

**NEWVILLE BOROUGH COUNCIL  
MONTHLY MEETING  
MARCH 29, 2022 AT 6:00 PM**

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The work session meeting of the Newville Borough Council was held on Tuesday, March 29, 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: Nathan Burrow, Robert Darius, Joey Diehl, Jack Ericksen, Ed Sinkovitz and Scott Penner. Also present: Borough Manager Fred Potzer, Borough Solicitor Marcus McKnight, Sentinel reporter Maddie Seiler and resident Aly Roberts. Joining the meeting later were Mayor Michael Crutch, Code Enforcement Officer Natalie Hutchinson and resident Madelon Blaney.

**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:

L N Automotive, LLC	Repair Patrol Car – Oxygen Sensor	\$133.94
L N Automotive, LLC	Inspect & Service Patrol Car Install Brake & rotors	\$496.54
WEMA	2022 Membership Dues	\$300.00
Cumberland/Franklin Boroughs	2022 Membership Dues	\$25.00
Martin and Martin Inc	Update Cost Estimate for Traffic Signal	\$268.00
Saylor’s Market	Water for Borough Office, Vending Machine Drinks	\$62.78
Kough’s Oil Service	Fuel for Police Station (27 W Big Spring Ave)	\$924.84
Kint Corporation	Police Station Extinguisher Annual Check	\$128.50
Kint Corporation	Borough Office Extinguisher Annual Check	\$47.50
Kint Corporation	DPW Extinguisher Annual Check	\$91.00
AB Martin	Plywood & Lumber to Repair Upper Pavilion	\$122.97
K&C Communications	Remove 800Mhz Antenna & Equipment from Station	\$835.67
Kirbtech	Barracuda Firewall Installed for Newville PD	\$2,587.96
Boston Mutual	Group Disability Insurance	\$412.59
Cedar Grove Farm Store	2 Boxes of Nails	\$16.50
AB Martin	Hardware for Police Station	\$45.79
Irwin & McKnight PC	Legal Services for February	\$592.50
Andoco	Uniform Rentals	\$197.44
US Municipal Supply	Directional Signs for Police Station	\$280.83
Crime Intervention Alarm	Service Policy & Monitoring Service	\$453.00
Kough’s Oil Service	Final Delivery – 27 W Big Spring Ave	\$344.48
<b>TOTAL GENERAL FUND BILLS</b>		<b>\$13,875.21</b>
Barrick Tire LLC	Stainless Steel to Repair Spreader	\$148.00
Timothy S Barrick Inc	Repair brake caliper on Ford Dump Truck	\$215.47
<b>TOTAL HIGHWAY AID BILLS</b>		<b>\$363.47</b>

Mr. Potzer reported the EIT for the month of March totaled \$25,102 compared to the same time last year of \$23,144. The LST was \$1,391, down from \$1,730 for the same period last year. He stated that EIT is running almost \$2,000 more each month than it did during 2021. Local realty transfer tax for the month ran \$650. There was only one transaction during March. Taxes have been issued, with the bills going out on March 1<sup>st</sup>. The projected revenues from Borough taxes will be somewhere between \$305,000 - \$306,000, fire tax \$10,288 and street lighting \$19,889. The Tax Collector, as of March 28, 2022 has collected \$48,877.52 for the General fund, specialty taxes of \$4,824.35 and occupational taxes of \$1,780.00.

Mr. Potzer advised there were late additions to the agenda, which included Alpha Space Control estimate for thermoplastic line painting of eleven intersections for \$8,189.85. This would be eligible to be paid from highway aid fund. The scoreboard for the ballpark from OES for \$4,763.00 was added as well. Mr. Potzer stated that the Economic Development Authority has received a grant in the amount of \$77,655 which they would like to apply to the trailhead on McFarland Street. They would like to pave and expand the parking lot. The mayor has submitted pricing for new bullet proof vests from Atlantic Tactical for \$2,404.66. Mr. Potzer stated this is in line with past purchases. This concluded the additions to the agenda.

Mr. Potzer also discussed the addition of a resolution regarding the lease of the new municipal building. He stated that will present an opportunity to leave the current building and possibly enter a memorandum of understanding (MOU) with the Economic Development Authority whereby the Redevelopment Authority will market the building along with Chris Gulotta to issue an RFP for potential developers and buyer for the building.

