

**NEWVILLE BOROUGH COUNCIL  
WORK SESSION / REGULAR MONTHLY MEETING  
APRIL 25, 2023 AT 6:00 PM**

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The work session meeting of the Newville Borough Council was held on Tuesday, April 25, 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, Joe Kindon, Ed Sinkovitz, and Scott Penner. Jack Ericksen arrived at 6:07 PM.

Also present: Borough Secretary Jody Hoffman, Solicitor Marcus McKnight, Police Chief Todd Koser, Mayor Michael Croutch via Zoom, Sentinel reporter Maddie Seiler, Andrew Sheaf and Beverly Hutzel with DCED, Gary Grant, Sherry Wilomad and Sonja Mixel with Free Milk Sunday, Recreation Coordinator Sandy Brymesser, Steve Brymesser, Bob Kanc and Planning Commission Solicitor Matthew McKnight.

**Finance and Manager's Report:** Mr. Penner recited the treasurer's report and bank balances as of March 31, 2023.

**F & M Trust Accounts:**

General Fund:	\$10,580.82	General Fund Expense:	\$278.80
Recreation Fund:	\$7,338.76	Payroll Fund:	\$14,100.24
Joint Veterans:	\$846.63	Police Expense:	\$282.32
Newville Area Events:	\$1,461.91	Police Grant Acct.	\$156.89

**Mid Penn Bank:**

Tax Anticipation:	\$117.51	Street Lighting:	\$646.84
Fire Tax:	\$1,878.64	Highway Aid / Liquid Fuels:	\$4,387.22
Rental Fund:	\$734.93		

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

Pennsylvania State Association of Boroughs Municipal Retirement Trust pension plans ending on March 31, 2023 were: Non-uniform \$447,420.78 Police \$265,091.74

**Finance Committee:** Mr. Sinkovitz explained that the committee meets once a week to review bills owed and monies coming in. The priority at this time, is to pay the locally owned business invoices first. Ms. Hoffman stated that tax revenue has been steadily coming in and the peak of will be at the end of April when the mortgage companies make their payments.

**Administration:** Pastor Kindon reported that he had met with DPW Supervisor Rob Mellinger regarding the lock on the restrooms at the trailhead. He stated that Mr. Mellinger had investigated other companies for and estimate on the locking mechanism the door requires and that all other companies referenced Hilton's. Pastor Kindon clarified the mowing at the park that DPW will mow the park and outside the fence of the ball field. Kevin Yost will maintain the field

inside the fence. Mr. Penner stated that a contract will be made for mowing and snow removal at the pharmacy and new borough building.

**Public Safety / Public Works:** Mr. Darius commented on the fountain being painted and is in operation for the season. DPW has begun street sweeping on Mondays and Tuesdays. Mr. Darius commended the Newville Police Department for their service and protection of the community.

**Economic Development:** Mr. Ericksen reminded everyone of the Waterwheel 5k to be held on May 20, 2023. Things are moving ahead and there is expected to be a big turnout. Funding has been approved for the trailhead project. Details will be finalized at a meeting with the Redevelopment Authority on Friday, April 28<sup>th</sup> at 1:00 PM. He reported on the appointment of EDA officers as follows: Andrea Greene Chair, Vince Mellott Vice-Chair, Kenn Tuckey Treasurer and Liz Knouse Secretary. A façade grant was approved for Pleasant View Antiques located at Herron Cottage and will be opening on May 20<sup>th</sup>. Ms. Hoffman asked what a bill was for from the EDA to the Borough for a first quarter payment of \$3,000. Mr. Tuckey thought that a \$12,000 contribution was voted upon at a previous council meeting. Ms. Hoffman stated that her understanding was that the Borough had committed to funding four façade grants. Mr. McKnight stated that \$12,000 was allotted on the budget, however that the budget that is not an accurate account of the Borough's finances.

**Quality of Life:** Mrs. Diehl stated that she did not anything to report.

**Recreation:** Mr. Sinkovitz reported that the Recreation Commission had picked a mission statement and that the previous meeting was attended by Gordon Holl's boy scout troop to offer their assistance in helping Mrs. Brymesser with the summer rec program. Mrs. Brymesser brought her concern of safety of the scouts to Mr. Sinkovitz's attention. Mr. Penner stated that clearances would need to be obtained for any volunteers. It was decided to have the scouts as helpers with concessions and to hire a summer recreation assistant for Mrs. Brymesser.

**Mayor's Report:** Mayor Crouch reported the balance of the of the K9 account at Belco ending March 31, 2023 as \$1,028.67 and the calendar funding of \$11,400.55. Cumberland County Clerk of Court fines totaled \$295.37 and the Magisterial District fines totaled \$913.79. The mayor also mentioned that the body cams are now obsolete and can not be updated or serviced. Chief Koser stated that the cost of the cameras are \$800 each.

