

**NEWVILLE BOROUGH COUNCIL  
MONTHLY MEETING  
FEBRUARY 22, 2022 AT 6:00 PM**

---

The work session meeting of the Newville Borough Council was held on Tuesday, February 22, 2022 at 6:00 PM in the Newville Borough Office, 4 West Street, Newville Pennsylvania, with the regular meeting to follow.

The meeting was called to order by Council President Scott Penner, The invocation was given by Mr. McKnight, followed by the Pledge of Allegiance. On roll call, the following members were present: Robert Darius, Joey Diehl, Jack Ericksen, Ed Sinkovitz, and Scott Penner. Also present: Borough Manager Fred Potzer, Borough Solicitor Marcus McKnight, Mayor Michael Croutch, Chief of Police Todd Koser, Sentinel reporter Maddie Seiler and Code Enforcement Officer, Natalie Hutchinson. Councilman Nathan Burrow was absent.

**Finance Report:** Mr. Potzer gave the finance report with the current balances on the bank accounts and pension fund statement. He presented the bills for Council approval which were as follows:

Piper Advertising	Council/Mayor Nameplates	\$65.75
Boston Mutual Insurance	Group Disability Insurance	\$412.59
PA Chiefs of Police Association	Civil Service Testing Materials	\$272.30
Saylor's Market	Cleaning Supplies – Police Station	\$43.48
Newville Print Shop	Window & Regular Envelopes	\$164.00
LN Automotive	New Alternator for Patrol Car (2013)	\$512.72
Advanced Septic Service	Restroom Rental – June Concert	\$124.00
Irwin & McKnight, PC	Legal Services January 2022	\$1,242.50
Saylor's Market	Cleaning Supplies & Water	\$77.30
Andoco	Uniform Rental DPW	\$246.80
The News Chronicle	Legal Advertising, 1-20-2021	\$25.75
Salzmann Hughes, PC	Covid 19 Update	\$45.00
AB Martin Supply	Plywood & Lumber – Pavilion Repair	\$122.97
Signs Signs	Letter the 2010 Dodge Charger	\$245.00
<b>TOTAL GENERAL FUND BILLS</b>		<b>\$3,600.16</b>

Groff Tractor & Equipment	Hydraulic Filter for Skid Loader	\$90.75
Cedar Grove Farm Store	Hose Coupler	\$26.54
Timothy S Barrick	Service Skid Loader	\$553.16
MS Foster	Temp Sensor for Dump Truck	\$747.00
Signs Signs	Street Sweeping Signs	\$900.00

<b>TOTAL HIGHWAY AID BILLS</b>		<b>\$2,317.45</b>
--------------------------------	--	-------------------

Mr. Potzer reported that the bank account balances were low in January and February which is normal and he is looking forward to March when tax notices are generated. He stated that March, April and May are strong months for revenue and then it starts to drop off starting in July. Realty transfer tax was higher than normal with \$5,088.65. EIT for the month totaled \$11,549 and LST totaled \$604. Compared to last year, there was an increase of almost \$2500.

Mr. Potzer filed the Actual Use Report of state funds with PennDOT. There were \$57,897.65 in expenditures, with the starting balance of \$19,308.42. State fund receipts were \$109,140.35: turnback allocation of \$2,320.00 and interest on investments \$25.10. Total receipts were \$111,485.45 which left a remaining balance of funds available as of December 31, 2022 of \$72, 896.22. This year's equipment allocation is \$22,292.07. The report has been accepted by Municipal Services and by PennDOT auditors in Harrisburg, so there should be no delay of receiving funds. Allocation for funds for this year are in the amount of \$33,765.68.

Mr. Potzer stated that the PUC realty tax was filed on February 3, 2022. This is a reimbursement of utility owned property in the Borough. There is one in the Borough which is the telephone switch station on North Corporation Street. The total real estate tax on that property is \$491.33 which the Borough will receive from the Pennsylvania Department of Revenue in August.

Mr. Potzer reported that USDA sent a memo on February 2, 2022 stating that loan 01 for \$32,500 has been paid in full. The loan was for a 2017 Ford Explorer and police equipment. Mr. Potzer explained that the USDA Rural Development program can be used for almost anything. It's a low interest loan combined with grant funds.

