspector Jeff Line, Mayor Michael Crouch via Zoom, Sentinel reporter Maddie Seiler, Don Flagle, Bob Kanc, Tom Brink, Matt Brink, EDA chair Andrea Greene, Vicki Witter, Liz Knouse and State Representative Barb Gleim.

**Finance and Manager's Report:** Mr. Penner recited the treasurer's report with bank balances as of February 28, 2023.

**F & M Trust Accounts:**

General Fund:	\$5,395.27	Joint Veterans	\$846.63
General Fund Expense:	\$555.24	Police Expense:	\$24.10
Recreation Fund:	\$7,152.28	Newville Area Events:	\$1,461.91
Payroll Fund:	\$23,675.19		

**Mid Penn Bank:**

Tax Anticipation Loan:	\$117.51	Highway Aid / Liquid Fuels:	\$4,386.85
Street Lighting:	\$646.84	Rental Fund:	\$554.87
Fire Tax	\$1,878.64		

Bank reconciliation reports were presented showing the bills that were paid in the month of February.

Pennsylvania State Association of Boroughs Municipal Retirement Trust pension plans ending on February 28, 2023 were: Non-uniform \$442,342.79 (-10,773.82) Police \$264,834.43 (-9,288.93)

**Finance Committee:** Mr. Sinkovitz reported that a minimum of bills has been paid. Ms. Hoffman explained that at this time the focus has been on making payroll and paying insurances. She also stated that local vendors have been the priority for getting paid first. She explained that Real Estate tax has been steady although there will be a surge in revenue when the mortgage companies pay in mid-April during the end of the discount period.

**Administration:** Pastor Kindon asked for a memo to be sent to borough employees in the absence of a borough manager position to reach out to him via email or phone to bring to borough council for discussion. He would like to advertise for a recreation assistant for Mrs. Brymesser for the summer recreation program events. He reported that the assistant last year earned \$15.00 per hour which totaled \$1,048.91. He would also like to see Mrs. Brymesser

receive an increase in pay as Director to \$16.00 per hour for this summer. (post meeting note: as requested by Mrs. Diehl, the total paid to the Director for 2022 was \$2,233.80)

**Public Safety / Public Works:** Mr. Darius commended the police department, public works and the code enforcement officer for their visibility within the community despite the challenges being faced.

**Quality of Life:** Mrs. Diehl had nothing new to report.

**Recreation:** Mr. Sinkovitz reported that the Recreation Commission is developing a mission statement. He reported that he had spoken with Gordon Holl, Scout Master of Troop 174 in regards to the eagle scouts assisting Mrs. Brymesser with the summer program. The troop will be attending the next recreation meeting in reference to the request. It was asked if there will be concerts at the fountain this year. Mr. Penner asked Mr. Ericksen if the EDA could check with local businesses for sponsorship of the bands.

**Economic Development Authority:** Mr. Ericksen gave an update on the grant of \$77,655 from the Redevelopment Authority for the parking area upgrade and pad with electric and water of the trailhead. A package was received by Martin and Martin and the EDA will begin moving forward with advertising for bids on the project. He predicts actual construction to begin in the next two months.

Mr. Sinkovitz asked Mr. Ericksen he could ask the Rails to Trails Committee if they could help in the cost to replace the electronic locking system on the men's restroom at the trailhead. Hilton's Lock and Security submitted a quote of \$1,440. Mr. Penner asked for another estimate. Chief Koser suggested Nancy's Lock and Key.

**Mayor's Report:** Mayor Crutch gave the following police bank account balances as of February 28, 2023: K9 account at Belco, \$1,028.67, police department account \$5,275.55, auxiliary police account at ACNB \$0.00 (account closed). Reporting fine revenue: Clerk of Court \$172.63, Magisterial District Court \$678.73 for a total of \$851.36.

**Chief of Police:** Chief Koser reported there was a total of 158 calls for service. Traffic enforcement included 11 citations issued, no parking violations and 2 traffic warnings. Patrol vehicle mileage was 1,495 miles and there were 14 outstanding warrants for the month.

