

Approved 11/9/2021

**MINUTES OF THE NEW SALEM BOROUGH
COUNCIL MEETING
October 5, 2021**

The New Salem Borough Council met in regular session on Tuesday, October 5, 2021. The meeting was called to order at 7:00 pm by President Mundorf who led those in attendance with the Pledge of Allegiance to the Flag.

BOROUGH COUNCIL PRESENT:

Edward R. Mundorf
William F. Baldauf (left at 9 pm)
Peter E. Partridge
Susan P. Barley
Harvey E. Thumma Jr (left at 9:25 pm)
Cecilia Harvey

ALSO PRESENT:

Clarence R. Lloyd, Mayor
D. Michael Craley, Solicitor
Jeff Koons, Zoning & Codes Officer
James Pierce, Fire Chief
Mike Hammers, BCO Candidate

BOROUGH COUNCIL ABSENT:

Kim E. Martin

ALSO ABSENT:

Jason Brenneman, Borough Engineer

Note: The abbreviation "CM" stands for "Councilmember".

Public Comment

Fire Chief Pierce reported on recent fire company activities. He said that the meeting at the Firehouse with the residents of Forry Street went very well and that the residents unanimously agreed that speed humps with stop signs might be the best solution. The residents were only agreeable to the Borough vacating the section of the street that crosses fire company property if they could get an agreement from the fire company or the Borough that that section would never be blocked off. It was agreed that such an agreement might not be feasible and that the best option might be for the Borough to retain possession of that section and put speed humps at both ends. Solicitor Craley said that it is unlikely that York County would approve stop signs in the middle of a street where there is no intersection; therefore, they would not be enforceable. Mayor Lloyd said that he believes he heard Mr. Stone say that he might be willing to install the speed humps. The Borough would have to pay the cost of the speed hump warning signs and Chief Pierce said that the fire company would provide the stop signs and any other signage that would be desirable. Chief Pierce mentioned that their neighbors are being cooperative about not using the alleyway entrance from the street with one exception. Mayor Lloyd said he would talk to that person.

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Solicitor Craley wrapped up the discussion of Forry Street by suggesting that the Borough explore the cost of installing speed tables based on the study it did last year to install them on Robinhood Drive and that, if authorized by Council, he would contact York County Planning Commission about installing stop signs.

CM Baldauf moved to authorize Solicitor Craley to contact York County Planning Commission regarding the installation of stop signs on Forry Street, CM Thumma seconded, motion carried.

When North York Borough's fire company closed recently, North York Borough donated about \$1,500 worth of fire equipment and supplies to New Salem fire company. It was suggested that the Borough send North York Borough a letter thanking them for the donation.

Janice Smith from the Glatfelter Library in Spring Grove presented some statistics about the benefit New Salem residents were getting from the library. She thanked the Borough for its past support and suggested that an appropriate donation would be \$4 per NSB user for the 293 Borough residents who use the library (about 38% of the Borough's population) amounting to around \$1,200. NSB's usage is comparable to other municipalities its size.

Approval of Minutes from Last Council Meeting

CM Baldauf pointed out a capitalization error on the last sentence on the last page under the subheading "Further Discussions Not Requiring Action".

CM Baldauf moved to accept the minutes as corrected, CM Partridge seconded, motion carried.

Engineer's Report

CM Partridge mentioned that the Borough Engineer, Jason Brenneman, had reviewed the PennDOT Contribution Agreement, found it to be a standard agreement, had no problem with it, and recommended that it be signed and returned to PennDOT. Council had already approved a motion at its last meeting to sign the agreement subject to the approval of the Borough Engineer.

CM Partridge noted that he had received an email from Jason Brenneman informing the Borough that James R. Holley & Assoc. was increasing its rates for next year by about 3.5%. This information will be considered during next week's budget meeting and when considering retaining James R. Holley & Assoc. as Borough Engineer next year.

Zoning and Code Enforcement

Zoning & Code Enforcement Officer (Z&CEO) Koons reported on several violations that had come to his attention and the actions he has taken. Z&CEO Koons said he was pleased with the

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progress at 301 N. Main Street. Mr. Diaz, the owner of that property, was present and described what he was doing at his property. He is not currently in strict compliance with the zoning ordinance, but he will be applying for a zoning exception. Three zoning permits were issued. All were picked up by the applicants who paid the \$55 permit fee.

After much discussion about trying to enforce, to no avail, the maximum delivery truck size at Dollar General in compliance with their approved development plan, it was agreed that unless and until the Borough can show that there is a public interest or safety problem, it was pointless to continue to pursue this issue.

CM Thumma moved that the Borough continue to monitor the delivery truck situation at Dollar General and only pursue it further if a public interest or safety issue were to arise, CM Baldauf seconded, motion carried.