Mr. Potzer advised Council that in the up coming months there will be talk from the surrounding municipalities complaining about the cost of the county radio project. Mr. Potzer has identified community development block grant monies that the Borough can apply for and be eligible for up to \$125,000. Mr. Potzer feels it would take care of the police department needs and two radios for Emergency Management.

Mr. Potzer reported that the Newville Water and Sewer Authority is working with Brian Hamilton of the Department of Public Safety and representative of Motorola to look at the placement of antennas on the water towers to improve cell phone coverage and reception in the area.

In closing, Mr. Potzer recapped the projection of the move to Green Ridge Village for the police department. His estimate in the move came in at \$10,000. There is still a few remaining bills towards that, including the top off of the heating oil tanks at the former location. His projection is that the move is close to that estimate at this time.

**Verbal Reports:**

**Manager's Report:** Mr. Potzer reported the parking meters at the Municipal lot have been recalibrated. All fifteen meters were tested with only one failure. The next calibration is scheduled in 2025. A list of street repairs is being compiled. A list of the streets will be presented at the next meeting with an estimate from Capital Paving. Street sweeping will be conducted the week of April 4<sup>th</sup>. A rented sweeper from Bortek Industries in Mechanicsburg will be used for

this initial sweeping of winter debris and leaves. The sweeper will also be used one day for Green Ridge Village, North Newton Hills and Heim Court.

The American flags will need to be replaced on the street poles and a few banners. The cost for the replacements will be \$1,700. Department of Public Works will be out in the next few weeks to install the new truck restriction signs. Traffic control paint will be purchased from Sherwin Williams using Highway Aid money. The hope is to start by the end of March or early April. A new website is being organized by Brooke Mansfield, with the anticipation of getting it running by early March.

**Administration:** There was no new business from Administration to report.

**Public Safety/Public Works:** Mr. Darius did not have anything new to report for public safety. He did meet with some of the public works employees to introduce himself, since this is a new addition to his reports.

**Economic Development Authority:** Mr. Ericksen announced a major development for the EDA. They have been awarded a CBGD grant in the amount of \$77,675 for a community impact project. He reported that at the last meeting, Lisa Black, Careers Coordinator with Big Spring High School discussed developing internships for the students with the EDA. The students in turn, would receive class credits and community service acknowledgement. Also discussed was the Carlisle Chamber helping with the trifold and working closely in developing a high impact website. An ad was taken out in the Carlisle Chamber directory and will bring a copy of it to the next Borough meeting. The annual meeting will be held April 4 to provide public assessment of the activities and projects made by the EDA. A presentation of appreciation will be made to the businesses who have shown their support. There was also a discussion of adding members to the committee.

Mr. McKnight added that an audit was conducted by a CPA and correct forms were submitted to the IRS for processing.

**Quality of Life:** Mrs. Diehl announced the Fountain Festival will occur this year, June 17 and 18. The theme this year is “25 Years of Fountain Festival Fun.” Friday night’s events include a parade, food court, and porch decorating contest. There is hope of presenting a Newville slide show by Historian Bob Over and a tractor twang line dance. Saturday’s events would include craft vendors, a baking contest and a 5k run. First responder vendor space would be offered free for purposes of fundraising for those organizations. The committee would like to have Civil War Re-enactors and an encampment. There will also be a band and a farm tractor show.

**Recreation Committee:** Mr. Sinkovitz reported the first meeting of the year was held on February 15<sup>th</sup> in the Borough meeting room. Election of 2022 officers was conducted and will remain the same as the previous year: Pastor Chris Faylor as chairman, Pastor Joe Kinden as vice-chairman and Jody Hoffman as secretary.

The summer program will expand to three days with a possibility of four if the budget allows. Sandy Brymesser has agreed to be the program director again and will be starting to book the summer children’s events. Mrs. Diehl objected to three days of entertainment and would like

to see the third day as an arts and crafts or games. Mr. Penner asked if the fishing program could be incorporated into the summer program. Mr. Sinkovitz stated that is a Kiwanis event and is better suited to be on a Saturday along the creek. Mr. Penner suggested dog programs such as the herding obstacle course and also K9 Lock.