Chief Koser reported on the concerns from the previous council meeting regarding the speed on North High Street. A speed enforcement study was conducted from March 16 – March 22. The timing device was placed approximately at 23 North High Street. There were approximately 26,000 cars that traveled during that time period. The speed limit is 25 mph and the tolerance is 10 mph which means enforcement is 36 mph and higher. The study showed that only 0.8% of traffic was over the tolerance level. He reported the highest speeds were at 4:00 AM when there is no traffic and no police. The highest speed recorded was 45 mph. Chief Koser stated that with the closeness of parking, 25 mph looks a lot faster than it actually is. Mr. Penner felt the bigger issue is pedestrian safety. He would like to see more cross walks with flashing lights like at the intersection of West Street and West Main Street.

**WCCOG:** Mr. Sinkovitz reported that the main discussion that pertained to the Borough was the new radio requirement for purchase with the county. He stated that Brian Hamilton and Mr. Potzer had a plan in place, however it is unknown where that stands.

**Code Enforcement:** Mr. Line reported that he has sent 14 letters to landlords for inspection. Twelve have been completed of which three had failed. Two of the three have corrected their deficiencies to pass their inspection. Under code enforcement, he has placed two door hangers for the month. One notice of violation was sent concerning tracking mud. He also received a call of a rooster on Fairfield Street. He asked what can be done about the dumping at the Community Aid boxes.

**Update:** Mr. Penner updated the progress of the RPF submittals which should be received in April. The forensic audit will be paid from the \$200,000 grant as well as five-year plan. Long term will be hiring an interim manager or long-term manager.

Mr. McKnight gave an update on the forensic audit with the District Attorney's Office to save money. The Borough's contribution is \$5,000 but should be able to be paid from the grant with DCED. He stated that a comprehensive settlement with Mid Penn Bank is being negotiated.

Mr. Penner also commented on the recent pension audit, which was another item that had not been conducted properly by the former manager. It was discovered that contributions had not been paid by the borough as far back as 2016. Ms. Hoffman stated that contracts have been neglected which have accumulated in costs and fees that otherwise was unknown up until this time.

### **Regular Monthly Meeting March 28, 2023 at 7:00 PM**

**Consent Agenda:** A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to approve the Consent Agenda which includes the following:

- Minutes of the February 28, 2023 meeting
- Approval of the List of Bills for February 2023
- Approval of the Treasurer's Report for February 2023
- Reports of the department heads

All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.

**Citizen Comments:** Mr. Tom Brink stated that he will be conducting the electronic waste collection at the Newville Lion's Club Fairgrounds on April 29<sup>th</sup> from 9AM to 1PM. All will be free of charge with the exception of televisions. Television disposal (tube and flatscreen) will be charged at a rate of \$0.75 per pound due to transportation and disposal costs.

Representative Barb Gleim stated that she had written legislation to name a bridge in Newville, SFC Randall Shughart Memorial Bridge. She also would like to name a portion of route 641 from the intersection of Springfield Avenue in Newville Borough to Green Hill Road in West Pennsboro Township. A tentative date of October 3, 2023 has been set as a ceremony and the bridge naming. Mr. Penner stated that the second Friday in September, the football game will be dedicated to Armed Forces and their families and it would be nice to tie that in with the dedication of SFC Shughart. Mr. Don Flagle gave history on others who have served and lost their lives from Newville. It was suggested to have those recognized as well. Mr. Penner would like a list of others who could be included in the naming of bridges project.

Ms. Andrea Greene of the Economic Development Authority gave information on the second annual Waterwheel 5K which will be held on Saturday, May 20, 2023 from 8AM to 2PM. She is requesting a waiver for the open container policy so that they will be able to set up a beer and wine garden for the event near the rail trail entrance. Food and vendors would be set on the trail, towards the school and the race will be held towards Shippensburg. Pastor Kindon acknowledged the separation of the area from the rest of the venue.

Mr. Flagle of the Joint Veterans Council requested the closure of streets for the Memorial Day Parade on May 29, 2023. His questioned the planning and staffing for the event. Mr. Penner responded that the Borough can set up the stage and chairs but if Mr. Flagle could use his volunteers for the staging of the parade. Mr. Flagle responded that that was what he would do as well as the placement of restrooms and obtaining the memorial banners. Fire police will be used Department at a pay rate of \$20.00 per hour. It was estimated that there will be a need of ten and the time would be two hours each.

