

## **New Wilmington Borough Council Minutes**

March 2, 2026 Meeting

Meeting called to order at 6:30pm

Council President Cherry Poteet led the Pledge of Allegiance

### **Roll Call:**

Members Present: President Cherry Poteet, Vice President Lee Ann Miller, Dave Hunter, Kiersten Reiber, Janet Robb and Diane Richardson.

Council Member John Geidner was absent.

Other borough representatives present: Mayor Sherie Babb, Administrator Tracy O'Neill, Superintendent Brad Latimer and Ken Hilke representing New Wilmington Municipal Authority

**Approval of Minutes:** Dave Hunter made a motion to approve the previous month's meeting minutes. Kiersten Reiber seconded. Motion carried unanimously.

**Approval of Bills:** Janet Robb made a motion to ratify the payment of the previous month's bills. Lee Ann Miller seconded. Motion carried unanimously.

### **Public Comment:**

**Mary James – Garden Club** - Mary James provided an update on upcoming Garden Club activities. The Garden Club will be planting red, white and blue flowers on the square and in the hanging baskets and planters in recognition of the 250th anniversary of the United States, and residents are encouraged to participate by planting red, white and blue flowers in their yards as well. The Garden Club will be sponsoring a gardening contest for residents and business owners in two categories, Patriotic Blooms and Victory Vegetable Gardens.

The Garden Club requested assistance from Borough Council in publicizing the contest by:

- Include a flyer in the April utility mailing
- Send the flyer with the monthly utility email
- Post the information on the Borough website

A motion was made by Lee Ann Miller and seconded by Kiersten Reiber to approve all three requests from the Garden Club. Motion carried unanimously. The Council also noted that the borough's annual contribution to the Garden Club of \$1,200.00 for the planting of the flowers downtown will be sent this month.

**Municipal Authority:** Ken Hilke reported that the Authority met on February 16 and is organizing available funds while planning for future system upgrades and line replacements. The goal is to prepare financially so improvements can be completed without the need to seek outside funding. They are looking at replacing water lines on a section of Vine Street next year.

**Administrator Report:** Tracy O'Neill reported maintenance staff are updating the Council Room. Painting has been completed and carpeting will be installed within the next one to two weeks.

Tracy O'Neill presented three quotes for a new phone system.

- Armstrong - \$259.98 one-time charge / \$339.95 monthly
- Votacall - \$388.00 monthly
- Tele-Data - \$3,390.00 one-time charge for the equipment, plus a monthly fee of \$330 for service

Cherry Poteet made a motion to enter into contract with Armstrong for phone services at \$339.95 per month. Dave Hunter seconded. Motion carried unanimously.

**Superintendent Report:** Superintendent Brad Latimer reported the maintenance staff are working on updates to the Fresh Market building, replacing the door and adding gutters and lighting.

Superintendent Brad Latimer and Lineman Andrew Parimuha will be attending the Foreman conference at Penn State.

Superintendent Brad Latimer explained that the Borough had budgeted for a sewer camera system with the pricing being somewhere between \$10,000 - \$15,000. With the upcoming improvements on Vine Street, the camera would be beneficial, as it costs several thousand dollars every time a company is hired to scope a line. The proposed push camera would allow inspection of smaller sewer lines. The current camera is outdated. Council agreed that Brad should obtaining three quotes for the camera and recommend a purchase at a future meeting.

**Mayor Babb – Police Report:** Mayor Babb reported that the Chief and Sgt. Russo recently conducted their first safety presentation, on active shooters, which was well received. The Mayor hopes to see greater attendance at future events. The next presentation, on Fraud Awareness & Prevention, will be Saturday March 28, at 10:00.

Mayor Babb reported a new manager, April Morris, has been hired for Fresh Marketplace. The market is expected to open May 23.

Dave Hunter made a motion to approve the Fresh Marketplace lease for another year. Diane Richardson seconded. Motion carried unanimously. Council also noted that the Borough annual contribution of \$1,200 to the Fresh Marketplace will be provided this month.