Mr. Potzer reminded Council of a small Mitsubishi truck purchased from Federal Surplus ten years ago for \$1000. Mr. Potzer stated it is used for curb painting and property maintenance by the Public Works Department. He reported the state of Pennsylvania is going to have funding coming out through the new infrastructure bill of receiving \$171 million dollars. He would like council to consider using this grant money to replace that truck with a new electrical truck. He feels this would be worth pursuing for Public Works on a trial basis. Mr. Potzer would also like to see a charging station at the trailhead and possibly at the new municipal building.

### Verbal Reports:

**Manager's Report:** Mr. Potzer reported that Rob Mellinger was able to purchase flags and banners for \$950, a considerable savings from the past year. A skid of bagged mulch was purchased from Bender's Hardware. DPW received its annual street paint order from Sherwin Williams and plan to start in April. The cost of the paint was \$1,300. A new pump had to be purchased for the fountain from the Carlisle Agway at a price of \$400. Water for the park restrooms is set to be turned on next week.

Contractors will begin work at Whisker's Brewery and closure has been granted for Glebe Avenue and the Municipal Parking Lot during this time. The Borough vehicles will be serviced from the Highway Aid fund. The procurement application was submitted to F & M Trust for a credit line of \$15,000.

Mr. Potzer would like to open a Municipal Debt Service Account at F & M Trust to deposit twenty-four to twenty-five thousand dollars to serve as money towards the new Municipal Building. He would like to have a dedicated account for that debt service. One annual payment would be made to the Gobins.

**Administration:** Mr. Burrow had nothing to report for Administration.

**Public Works/Public Safety:** Mr. Darius reported that DPW is continuing street cleaning, painting and posting the truck signs on the designated streets. He feels fortunate not to have the drug problems of other boroughs but feels the need for the police to be visible to the public.

**Economic Development Authority:** Mr. Ericksen stated the first annual meeting of the EDA will be held April 4<sup>th</sup> at the VFW. The purpose is to promote the EDA, report their accomplishments and to thank the donors to their projects. There will be an event at the Trailhead on May 21 at 10:00 AM. They plan to have a 5K race and some smaller attractions. The EDA has acquired an intern, Jacob Beecher, a senior at the high school, who will be work on the trail events. He restated the options for using the grant money as paving and extending parking at the trailhead or acquiring a property on West Main Street for the purposes of a parking lot. A letter has been drafted to Mary Kuna of the Redevelopment Authority for her input to expand on these ideas.

**Quality of Life:** Mrs. Diehl would like to offer free zoning permits during the months of May, June, July, and August. She also stated the Wheels for Warriors Car Show will be held Saturday, September 17 with a rain date of September 24.

**Recreation:** Mr. Sinkovitz reported that the scoreboard is ready to be ordered. Kevin Yost will be organizing a crew for installation. The splash pad will be ready for installation in the fall. Mr. McKnight has been contacted and an appointment set up to apply for a 5013C designation. The kick off for the Faith and Fun Fridays will be June 17, sponsored by five local churches ( Big Spring Heights, Diller Mennonite, Movement Outreach, Greenspring First Church of God and Christian Life Assembly) The program is headed by Pastor Christopher Faylor.

Mrs. Diehl questioned the mowing and maintenance cost of contract for the park by Kevin Yost. She asked why he wouldn't be responsible for the purchase of the scoreboard. Mr. Potzer suggested asking for a donation from the ballfield.

**Chief of Police:** A written report was submitted and attached to the agenda packet.

**LEMC:** Mr. Potzer commended Mr. Barrick and Mr. Foley for the work they provide for the Borough during this past winter season.

**WCCOG:** Mr. McKnight reported that the Capitol COG invited our COG Coordinator to lunch to remind her that each member pays \$200 and the entire COG in our area comes in at \$200. Each member of the local COG voiced opposition to this proposal. Mr. McKnight suggested taking the dues from the warehousing reserve to cover the dues for all the municipalities. He stated the advantage of membership to the Capitol COG is on bidding salt and other supplies as a joint entity.

**Code Enforcement:** Mrs. Hutchinson reported some residents have complained that after they remove snow from their walkways, the plow comes through and covers what they have done. Mr. Potzer stated that Fairfield street is a state road and not the Borough. He recommended

a winter maintenance contract with the state for those roads, using the Borough equipment and employees for snow removal. Mrs. Hutchinson would also like to see leaves removed from sidewalks and fronts of homes. Mr. Potzer suggested amending the grass ordinance to include leaves. The Borough collects leaves curbside.