Mrs. Liz Knouse of the Newville Historical Society announced that they will be holding First Friday Markets at the Historical Society's back parking area from 3PM to 6PM starting on May 5<sup>th</sup> and run through October. There are fourteen vendors, music and food specials offered by Whiskers and Theos. The next day, on May 6<sup>th</sup> there will be a motorcycle ride or car from mountain to mountain starting at Michaux and ending in Doubling Gap, with presentations at both points. They are partnering with the Legion Riders Club and will end at the fairgrounds with a chicken barbeque.

**Legal Matters:** Mr. McKnight revised the Memorandum of Understanding with the Newville Borough Police Department from February 28, 2023 to March 28, 2023. He stated that the MidPenn Resolution will be adopted pending a discussion during Executive Session. 2023-04 will be discussed with a date change. Mr. Penner advised that the Planning Commission zoning changes regarding B&B and Airbnb will be held off until the next meeting. New Planning Commission members will be addressed during new business section.

**Old Business:**

- a. A motion was made by Mrs. Diehl, seconded by Pastor Kindon to approve the Memorandum of Understanding with the Newville Police Department dating from 3/28/23 – 10/1/23. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.

**New Business:**

- a. A motion was made by Mrs. Diehl, seconded by Mr. Darius to waive the open container ordinance for the EDA Waterwheel 5k on Saturday, May 20, 2023 from 8AM-3PM at the Trailhead Park. Motion carried with four (4) affirmative and zero (0) negative votes. Pastor Kindon and Mr. Sinkovitz abstained.
- b. A motion was made by Mrs. Diehl, seconded by Mr. Darius to close the appropriate streets for the Memorial Day parade on Monday, May 29, 2023. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- c. A motion was made by Mr. Sinkovitz, seconded by Pastor Kindon to approve two new members to the Recreation Committee: Ms. Dena Seitz and Pastor Stephen Melton. Motion carried with six (6) affirmative and zero (0) negative votes.

- d. A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to accept the resignation of Jayson Mellot on the Planning Commission and to advertise for his replacement. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- e. A motion was made by Mr. Sinkovitz, seconded by Pastor Kindon to approve Mrs. Sandy Brymesser with the Recreation Commission to hold a yard sale fundraiser at the Newville Community Park pavilion on April 28 from 8AM to 4PM and April 29 from 8AM to 12PM. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- f. A motion was made by Mr. Sinkovitz, seconded Mrs. Diehl to use two fire police for the Inter Church Council for the cross walk on Friday April 7, 2023. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- g. A motion was made by Mrs. Diehl, seconded by Mr. Sinkovitz to close the auxiliary police account at ACNB bank. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- h. A motion was made by Mr. Sinkovitz, seconded by Pastor Kindon to increase the Summer Recreation Coordinator's hourly rate to \$16.00 and up to 25 hours per week.

**Correspondence:** A letter from the Senior Center was received requesting the use of the Community Park for their Active Aging Day picnic. They have done this for several years. In the past, Newville Borough has been the primary sponsor of the event which included supplying the band, providing hamburgers, hotdogs, rolls and water. The letter stated that over 100 seniors are in attendance and in addition DPW employees have been made available to set up and tear down the tables, chairs and tents. The kitchen area is also used to provide set up for the food. The picnic would be held on Friday, October 6, 2023 from 8AM to 2PM.

Mr. Penner suggested the use of the Community Park for the event as well as the employees for set up and tear down, but at this point the Borough is unable to donate financially.

A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to provide the Park, and employees for the Active Aging Day Picnic but no financial sponsorship. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.

**Executive Session:** An Executive Session was held to discuss a legal and personnel matter. Council adjourned to Executive Session at 7:59 PM and returned to regular session at 8:39 PM.

A motion was made by Pastor Kindon, seconded by Mr. Darius to approve resolution 2023-03. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.

**Adjournment:** With no further business to come before the Newville Borough Council, the meeting was adjourned at 8:40 PM on a motion by Mrs. Diehl, seconded by Pastor Kindon. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.

Minutes recorded by:

  
\_\_\_\_\_  
Jody Hoffman Borough Secretary/Treasurer

**Upcoming Meetings:**

- Newville Borough Planning Commission April 12, 2023 at 7:00 PM
- Newville Borough EDA April 19, 2023 at 7:00 PM
- Newville Borough Water and Sewer Authority April 17, 2023 at 10:00 AM
- Newville Borough Recreation Commission April 18, 2023 at 7:00 PM
- Newville Borough Council April 25, 2023 at 6:00 PM