

## **New Wilmington Borough Council Minutes**

April 6, 2026 Council 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, John Geidner, Dave Hunter, Kiersten Reiber, Janet Robb and Diane Richardson.

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:** Diane Richardson made a motion to approve the previous month's meeting minutes. Lee Ann Miller seconded. Motion carried unanimously.

**Approval of Bills:** John Geidner made a motion to ratify the payment of the previous month's bills. Dave Hunter seconded. Motion carried unanimously.

### **Public Comment:**

**Jeff Arnold – Rotary Club Banners** - Jeff Arnold requested approval to hang banners on light posts along Neshannock Avenue and Market Street in recognition of the Rotary Club's 100th anniversary. Banners will be displayed until November (celebration on November 7).

A motion was made by Cherry Poteet to approve the banners as presented, with the condition they be removed by November 15. Seconded by Lee Ann Miller. Motion passed unanimously.

**Municipal Authority:** Ken Hilke reported that the Water Authority continues to discuss the future water project on Vine Street, including considerations related to brick work on Vine Street. Discussion included the potential cost impact if brick is selected, with Ken agreeing to provide additional cost estimates.

### **Administrator Report:**

**Shred Event:** Tracy O'Neill proposed hosting a community shred event in conjunction with the Borough's own document disposal needs. The event would allow residents to bring personal documents for secure shredding during a 2 or 4 hour window. Discussion included possible regulations and the option for pre-registration.

Lee Ann Miller made a motion to approve a 4-hour shred event, not in conjunction with other local events, with a two-box limit per resident, to be held at the new parking lot downtown. Dave Hunter seconded. Motion passed unanimously.

**Printer Replacement:** Tracy O'Neill presented three quotes for replacement of two office printers and one police department printer, all currently experiencing issues. She recommended the Ford quote due to more favorable municipal pricing.

Cherry Poteet made a motion to approve the Ford quote in the amount of \$5,700, along with the maintenance contract as presented. Janet Robb seconded. Motion passed unanimously.

**Superintendent Report:**

**Municibid – Pole Truck:** The Borough received a bid of \$3,155 for the pole truck. Brad Latimer recommended accepting the current bid rather than relisting.

Janet Robb made a motion to accept the Municibid bid of \$3,155. Lee Ann Miller seconded. Motion passed unanimously.

**GIS System:** Council discussed the GIS mapping system recommended by Brad Latimer. The system would allow for mapping and tracking of infrastructure such as water lines and inventory, improving operations and engineering capabilities. PA Rural Water also supports this system and can assist with training. Brad looked at three different systems and recommends this as the best. The pricing is via a Costars contract.

Dave Hunter made a motion to approve the purchase of the GIS equipment from Land Logics Group for \$10,311.00. John Geidner seconded. Motion passed unanimously.

**Mayor Babb – Police Report:**

**Body Worn Camera Grant:** An application was submitted for a grant to purchase body-worn cameras by the Chief and Rachel Singer. The grant includes 8 cameras and related equipment and five years of unlimited data storage. The cost is slightly over \$28,000 and the grant would pay fifty percent of the cost.

John Geidner made a motion to approve the grant application. Dave Hunter seconded. Motion passed unanimously.

**EDCOM Request:** Mayor Babb requested that the Borough office staff include the Amphitheatre and Fresh Marketplace schedules in the mailing of the monthly utility bills and the digital billing in April, and also add them to the Borough website. There will be no cost to the borough. Cherry Poteet made a motion to approve. John Geidner seconded. Motion passed unanimously.

**Financial Report:** Cherry Poteet reviewed the financial statements and departmental reports presented. Department budgets are not yet established but are being developed to allow for budget-to-actual comparisons in the future.

**2026-06 County's Disaster Mitigation Plan:** Cherry Poteet made a motion to approve resolution 2026-06 to adopt the Lawrence County Disaster Mitigation Plan. Kiersten Reiber seconded. Motion passed unanimously.

**Purchasing and Contracting Policy:** Cherry Poteet presented a Purchasing and Contracting Policy, developed to clarify purchasing procedures and credit card use. The Policy was prepared by the Borough Solicitor. Cherry Poteet made a motion to adopt the policy, with the addition of adding the Superintendent as an authorized credit card holder. Diane Richardson seconded. Motion passed unanimously.

**Waiving Client Privilege for WTMC:** Cherry Poteet discussed providing itemized invoices from the Special Counsel advising on the requested amendment to the sewer agreement with Wilmington Township Mercer County to support their invoices. Under the existing Agreement, WTMC must pay the invoices, and has requested the opportunity to review the invoices. Cherry Poteet made a motion to waive attorney-client privilege as necessary to provide WTMC with supporting documentation for invoices. John Geidner seconded. Motion passed unanimously.