**Chief of Police:** Chief Koser reported that there was a total of 201 calls for service, 10 citations issued, 1 parking violation, 5 traffic warnings issued and 14 outstanding warrants for the month of March. The patrol mileage for the vehicles totaled 1,647 miles. Chief Koser reported that traffic enforcement is higher in April. There has been a large jump in truck traffic, notably US Express trucks. There were two back-to-back illegal turns at the traffic light in which both hit the pole. The Chief asked if the signs purchased two years ago, could be installed beside the light. He is waiting on a quote for the brackets needed to complete the installation.

**WCCOG:** Mr. Sinkovitz reported the main topic at the previous meeting was the purchasing of the new radio systems. Mr. McKnight stated that orders are due by Friday, April 28<sup>th</sup> however

Chief Koser stated that it was his understanding that the commitment is to be made by the end of June. Chief Koser reported that a decision has yet to be made if ARPA money can be used.

With the work session ending before 7:00 PM, Mr. Penner suggested discussing some legal matters that will not need any motions.

Mr. McKnight rehashed the circumstances in which the Borough's loan with Mid Penn Bank went into default due to financial difficulties. He stated the issue was how to move forward with a loan that was due by the end of February was to turn a short-term loan into a long-term loan with a lease/sublease plan partnership with the EDA. A forbearance agreement will be signed between Borough and Mid Penn Bank. The vehicle loans will also be brought up to date. The next step would be to vote on during the Regular Meeting.

Mr. McKnight discussed the legal fees owed to Irwin and McKnight, P.C. that have not been paid since the legal problems that arose in December. He would like to get last years fees paid up and then work on a monthly payment plan.

Mr. Penner would like to add insurance renewals to the May 30, 2023 meeting.

**Correspondence:** A phone call received from Kevin Addington regarding the dumping of trash at the Community Aid box on Vine Street was addressed. Mr. Penner commented that the bin was cleaned up promptly after the social media comments but it continues to be a problem.

A complaint form was received from Devin Doporcyk regarding the vacant property located at 102 Broad Street. He has spoken with the property owner with concerns of the hazards that may exist from his negligence. Mr. Penner stated that this is a code enforcement issue that needs to be addressed and a possible citation to Kim Heckendorn, the property owner.

Mrs. Olive "Joey" Diehl has submitted her letter of resignation for the Newville Borough Council and also the Newville Borough Recreation Commission. Action will be taken during the regular meeting.

Mr. McKnight advised the council that the new municipal building will be nearing completion. He suggested having a dedication ceremony and to also appoint a committee to oversee the moving transition from one building to the other. Mr. McKnight felt the building will be ready to be moved into within the next two months.

## **THE REGULAR MONTHLY MEETING BEGAN AT 7:02 PM**

**Citizen Comments:** Mrs. Brymesser would like to ask for part time paid, summer recreation coordinator. She is asking for an assistant for the hours of 12 PM to 3 PM two or three times a week. She also stated that the yard sale she is conducting this weekend to benefit the summer recreation program, and is asking council for a change in date to May 5 and 6 due to the weather forecast.

Mr. George Spangler questioned which council seats were vacant in the North Ward for the upcoming election. Mr. Penner responded that terms ending December 31, 2023 were Pastor Kinson and Mr. Sinkovitz in the North Ward as well as Mr. Ericksen for the South Ward. Mr. Spangler was also concerned of the ball teams parking in the Zion Lutheran Church parking lot on Sundays. He said the cars were park along the edge in the street creating much congestion. Mrs. Diehl has requested Mr. Yost to advise all teams on Sundays to park at the Newville Elementary School.

Mr. Bob Kanc had two community items to announce. First, that the Big Spring Kiwanis will be having its third annual Fishing Fun Day for the kids on Saturday, April 29 from 9 AM until 12 PM. They have 65 fishing poles to give away and the boy scouts will be serving hotdogs and sausages. Secondly, the EDA will be holding their second annual 5k Waterwheel on May 20 from 9 AM to 2 PM. There will be chicken barbeque sales/pickups from 10 AM to 1 PM, Theos with breakfast sandwiches, boy scouts with hot dogs and sausages, and the library with parfais and perennials. There will be approximately 20 vendors and booths set up. There will be a one mile fun run/walk at 9:30 followed by the 5k at 10:00. A separate wine and beer garden will also be available.

Mr. Gary Grant with Free Milk Sunday is asking permission to set up at the Community Park Fence. His organization provides milk, bread and eggs free of charge starting at 8:00 AM. He has been doing this in Carlisle and Harrisburg and would like to add Newville to his schedule. It was suggested to have it in the middle of the month.