### **The Regular Monthly Meeting Commenced at 7:05 PM**

**Citizen Comments:** There were no citizen comments.

**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 six (6) affirmative and zero (0) negative votes.

**Legal Matters:** Mr. McKnight discussed the notice to proceed with New Enterprise Stone and Lime Inc. for the CDBG Improvement Project of North Corporation Street. Mr. Potzer stated the slight increase of \$1,500 for the project. Mr. Sinkovitz made the motion, seconded by Mrs. Diehl to authorize the issuance of a "Notice to Proceed". All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

Mr. McKnight would like to introduce Resolution 2022-06 "A Resolution of the Newville Borough Council, Cumberland County, Pennsylvania regarding the construction and mortgage with note regarding the payment for the new Municipal Building." He explained the Borough already owns the land by gift from the Gobins located at 103 South High Street. He compared it to a construction loan with set date of payments of interest only. Once the building is completed, then the Borough would pay the \$4,000 monthly amount. A motion was made by Mrs. Diehl, seconded by Mr. Darius to approve Resolution 2022-06. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

Mr. Potzer would like to recognize the Gobins for their generosity. He suggested the meeting room at the new building be dedicated in their names or also a fishing pavilion on the property in their honor. Mr. McKnight would like to have a display of an artist rendition at the Fountain Festival.

Mr. McKnight presented Resolution 2022-07, regarding the appointment of special counsel, P. Richard Wagner, Esquire. A motion was made by Mrs. Diehl, seconded by Mr. Sinkovitz to accept Resolution 2022-07. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

Resolution 2022-08, "A Resolution of the Newville Borough Council, Cumberland County, Pennsylvania, regarding the appointment of an acting police chief. Mayor Croutch suggested leaving the officer in charge at this time until it is known if Chief Koser can return. Mrs. Diehl stated that the Council has a say in appointing an acting chief of police. Mayor Croutch stated that as of today, nothing has been submitted for disability. A further discussion will be conducted at the next meeting to conduct interviews of the officers to appoint an Acting Chief of Police.

**Old Business:** Mrs. Diehl made a motion, seconded by Mr. Darius to authorize the purchase of two bullet proof vests, replacing two that are to expire, for the Newville Borough

Police Department at the cost of \$2,404.66 paid from the General Fund. All were in favor. The motion passed with six (6) affirmative and zero negative votes.

**New Business:**

A motion was made by Mr. Sinkovitz, seconded by Mr. Burrow to ratify the submission of a Community Development Block Grant application to the Cumberland County Redevelopment Authority in the amount of \$89,000 to fund a water splash pad with handicap accessibility at the Newville Community Park. All were in favor. The motion passed with six affirmative and zero (0) negative votes.

Mrs. Diehl made a motion, seconded by Mr. Sinkovitz to approve the Police Department Purchase Requisition #1051 in the amount of \$526.44 and authorize the transfer of the funds from General Fund to the police debit card. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

A motion was made by Mr. Ericksen, seconded by Mr. Sinkovitz to authorize the President of Borough Council to approve a letter of support for a \$77,655 Community Development Block Grant from the Cumberland County Redevelopment Authority to expand and resurface the parking lot at the Newville Trailhead facility. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

Mr. Sinkovitz made a motion, seconded by Mr. Burrow to accept a proposal from Alpha Space Control of Fayetteville to apply white thermoplast marking paint to eleven borough cross walks at a cost of \$8,189.85 to be paid from the Highway Aid account. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to approve submitting the application for an electric mini-truck, replacing the current one using PADP grant money. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

A motion was made by Mr. Ericksen, seconded by Mr. Sinkovitz to close Municipal parking lot and Glebe Avenue for approximately two weeks while restoration working is being done at Whisker's Brewery. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

Mr. Ericksen made a motion, seconded by Mrs. Diehl to open a dedicated account at F & M Trust for purpose of providing funds for the new Municipal Building. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

A motion was made by Mrs. Diehl, seconded by Mr. Ericksen to offer free zoning permits during the months of May, June, July and August. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

A motion was made by Mrs. Diehl, seconded by Mr. Burrow to pay dues to the Capital COG through the Western COG. All were in favor. The motion passed with six (0) affirmative and zero (0) negative votes.

Mayor Croutch requested a motion to advertise in local media for a part-time police clerk position for the Newville Police Department. He requested the position be up to 32 hours per week so that the officers have more time for patrol. A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to authorize the Mayor's request. All were in favor. The motion passed with six (6) affirmative and zero (0) negative votes.