Solicitor Craley noted that Mr. Mike Hammers, a candidate for Building Codes Officer, was present and suggested that Council advance the matter of his appointment (item d under New Business) and take it up at this time to avoid Mr. Hammers having to stick around any longer. Council agreed and Mr. Hammers introduced himself and explained the job of the BCO and how he would perform it if appointed. He stated that he is not qualified to do building inspections so that function would have to be handled by a third-party inspection service as is currently the case. Z&CEO Koons described how he and the BCO would work together to handle zoning permit applications that also required a building permit. Mr. Hammers requested that he be hired as a part-time employee at an hourly rate of \$25 per hour plus expenses.

CM Partridge moved to hire Mr. Hammers as the Borough's Building Codes Officer with employee status at a pay rate of \$25 per hour plus expenses, including reimbursement for recertification not to exceed \$400, and mileage at the IRS reimbursement rate, CM Thumma seconded, motion carried.

Solicitor Craley suggested Council review its fees at next week's budget meeting and consider charging \$35 an hour for BCO services. He also suggested that CM Partridge, as acting Secretary, contact our liability and worker's compensation insurance agencies to add coverage for Z&CEO Koons and BCO Hammers.

Solicitor's Report

Solicitor Craley reported that he has not yet been able to arrange a meeting with Spring Grove about how to handle sewer payment arrearages. He said that he will make a concerted effort to get such a meeting prior to November's council meeting so that he will be able to report back then. An alternative to have the Borough handle the arrearage accounts was briefly discussed with a decision pending on the outcome of Solicitor Craley's meeting with Spring Grove.

Unfinished Business

Fall Newsletter – CM Partridge suggested listing himself and Andy Shaffer as Assistant Secretary and Treasurer instead of TBD. Mayor Lloyd said to set December 15th as the date for judging the Christmas decorations. CM Partridge verified that the sewer invoice and due dates were correct. CM Baldauf requested his middle initial, which is “F”, be added and volunteered to print the newsletter. President Mundorf volunteered to print address labels and CM Barley volunteered to stuff, stamp, and seal envelopes. The newsletter is expected to be in the mail within the week.

Sewer Billing Services – After some discussion of why a separate account at Peoples Bank is required for ACH payments on-line, it was agreed to ask Assistant Treasurer Shaffer to work with Spring Grove to set this up.

Replacement of Curbs at Sunoco Station – There is some confusion about what PennDOT should do and what the station owner is responsible for doing. Contractors for the station owner have not been able to get PennDOT to issue a permit to install ADA compliant ramps. Mayor Lloyd has drawings indicating the work proposed by the contractors and submitted to PennDOT with their permit request. He will share these drawings with Council. If need be State Representative Seth Grove should be contacted.

Signing of PennDOT Contribution Agreement – covered under Engineer’s Report.

Forry Street Safety - covered under Public Comment.

New Business

Appointment of Andrew Shaffer as Assistant Treasurer – CM Partridge stated that he had met with Mr. Shaffer on Monday and that Mr. Shaffer is agreeable to be appointed Assistant Treasurer as an employee at an hourly rate of \$55 plus expenses. Mr. Shaffer stated that he had a similar agreement with Spring Grove Borough at that same rate.

CM Barley moved to approve a resolution appointing Andrew Shaffer as the Borough’s Assistant Treasurer with employee status at a pay rate of \$55 per hour plus expenses including mileage at the IRS reimbursement rate, CM Harvey seconded, motion carried.

Designation of Bank Account Signatories – CM Partridge explained that he had coordinated with Peoples Bank the exact wording of the letter they would need to make changes to the Borough’s authorized signatories.

The following motion was made by councilmember Susan Barley, seconded by councilmember Harvey Thumma, and passed by majority vote of the members present:

- 1. To remove former Secretary/Treasurer Connie Wentz as a signatory to all New Salem Borough accounts and bank credit/debit cards, and from access to on-line banking services at Peoples Bank and PLGIT.**
- 2. To approve a resolution appointing Andrew N. Shaffer as Assistant Treasurer in accordance with section 1107 of the PA Borough Code with the authority to perform the duties and exercise the powers of the treasurer in the absence or disability of the treasurer.**
- 3. To grant signature authority for all New Salem Borough accounts at Peoples Bank and PLGIT to the following individuals:**

Edward R. Mundorf	Borough Council President
William Baldauf	Borough Council Vice President
Andrew N. Shaffer	Borough Assistant Treasurer
- 4. To grant full-service access to Peoples Bank and PLGIT on-line banking services to Andrew N. Shaffer for all New Salem Borough accounts at Peoples Bank and PLGIT including the right to read and download monthly account statements and other account data, and to transfer funds between New Salem Borough accounts or to and from external accounts belonging to New Salem Borough.**
- 5. To grant read-only access to Peoples Bank and PLGIT on-line banking services to the following individuals for all New Salem Borough accounts at People Bank and PLGIT:**

Edward R. Mundorf	Borough Council President
Peter E. Partridge	Borough Assistant Secretary
- 6. To issue a Peoples Bank debit card linked to New Salem Borough account no. 9403116 to Andrew N. Shaffer with ATM access and a credit limit of \$500 per withdrawal.**

Additionally, it was agreed that this exact wording of this motion is preapproved for inclusion in the minutes of this meeting.

