

**MINUTES OF NEW SALEM BOROUGH  
COUNCIL MEETING  
April 4, 2017**

The New Salem Borough Council met in Regular Session on Tuesday, April 4, 2017. President Vicki M. Rohrbaugh led those in attendance with a Pledge to the Flag. The meeting was called to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT:**

Vicki M. Rohrbaugh  
Kim E. Martin  
Peter E. Partridge  
Joseph A. Shubert  
John R. Wainwright  
Susan P. Barley  
Kathleen W. Yeater

**ALSO PRESENT:**

Elwood G. Bahn, Jr, Mayor  
Andrew N. Shaffer, Secretary  
D. Michael Craley, Solicitor

**ALSO ABSENT:**

John McLucas, Zoning & Codes Officer  
Jeff Spangler, Holley & Associates

**BOROUGH COUNCIL ABSENT:**

None

**Approval of Minutes**

March 2017

The Minutes of the Regular Council Meeting held March 7, 2017 were presented to Council for their review. John R. Wainwright made a motion, seconded by Joseph A. Shubert, to approve the minutes as presented. Motion Carried.

**Public Comment / Visitors**

Mr. Jan Noss, 56 West George Street, was present on behalf of the New Salem Lions Club. He reported on the public outreach the Lions Club is offering this month, including an Easter Flower Sale, Easter Egg Hunt and a Chicken BBQ.

Mr. Tyke Shubert thanked Council for allowing him to maintain the lawn and field around the Borough Office during the upcoming mowing season.

Fire Chief Beyer questioned Council on the proposed burn ban ordinance, the possibility of volunteer fire fighters receiving tax credits, and a problem with sight distance when pulling out onto East George Street.

**Engineer's Report**

Catch Basin Replacement – Robinhood Drive

Fitz and Smith will coordinate with Engineer Spangler for start date to begin the catch basin replacement on Robinhood Drive

Sherwood Inn Expansion Plan Review

Engineer Spangler, Secretary Shaffer, and Mr. McLucas will meet with the engineer/architect developing the land development plan for the Sherwood Inn Expansion to review the plan before any submissions to the Borough and County Planning Commission are set to occur.

## **Solicitor's Report**

Solicitor Craley reported to Council on the status of the Choudries, Inc sale.

## **Unfinished Business**

At this point it was the consensus of Council that the Secretary will remain an employee of the Borough and not become an independent contractor.

## **New Business**

### Status of Grease Trap Program

Secretary Shaffer provided an update on the status of responses received from properties that may contain grease traps. Owners that do not respond to the letter will receive a follow up letter and a phone call.

### Final Review of Newsletter

Secretary Shaffer provided Council with a draft of the April newsletter for their review.

### PSAB Annual Conference – Voting Delegate

Susan P. Barley made a motion, seconded by John R. Wainwright, to appoint Peter E. Partridge as the voting delegate to the PSAB Annual Conference. Motion Carried. This appointment will fill the seat left vacant by Cheryl Bahn's resignation.

### Traffic Signal Sign Replacement

Kathleen W. Yeater made a motion, seconded by Susan P. Barley, to authorize Milts to replace the signs on the traffic signal per the schedule. Motion Carried. The signs will be high intensity with stainless steel hardware.

### Certificates of Deposit Renewals

Susan P. Barley made a motion, seconded by Peter E. Partridge, to authorized Secretary Shaffer to renew the maturing Certificate of Deposits with Peoples Bank. Motion Carried.

### Highway Aid Transfer

John R. Wainwright made a motion, seconded by Kim E. Martin, to authorize the transfer of \$4,577.50 from the General Fund to the Highway Aid Fund for payments made for snow removal services. Motion Carried.

## **Financial Statement**

### Period Ending March 31, 2017

Peter E. Partridge made a motion, seconded by Susan P. Barley, to approve the financial statement as presented. Motion Carried.

#### General Fund

|                                     |                    |
|-------------------------------------|--------------------|
| Peoples Bank Certificate of Deposit | \$126,460.00       |
| Peoples Bank Savings Account        | \$109,932.93       |
| PLGIT Checking Account              | <u>\$ 4,491.93</u> |
| Total General Fund                  | \$232,884.86       |

#### Highway Aid Fund

|                        |              |
|------------------------|--------------|
| PLGIT Checking Account | \$ 16,468.88 |
|------------------------|--------------|

#### Sewer Fund

|                                     |                     |
|-------------------------------------|---------------------|
| PLGIT Certificate of Deposit        | \$130,000.00        |
| PLGIT Sewer Construction Fund       | \$ 3,684.73         |
| Peoples Bank Sewer Fund             | \$384,163.46        |
| Peoples Bank Certificate of Deposit | <u>\$126,459.95</u> |
| Total Sewer Fund                    | \$644,308.14        |

## **Executive Reports**

### Secretary

Secretary Shaffer updated Council on the transition.

### Zoning & Code Officer

Council reviewed the Permit and Code Violation Reports as provided by Mr. McLucas. Council is pleased with the continued report structure and work to remove code violations throughout the Borough.

### Police

West Manchester Township Police Chief Smith provided Council with a Calls for Service and Patrol Hours Report for the month of March 2017.

### Mayor's Report

Mayor Bahn updated Council on the presentation at the York County Borough's Association Meeting at the end of March. Blanda Nace with the York County Economic Alliance spoke about Blight and ways to promote a clean, safe community.

### Committee Reports

At this point Councilmember Susan P. Barley, informed Council that while she is willing to help with this year's National Night Out, she cannot head the committee. Council requested that an article be placed in the newsletter to search for a candidate.

### Around the Table

No other items were discussed.

Hearing no further business, the meeting was adjourned until the Council Meeting to be held Tuesday, May 2, 2017 at 7:00 P.M.

Adjournment was at 7:44 PM

Respectfully submitted, Andrew N. Shaffer, Secretary