Mrs. Diehl made a motion, seconded by Mr. Sinkovitz to regretfully accept the resignation of Mr. Nathan Burrow, Councilman for the North Ward and to authorize acceptance

of letters of interest from the North Ward qualified electors by April 22, 2022. All were in favor. The motion passed with five (5) affirmative and zero (0) negative votes. Mr. Burrow thanked the Council and the town for the hospitality he received while living in Newville. He will be moving to Texas to be closer to family.

A motion was made by Mr. Sinkovitz, seconded by Mr. Darius to approve the summer park schedule as presented in the agenda. All were in favor. The motion passed with five (5) affirmative votes and zero (0) negative votes. Mrs. Diehl does not want to see the program expanded from what is presently reserved this year for fear of extra costs. Mr. Potzer stated there are many programs that do not have a cost, such as Life Lion, the Fire Chief's Smokehouse, Meteorologist Eric Finkenbinder, and the Pennsylvania Game Commission. Mr. Potzer also pointed out that Newville Borough is the only municipality that offers this type of programming for the children.

### **Correspondence:**

There is a request from the Big Spring Heights Church of God in collaboration of four other churches to use the Community Park for nine consecutive Fridays starting June 17 through August 12 for Faith and Fun. The program runs from 10AM until 12PM, including lunch for its participants. They would also like to use the park on August 7 for the Back to School Bash from 3PM – 6PM. A motion was made by Mrs. Diehl, seconded by Mr. Sinkovitz authorizing this request. All were in favor. The motion passed with five (5) affirmative and zero (0) negative votes.

There is a request from Big Spring Kiwanis asking for the use of the Borough Office for their meetings on the third Thursday of the month. They had previously met at Kane's Pizza, which is now closed. A motion was made by Mrs. Diehl, seconded by Mr. Ericksen granting permission for the Kiwanis to hold their meetings at the Borough Office. All were in favor. The motion was passed with five (5) affirmative and zero (0) negative votes.

Mr. Potzer received a card of thanks from Zion Lutheran Church for the Borough's help in maintaining their parking lot. Stone was also used for patching of the Methodist Church to which they are grateful too.

A letter was received from the PA Compensation Rating Bureau. An amendment had been requested a year ago regarding the worker's compensation rate for the Volunteer Fire Company EMS. They did not grant the amendment; however, they did create a classification within the volunteer fire company that would be a lower rate for any volunteer of the ambulance unit who does not respond to calls but provides operational support.

**Mayor's Report:** Mayor Croutch reported that the cameras at the light were once again knocked down by an illegally turning tractor trailer. The driver has been cited and the bills for the replacement of the cameras has been sent to the carrier.

Mayor Croutch would like to recognize Officer Matthew Keller in completing four years as a full-time officer. He has been with the Borough for five years including one as a part-time officer.

The police department has received requests from some local businesses regarding towing for illegal parking in their lots. They would like to contract the service out to one towing company and have it posted on the no parking sign. A motion was made by Mr. Darius, seconded

by Mr. Ericksen to authorize the request for proposal (RFP) to local towing companies. All were in favor. The motion passed with five (5) affirmative and zero (0) negative votes.


**Citizen Comments:** Ms. Madelon Blaney commended Council in reciting the Pledge of Allegiance prior to their meetings. She was concerned about the condition of the sidewalk in front of the John Graham Library and if the Borough is responsible for the repair. Mr. Potzer stated that the Borough gives an annual donation to the Library but it is a private facility and it is up to the Library for the repair. He recommended she attend a Library Board meeting. Ms. Blaney asked about the cemeteries in Newville. Mr. Potzer advised her the cemeteries are privately owned. She was interested in volunteering for their upkeep. She also commented on the wealth of information that the Historical Society contains.

**Adjournment:** With no further business to come before the Newville Borough Council, the meeting was adjourned at 8:35 PM on a motion of Mrs. Diehl, seconded by Mr. Sinkovitz. All were in favor. The motion was passed with five (5) affirmative and zero (0) negative votes.

**Upcoming Meetings:**

- Newville Borough Planning Commission, April 13, 2022 at 7:00 PM
- Newville Water and Sewer Authority, April 18 at 10:00 AM
- Newville Recreation Commission, April 19 at 7:00 PM
- Newville Economic Development Authority, April 20 at 7:00 PM
- Newville Borough Council , April 26 Work Session at 6:00 PM, Regular Monthly Meeting to follow at 7:00 PM

Minutes Recorded By:

  
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Jody Hoffman, Secretary/Treasurer