Appointment of Samantha Craley as Assistant Solicitor – Solicitor Craley requested that his daughter Samantha be appointed as Assistant Solicitor. He stated that her compensation would be taken care of by him.

CM Thumma moved to approve a resolution appointing Samantha Craley as Borough Assistant Solicitor, CM Partridge seconded, motion carried.

Appointment of Mike Hammers as Borough Building Codes Officer – covered above under Zoning and Code Enforcement. CM Baldauf leaves the meeting.

CM Barley moved to authorize Mayor Lloyd to contact PennDOT regarding Main Street resurfacing, CM Thumma seconded, motion carried.

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Snow Removal Bids – CM partridge will contact Cheryl Bahn regarding bids received by Seven Valleys and send out requests for proposals.

CM Thumma moved that CM Partridge obtain quotes for snow removal, CM Harvey seconded, motion carried.

Financial Statement

CM Partridge handed out the financial report and explained his analysis of the Borough's financial status as of August 31, 2021. He and Assistant Treasurer Shaffer found numerous entry errors in QuickBooks which need to be reconciled against the bank statements. This will be done over the next several months by Asst. Treasurer Shaffer and until it has been completed, the financial statement should not be approved.

CM Thumma moved that Asst. Treasurer Shaffer be authorized to have access to the Borough's financial records to assist with reconciliation of these records, CM Barley seconded, motion carried.

Secretary's Report

CM Partridge reported that the State estimated that the Borough's Liquid Fuels allocation for 2022 would be \$20,363 vs \$20,674 received in 2021. He also reported that the cost of the Borough's annual contract with the York County Society for the Prevention of Cruelty to Animals (SPCA) for 2022 will be \$372.86 payable by the end of December this year, and that in past years the Borough has donated \$500 to the Windy Hill Senior Center in Spring Grove, and \$1,000 to the Glatfelter Library in Spring Grove. President Mundorf praised Windy Hill from personal experience and there was Council sentiment for increasing the Borough's contribution. Solicitor Craley suggested Council hold off on any action authorizing these payments until after our budget meeting next week. CM Thumma leaves the meeting.

Mayor's Report

Mayor Lloyd reported on a meeting he had with PennDOT, also attended by CM Martin, regarding timing of the traffic light in which some time was spent observing traffic flow through the intersection controlled by the light. It soon became obvious that the timing was not optimum and that some changes to the timing could be made to improve traffic flow. These changes were made with

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PennDOT's approval, duly recorded, and improvement was noted. Some problems with construction crews damaging the traffic light sensor loops buried under the roadways was discussed. Mayor Lloyd asked for volunteers to judge the Christmas decorations contest. CM Barley said she would be a judge. Mayor Lloyd suggested that the fire company install a handicap lift at the entrance to the fire hall and wondered if ARPA funds could be used to pay the cost. Solicitor Craley stated that ARPA funds may be used to make up lost revenue due to Covid.

Police Report

No report – Solicitor Craley said that Lt. Spangler was at the Seven Valleys meeting last night and that he said he was trying to get around to every municipality at least once a year.

Committee Reports

No Reports

Around the Table

CM Barley said that she had discussed with the local Cub Scout leader the possibility of the Cub Scouts taking care of the flower box as a service project and that the money that the Borough had allocated in past budgets for care and maintenance of the flower box could be used to purchase any supplies the Cub Scouts needed.

CM Partridge passed out a working draft of the 2022 budget for next week's budget meeting.

President Mundorf said he had heard from CM Baldauf that diametric sand would not work for holding the stones in place at the corner of Robinhood Drive and Main Street which leaves us with the option of seeing if PennDOT can fix the curbing there as a part of their Main Street resurfacing project.

President Mundorf explained the job description and minimum qualifications he had come up with for the Secretary/Treasurer position. Beside posting on the Borough's website and Facebook, it was suggested that it be posted on any community bulletin boards in commercial establishments around or near the Borough, like Rutters, Twin Pine, Peoples Bank, as well as in the fire hall. Other possibilities were also suggested. Mayor Lloyd suggested that Jan Noss would be a good person to distribute it around the Borough.

Mayor Lloyd asked Solicitor Craley if there would be a problem, after his term as Mayor has expired, with him being responsible for any issues involving the traffic light. Solicitor Craley said that he would have to look into that, and that Council would have to approve any such arrangement.

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Adjournment

The meeting was adjourned at approximately 9:50pm. The next council meeting to consider and discuss the 2022 budget is scheduled for Tuesday, October 12th, 2021, at 7pm in the Borough Building.

Transcribed from audio recording and respectfully submitted by CM Partridge.