**Consent Agenda:** A motion was made by Mrs. Diehl, seconded by Pastor Kindon to accept the Consent Agenda which includes the following:

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

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

**Legal:** Mr. Matthew McKnight reviewed and explained the zoning ordinance proposal 2023-01 regarding Bed and Breakfast and Airbnb. The new policy does not require a Bed and Breakfast to be owner occupied or serve only to their guests. Airbnb must have a room rental for short term, no more than 30 days. All must provide off street parking. He would like a motion to advertise. Mr. Penner asked if hotel tax revenue would apply. Mr. McKnight stated that he would look into that.

A motion was made by Mr. Ericksen, seconded by Pastor Kindon to advertise the proposal of Ordinance 2023-01 amending the zoning for Bed and Breakfast and Room Rental, Short-Term. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.

Mr. McKnight is requesting to advertise or search for two open positions on the Planning Commission. Interested parties must live in the Borough for at least one year.

**New Business:**

- a. A motion was made by Mr. Sinkovitz, seconded by Mrs. Diehl to approve the request for closing of the appropriate streets for the senior class of 2023 processional on Wednesday, May 31, 2023 and for the Fountain Festival Parade on June 16, 2023. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- b. A motion was made by Mrs. Diehl, seconded by Mr. Darius to suspend the fee for building permits for the months of May, June, July and August. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- c. Motion already taken.
- d. A motion was made by Mr. Sinkovitz, seconded by Mr. Ericksen to hold a special meeting of the Newville Borough Council on May 9, 2023 at 7:00 PM for the purpose of

hearing presentations for the Strategic Management Program. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.

- e. Motion was made by Mr. Sinkovitz, seconded by Mr. Darius to hang the "No Turn" signs already purchase at the traffic light. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- f. A motion was made by Mrs. Diehl, seconded by Mr. Sinkovitz to approve the forbearance agreement with Mid Penn Bank. All were in favor. Motion carried with six (6) affirmative and zero (0) negative votes.
- g. A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to approve the resignation of Mrs. Diehl from the Newville Borough Council South Ward and from the Newville Borough Recreation Commission. All were in favor. Motion carried with five (5) affirmative and zero (0) negative votes. Mrs. Diehl abstained from the vote.
- h. A motion was made by Mr. Ericksen, seconded by Mr. Sinkovitz to appoint Jody Hoffman, Rob Mellinger and Joe Kindon to serve on the ad hoc Moving Committee. All were in favor. Motion carried with five (5) affirmative and zero (0) negative votes.
- i. A motion was made by Pastor Kindon, seconded by Mr. Sinkovitz to authorize the Summer Recreation yard sale to be moved to the dates of May 5 and 6. All were in favor. Motion carried with five (5) affirmative and zero (0) negative votes.
- j. A motion was made by Mr. Sinkovitz, seconded by Pastor Kindon to approve the hiring of a summer activities assistant for the Summer Rec Program at \$15.00 per hour for a total of six hours per week. All were in favor. Motion carried with five (5) affirmative and zero (0) negative votes.
- k. A motion was made by Pastor Kindon, seconded by Mr. Sinkovitz to approve the Community Milkman and Free Milk Sunday to set up at the Newville Community Park once a month, starting May 14, 2023. All were in favor. Motion carried with five (5) affirmative and zero (0) negative votes.

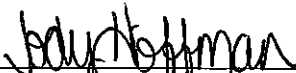
**Executive Session:** A motion was made by Mr. Sinkovitz, seconded by Mr. Ericksen to move into Executive Session to discuss personnel, financial and legal matters at 7:39 PM. No decisions were made and the Council returned to Regular Session at 9:10 PM.

A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to authorize the borough solicitor Marcus McKnight to contact Brown and Brown Insurance to evaluate the legal document dated 4/12/2023. All were in favor. Motion carried with five (5) affirmative and zero (0) negative votes.

Mrs. Diehl thanked everyone for the opportunity to serve on the Newville Borough Council. She explained that she is leaving due to her appointment with the Pennsylvania VFW programs and District 18 President of the VFW Auxiliary.

**Adjournment:** With no further business to come before the Newville Borough Council, on a motion by Mr. Penner, seconded by Mr. Ericksen the meeting was adjourned at 9:13 PM.

Minutes recorded by:

  
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Jody Hoffman Borough Secretary

**Upcoming Meetings:**

- May 8, 2023 Special Meeting of the Newville Borough Council at 7:00 PM
- May 10, 2023 Newville Borough Planning Commission at 7:00 PM
- May 15, 2023 Newville Borough Water & Sewer Authority at 10:00 AM
- May 16, 2023 Newville Borough Recreation Commission at 7:00 PM
- May 17, 2023 Newville Borough EDA at 7:00 PM
- May 30, 2023 Newville Borough Council Work Session at 6:00 PM / Regular Meeting 7:00 PM