**Resolution 2026-05 – Sunbelt Solomon:** John Geidner explained the Borough has a surplus of electric transformers that are not working and need to be repaired or disposed of. This is specialized work as the transformers contain PCBs. Brad Latimer further explained the proposal from Sunbelt Solomon to purchase, refurbish, and test units.

John Geidner made a motion to approve Resolution 2026-05 and contract with Sunbelt Solomon to purchase, refurbish and test units. Cherry Poteet seconded. Motion passed unanimously.

**Sewer Camera:** Brad stated that the current camera is nearly twenty years old and not functional. He received quotes from three vendors for a new Hawthorn

sewer push camera. C&S Solutions had the lowest quote and has been most responsive, and he feels it is the best value.

John Geidner made a motion to approve the purchase of a new sewer camera from C&S Solutions for \$13,389.99. Cherry Poteet seconded. Motion passed unanimously.

**Electric:** John Geidner made a motion to accept the April 2026 list to terminate electric service as presented, except waiving the charges account number 2264-0. Cherry Poteet seconded. Motion carried unanimously.

**Sanitation/Water:** John Geidner made a motion to accept the April 2026 Water Terminations as presented, except waiving the charges for account number 2264-0. Cherry Poteet seconded. Motion carried unanimously.

**Personnel: Maintenance Wage Schedule:** Dave Hunter made a motion to approve a wage schedule for employees in the Maintenance department, setting a range of wages for each of Five Tiers (plus summer help) based on experience, CDL license and relevant certifications. A specific list of relevant certifications will be developed. Cherry Poteet seconded. Motion carried unanimously.

**Yearly Summer Picnic:** Dave Hunter made a motion to again hold a summer picnic for employees, council and boards and make it an annual event moving forward with a budget of \$2,000. John Geidner seconded. Motion carried unanimously.

**Planning & Zoning:** Janet Robb reported the committee is working with the consultant Gary Johnson to revise the Zoning Ordinance and Property Maintenance Ordinances and should have something for the council in the coming months.

**Pool /Parks and Community Activities:** Kiersten Reiber reported that Dakota will start interviewing for the summer positions soon.

**2026-07 County Liquid Fuels:** Lee Ann Miller made a motion to approve Resolution 2026-07 to request County Liquid Fuels grant for the Vine Court project. Diane Richardson seconded. Motion carried unanimously.

**Vine Street Brick:** Council discussed the Vine Street project between New Castle Street and Park street scheduled for next year, and whether the road should be repaved using brick or asphalt. John Geidner made a PowerPoint presentation looking at the long-term cost comparison, considering the additional durability of brick. Discussion included concerns about the additional upfront cost, the difficulty of obtaining contractors who will do the entire project and repave with brick, the need to do additional work including

replacing the sewer lines and curbs if brick is used, durability, infrastructure lifespan, availability of reclaimed brick, historic character, and cost. Views were mixed, with some members favoring asphalt for practicality and others noting aesthetic and potential long-term savings of brick.

After discussion, the item was tabled until the next meeting pending additional information from the Municipal Authority which will be responsible for at least half of the cost, as the project is being considered in order to replace the waterlines under the street.

**E. Neshannock Storm Sewer:** Council discussed the condition of the storm sewer on East Neshannock near the Township line, which Brad Latimer reported has rusted and failed in multiple locations. Brad noted that PennDOT advised that this was a private installation by the property owner and is the property owner or Borough's responsibility, although the roadway surface is under PennDOT jurisdiction, and there is an identical catch basin across the street that PennDOT concedes is their responsibility. It was determined that Brad would provide the documentation to our solicitor who will investigate how to proceed.

**Executive Session:** The public was excused for executive session at 8:46pm.

Council returned from Executive Session at 9:24pm.

**Maintenance Wage Schedule:** Dave Hunter made a motion to amend the previously approved maintenance wage schedule to specify "CDL or one related certification" under Tier 2. Cherry Poteet seconded. Motion carried unanimously.

**Employee Compensation:** Dave Hunter made a motion to increase the pay for Dakota Mickey from \$25.75 to \$26.50 and for Andrew Parimuha from \$31.97 to \$33.50. Janet Robb seconded. Motion carried unanimously.

**Head Concession Position:** Kiersten Reiber made a motion to create a head concession position at the rate of \$10 per hour. Janet Robb seconded. Motion carried unanimously.

**Adjournment:** John Geidner made a motion to adjourn. Cherry Poteet seconded. Motion carried unanimously.

Meeting adjourned at 9:26pm.