Mr. Sinkovitz asked when the money would be available to install the scoreboard at the ball field. Mr. Potzer stated that those funds are coming from ARPA money and will be available sometime in June. Mr. Sinkovitz stated that the price is only locked in until the end of the month and will require a \$625 shipping fee and a ten-week lead time.

Mr. Sinkovitz asked Mr. McKnight for help establishing a 5013C status, to which Mr. McKnight agreed.

**Mayor's Report:** Mayor Michael Croutch reported traffic fines for the month were \$1,100, non-traffic fines were \$211.81 and clerk of court fines were \$141.45, for a total of fines and revenues of \$1,453.26. Police department checking account balance at BELCO as of January 31, 2022: \$10,557.92, Police department K-9 account at BELCO: \$3,989.49, Police department debit card at F&M Trust: \$5.53 and the auxiliary police account: \$101.00.

Mayor Croutch stated that the police have started their move and will be completed by the end of the month.

**Police Chief:** Chief Todd Koser reported there were a total of 217 calls for the month of January. Twenty-two traffic citations, no parking violations and seven traffic warnings were issued. Total vehicle miles for the month were 1,930. He did not have an updated outstanding warrant report due to not having a police clerk currently.

Chief Koser gave his update on the move to Gilliland Manor at Green Ridge Village as follows:

- The move of the radio has been completed.
- Comcast has been scheduled for February 23, 2022 to relocate the internet.
- Kirbtech is also scheduled for February 23<sup>rd</sup> to move the IT equipment with the exception of the firewall, which will be installed on Thursday.
- Crime Intervention will be there on February 24<sup>th</sup> to move and install the DVR to the Borough Office
- The main part of move will be conducted tomorrow, February 23<sup>rd</sup> with the exception of the evidence room which will be completed by Monday, February 28<sup>th</sup>.

Chief Koser requested to have a secure mailbox installed and also wall anchors for TV monitors. The new address for the station is: 55 Manor Lane, Newville PA 17241

Next Chief Koser gave his report of the departments patrol cars. The 2017 vehicle was inspected and was in need of brakes and rotors to be replaced. The 2013, which previously had the alternator replaced, was again in need of service. It required an oxygen sensor and new battery.

The department had a request for an intern by criminal justice student at Shippensburg University. He had also requested an internship with the Game Commission, which is his first choice but has not heard back from them.

Chief Koser asked the Council if they had any questions regarding the shooting incident in North Middleton Township the previous week. Chief Koser confirmed there was one Newville police officer and one K-9 that responded to the call. He explained that the suspect actually lived

in the Borough and that he had outstanding warrants from Newville. The warrant was originally from Camp Hill who were contacted with the information that the suspect was hiding out in North Middleton Township. That was the reason for the three police departments being involved. Mr. Potzer advised that ARPA funds can be used for patrol vests for the officers and the K-9. Chief Koser said there is also a police grant that covers 50% of the cost. The vest will be discussed further at the next meeting.

Mayor Croutch stated that he had submitted an email to Wayne Myers of West Pennsboro Township about the move of the police department to Green Ridge Village. An agreement was already in place with the township and Mr. Myers was amiable with the move.

**LEMC:** A winter storm advisory was issued for Friday to Saturday with a slight chance of snow and little accumulation for our area.

**WCCOG:** Ms. Hoffman reported the Cumberland County Commissioner was in attendance and reported that the County received \$46.7 million dollars in American Rescue Plan Monies. She urged everyone to visit the County's website and take the survey on how to spend the monies. The Commissioners' goal is to be completely transparent with how the money is spent. Commissioner Foschi encouraged all the municipalities to adopt a resolution opposing the bridge tolling on I-83.

**Code Enforcement:** Mrs. Hutchinson presented a program for curb and sidewalk repairs. She had a sample booklet handed out which explained the requirements, Ordinance 199-2 and a list of masonry contractors. Starting in July, the Borough will offer a zero-interest curb and sidewalk loan program. Residents of the borough may borrow up to \$3,000 for repairs and repay the loan within five years.