**Financial Report:** Cherry Poteet made a motion to approve the financial report for January. Janet Robb seconded. Motion carried unanimously.

**Civil Service Commission:** Two individuals, Todd Cole and Rob Coulter, applied to serve on the Civil Service Commission.

Janet Robb made a motion to appoint Todd Cole to the Civil Service Commission, and appoint Rob Coulter as the alternate. Kiersten Reiber seconded. The motion passed with 4 votes in favor (Janet Robb, Kiersten Reiber, Cherry Poteet and Diane Richardson) and 2 votes opposed (Lee Ann Miller and Dave Hunter).

**The Grove Bankruptcy:** Cherry Poteet reported that The Grove Nursing Home filed bankruptcy in May 2024 and is seeking repayment of approximately \$150,000 for the payments made to the borough for utilities within 90 days prior to filing. The Borough has retained bankruptcy counsel, Chad Michaelson, at Meyer Unkovic & Scott, to defend the lawsuit.

**HRG Sewer Capital Charge Evaluation:** Kiersten Reiber made a motion to approve the HRG proposal to evaluate the Sewer Capacity Charge. Janet Robb seconded. Motion carried unanimously.

**Electric:** Kiersten Reiber made a motion to accept the March 2026 list to limit electric service as presented. Dave Hunter seconded. Motion carried unanimously.

**Sanitation/Water:** Kiersten Reiber made a motion to accept the March 2026 Water Terminations as presented. Dave Hunter seconded. Motion carried unanimously.

**Resolution 2026-04:** Diane Richardson made a motion to approve Resolution 2026-04 to apply for the Pennsylvania Municipal Assistance Program (MAP) grant to assist with developing a new Comprehensive Plan. Lee Ann Miller seconded. Motion carried unanimously.

**Personnel:** Dave Hunter made a motion to advertise for summer help positions for the Maintenance Department, Borough Office, and Borough Pool. Kiersten Reiber seconded. Motion carried unanimously.

**Zoning:** Janet Robb reported Gary Johnson is working through the Zoning Ordinance and Property Maintenance Ordinances and should have something for the council in the coming months.

**Planning Commission:** Janet Robb made a motion to appoint Beth Verterano as an alternate member of the Planning Commission. Kiersten Reiber seconded. Motion carried unanimously.

**Zoning Hearing Board:** Janet Robb made a motion to appoint Jim Hines as an alternate member of the Zoning Hearing Board. Kiersten Reiber seconded. Motion carried unanimously.

**Parks and Community Matters:** Kiersten Reiber reported that Mr. Hathaway (WASD) has expressed interest in constructing an outdoor kitchen and plans to go through the permit process. The goal is to have the structure framed by early next year, with students completing the remaining work. Volunteers with construction experience may be sought to assist.

Council also discussed organizing a park cleanup event in early April ahead of Peace Day. Kiersten explained that Mr. Hathaway indicated students may be available to assist.

Kiersten reported that she spoke to the coordinator for Pennsylvania Heart and Soul and she and Tracy are applying for the initial ten thousand dollar grant to move forward with the project.

**Fire Station Windows and Door Replacement:** Lee Ann Miller made a motion to purchase 12 new windows and a door for the Fire Department from Ellwood City Glass Company, at a cost of \$21,000, which was the lowest cost and best proposal received. Diane Richardson seconded. Motion carried unanimously.

**Executive Session:** Dave Hunter made a motion to enter Executive Session to discuss the terms of employment of a current employee at 7:26 PM. Kiersten Reiber seconded. Motion carried unanimously.

Council returned from Executive Session at 7:57 PM.

**Full Time Position:** Dave Hunter made a motion to increase Rachel Singer's employment from part-time to full-time, 40 hours per week, with her time divided between the Police Station, Fire Department, and office. Kiersten Reiber seconded. Motion carried unanimously.

**Adjournment:** Lee Ann Miller made a motion to adjourn. Dave Hunter seconded. Motion carried unanimously.

Meeting adjourned at 7:58 PM.