Mr. Sinkovitz would like to see contractors listed for tree stump removal be included in the packet. Mr. Darius would like to see the historic sidewalks be restored using the restored bricks.

**New Business Additional Items:** Mr. Penner would like to add the following items to the agenda of new business on the Regular Monthly Meeting Agenda.

- d. To discuss and reopen the Borough Office, DPW, and Water and Sewer Plants to the public due to lower covid rates.
- e. To remove police parking signs at 27 West Big Spring Avenue on March 1, 2022.
- f. To have DPW remove the police sign on the building at 27 West Big Spring Avenue.
- g. To approve a special meeting on March 22, 2022 at 7:00 PM. This would be to discuss building plans of the new municipal building and police department at 131 S. High Street.
- h. To table the discussion of the MOU regarding the sale for 4 West Street until the March 22<sup>nd</sup> meeting.
- i. To approve the use of Newville Community Park for an Easter Egg Hunt on April 10<sup>th</sup> at 3:00 PM with a rain date of April 16<sup>th</sup> at 12:00 PM by the Big Spring Heights Church of God and Christian Life Community Church.

This concluded the work session of the meeting.

The regular monthly meeting began at 7:07 PM. Additional attendees included: Sarah, Tiffany Smith, and Sarah Miller of the Civil Service Commission.

**Citizen Comments:** Sarah (no last name given) appealed to the Council concerning a fine she received in the mail. She explained to Council that on Christmas Eve, she was approached Code Enforcement Officer, Natalie Hutchinson and Christina Lockwood, of Saving Acres Farms who were returning some cats trapped from the TNR program in Newville. Sarah had previously received a written warning from Mrs. Hutchinson concerning feces in her yard. Sarah admitted that she did feed the cats and apologized for getting behind in the upkeep of her backyard due to the recent death of her niece. She promised to take care of it after the holidays but weather prohibited that from happening. She then received the fine in the mail. She disagreed that several warnings were issued and stated she had contacted an attorney.

Tiffany Smith then voiced her objection to being cited for Property Maintenance Code 308.1 which states accumulation of rubbish or garbage. She said that many of the items listed as rubbish were her child's toys. She stated that the feces noted on her ticket indicated the location of behind her property bordering Glebe Avenue. She felt that she should not be responsible for removing someone else's pet feces. She also voiced her concerns that her neighbor is boarding dogs.

Mr. Penner turned to Solicitor McKnight for his statement on the Borough Ordinance concerning feral cats. He stated that if you feed the cats, they become your responsibility for care and immunizations according to the Borough's Ordinance 2001-6.

Mrs. Hutchinson showed Council her documentation of a time line leading up to the issuance of the citation. She stated that she had been contacted by neighbors voicing their concerns of the upkeep of the property of Ms. Smith and Sarah.

Mr. Penner explained once a resident receives a door hanger notice, they have a time limit to correct the issue. If after sufficient time has passed and the issue has not been corrected, then a ticket is issued. He advised Ms. Smith and Sarah that if they are going to challenge the citation, it should be addressed with Honorable Vivian J. Cohick and the Borough will abide by her decision on this matter.

Mr. Potzer stated he has been in contact with the owner of the adjoining property. She is in the process of getting her property surveyed in order to erect a privacy fence. At this time there is no evidence of kenneling of dogs on her property. She is allowed per the Borough zoning ordinance, to have an in-home office.

Mr. Penner restated that arbitration should be directed to Honorable Vivian J. Cohick for further discussion concerning this matter at the magistrate's office.

**Consent Agenda:** The consent agenda was approved on a motion of Mrs. Diehl, seconded by Mr. Sinkovitz. All were in favor. The motion passed with five (5) affirmative and zero (0) negative votes.

**Legal Matters:** Mr. McKnight presented Resolution 2022-05, "A Resolution of the Newville Borough Council, Cumberland County, Pennsylvania opposing a plan of the PA Department of Transportation to toll the Interstate 83 South Bridge." A motion was made by Mr. Ericksen, seconded by Mrs. Diehl to approve Resolution 2022-05. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.

Mr. McKnight discussed Contract Addendum #1 for North Corporation Street CBG street resurfacing and storm drainage project. There has been a modest increase of \$1,500 since the first proposal. The total funds available now is \$210,000. A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to approve the addendum. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.

**Old News:** Nothing to discuss.

**New Business:**

- a. A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to review and accept the eligibility list for police officers as certified by the Newville Police Civil Service Commission. Also, to direct the Borough Secretary to forward a copy of the list to the Newville Police Officer's Association. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.
- b. A motion was made by Mrs. Diehl, seconded by Mr. Ericksen to approve a letter of support joining with West Pennsboro Township Board of Supervisors and state representative Barbara Gleim to name the PennDOT bridge on East Main Street in honor of Congressional Medal of Honor Recipient, Battle of Mogadishu – 1993, Sergeant First Class, Randall David Shugart. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.
- c. A motion was made by Mrs. Diehl, seconded by Mr. Darius to approve the following expenses related to the relocation of the Newville Borough Police Department.
  - Crime Intervention Alarm, \$3,950 to relocate a wireless dish and DVR to the Borough Office. Chief Koser stated that this price included the move of the phone system also.
  - Crime Intervention, \$1,600 to relocate and install on a utility pole at the Fountain a camera presently mounted on the police station at 27 West Big Spring Avenue.
  - Kirbtech, \$1,426.71 to remove and re-install police department computers to the new station, and provide networking equipment and \$2,461.49 to install a Barracuda router and firewall software.
  - Signs, Signs, \$158 for two directional signs.
  - To authorize purchasing of wall brackets and a lockable, secure mailbox.All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.
- d. A motion was made by Mrs. Diehl, seconded by Mr. Sinkovitz to open all Borough offices to the public. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.
- e. A motion was made by Mr. Sinkovitz, seconded by Mr. Ericksen to authorize DPW to remove police parking signs from the front of 27 West Big Spring Avenue on March 1, 2022. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.
- f. A motion was made by Mr. Sinkovitz, seconded by Mrs. Diehl to authorize DPW to remove the police sign from the building located at 27 West Big Spring Avenue on March 1, 2022. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.

- g. A motion was made by Mrs. Diehl, seconded by Mr. Sinkovitz to approve a special meeting to be held on March 22, 2022 at 6:00 PM to discuss building plans for 131 South High Street. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.
- h. A motion was made by Mr. Ericksen, seconded by Mrs. Diehl to table the discussion for the MOU regarding the sale of 4 West Street until the March 22, 2022 special meeting. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.
- i. A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to the use of Newville Community Park by Big Spring Heights Church of God and Christian Life Community Church on Sunday, April 10<sup>th</sup> at 3:00 PM, with a rain date of April 16<sup>th</sup> at 1:00 PM for the purpose of an Easter egg hunt. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.

**Executive Session:** Mrs. Diehl made a motion to adjourn to Executive Session with regards to a personnel discussion, seconded by Mr. Ericksen at 8:05 PM. Mrs. Diehl Made a motion, seconded by Mr. Sinkovitz to return from Executive Session at 8:30 PM. Mr. McKnight noted that no action was taken during Executive Session.

**Adjournment:** With no further business to come before the Newville Borough Council, the meeting was adjourned at 8:31 PM on a motion of Mrs. Diehl, seconded by Mr. Sinkovitz. All were in favor. Motion passed with five (5) affirmative and zero (0) negative votes.

**Upcoming Meetings:**

- Newville Borough Planning Commission, March 9, 2022 at 7:00 PM
- Newville Fountain Festival Committee, March 10, 2022 at 7:00 PM
- Newville Economic Development Authority, March 16, 2022 at 7:00 PM
- Newville Borough Water and Sewer Authority, March 21, 2022 at 10:00 AM
- Newville Borough Council Special Meeting, March 22, 2022 at 6:00 PM
- Newville Borough Council Work Session 6:00 PM followed by Regular Meeting 7:00 PM, March 29, 2022

Minutes recorded by:

---

Jody Hoffman, Borough Secretary/Treasurer

