



## APPROVED

Solicitor Craley presented Council with an ordinance, duly advertised, authorizing the same person to concurrently hold the positions of secretary and treasurer. A copy of this ordinance is included in the meeting packet.

***Motion by Martin/Thumma to approve the ordinance presented by Solicitor Craley to combine the positions of secretary and treasurer. Motion carried unanimously and ordinance also approved by Mayor Franklin.***

CM Partridge tendered his resignation in a letter to the Council that is included in the meeting packet.

***Motion by Martin/Becker to accept CM Partridge's resignation. Motion carried unanimously.***

Solicitor Craley noted that Mr. Partridge, by his resignation from the Council, and considering what his next position will be, is also resigning from the Planning Commission.

Mr. Partridge presented Council with a letter signed by President Mundorf offering him the position of Borough Secretary/Treasurer that also bears his signature accepting the offer. The letter also states the terms and conditions proposed by Mr. Partridge at the last council meeting and accepted by Council. A copy of this letter is included in the meeting packet.

***Motion by Martin/Baldauf appointing Mr. Partridge to the position of Borough Secretary/Treasurer under the terms and conditions in his letter of offer. Motion carried unanimously.***

### **Consideration of Appointing Susan P. Barley to Replace former CM Partridge on the Council**

Solicitor Craley presented Council with a resolution appointing Susan P. Barley to Council. A copy of this resolution is included in the meeting packet.

***Motion by Thumma/Martin to approve the resolution appointing Susan P. Barley, residing at 4161 Robin Hood Drive, as a Council Member, effective immediately, to fill the unexpired term of former CM Partridge ending on the first Monday in January 2024. Motion carried unanimously.***

CM Barley was administered the Oath of Office by Assistant Solicitor Samantha Craley, a Notary Public, and was enthusiastically welcomed back on the Council.

### **Approval of Minutes from Last Council Meeting**

Solicitor Craley pointed out two misspelled names in his report. These errors will be corrected.

***Motion by Thumma/Baldauf to accept the February 1st meeting minutes as corrected. Motion carried.***

### **Zoning Officer's Report**

Included in meeting packet.

### **Building Code Officer's Report**

Included in meeting packet.

### **Engineer's Report**

Right-of-way (ROW) plans from PennDOT – finally received by Engr. Lipinski who reported that the PennDOT ROW in front of the Sunoco station on N. Main Street varies from 35 to 37 feet. There are no plans of record for George Street so PennDOT's policy is graded roadway width which is face of curb to face of curb. Pres. Mundorf indicated that the Borough would like to have an electronic copy of these plans.

Sunoco Station ADA Ramps – Engr. Lipinski has spent around \$3,000 already working on plans for the ADA ramps and is about 60% done. He just found out from the Sunoco station's attorney that they have an engineer working on it with PennDOT and the State representative. He passed around some photographs (included in meeting packet) of several issues he has identified regarding the ADA ramps and wants to be sure that the Sunoco station's engineer's plan properly addresses these issues and that they are properly identified on their PennDOT permit application. S/T Partridge asked if the Borough could submit its concerns to PennDOT. Engr. Lipinski said he might try to do that. Pres. Mundorf asked what we could do if the Sunoco station's effort bogs down. Engr. Lipinski indicated that it would be a lot more expensive if we had to wait until PennDOT finishes repaving before we do it. Solicitor Craley suggested that Engr. Lipinski ask to see the

## APPROVED

Sunoco engineer's plans and, if he does not get a satisfactory response, the Borough should do the work and lien the property for the cost.

Engr. Lipinski recommended that the Borough sign PennDOT form M-950AA that would authorize him to sign highway occupancy permits for the Borough.

***Motion by Baldauf/Barley to authorize President Mundorf to sign PennDOT form M-950AA authorizing Engr. Lipinski to apply for Highway Occupancy Permits on behalf of the Borough. Motion carried unanimously.***

Permit for Speed Warning Signs – Engr. Lipinski has been unable to get any information from PennDOT. After some discussion the consensus was that no further action is required at this time.

Controlling the Traffic Light During Power Outages – Mayor Franklin related an incident when the power went out recently, where he went down to the intersection and directed traffic for about an hour. He called 911 and requested fire police but none came. The consensus was that the Mayor should not be directing traffic and all that is needed is at least two portable stop signs with flashing lights that can be placed on George Street. Mayor Franklin will check with Fire Company to see what they have and investigate purchasing portable flashing stop signs otherwise.

Flashing Lights in Front of Fire Station – Engr. Lipinski showed photographs of the fire house and suggested where flashing lights might best be located. CM Thumma pointed out that the fire engines do not exit from the fire house garage but from the equipment storage building behind the fire house on Forry Street and turn onto George Street from the alleyway that leads to the back of the fire house. PA One Call would need to be called to locate the gas lines. Engr. Lipinski has the signal plan that was done for Shrewsbury that can be the basis for NSB's plan.

Traffic Loops – Engr. Lipinski recommended that the three damaged traffic loops be replaced after the roadway is milled but before it is paved so that in the future any repaving would not damage the loops because they would be buried in the base below the depth to which milling would occur. This will require close coordination between the Borough's contractor and PennDOT's contractor doing the paving. The loops only help to optimize the traffic flow when the volume is low. When traffic volume is high, the flow of traffic is controlled and limited by the timer. Split timing, where each direction goes in sequence until all the cars have cleared the intersection before allowing the next direction to go, might improve the flow because the flow would not be impeded by cars waiting to turn left. However, PennDOT rarely approves split timing and has already said it would not approve it for that intersection.

Road Deterioration – CM Thumma described road deterioration he has observed and photographed in the wheel tread sections of both lanes between 4130 and 4149 Robin Hood Drive. He has also observed water standing and flowing in that area on dry days suggesting a possible water table or storm drain or water system leak problem. He suggested we ask the state to put a weight limit on vehicles using the roadways in Sherwood Forest. Engr. Lipinski mentioned that York Water Company can test for water system leaks at no charge if requested. He also said if it is a subsurface water problem, that problem needs to be fixed before the road is repaired or the deterioration will just keep happening. He will look at the roadway on March 18<sup>th</sup> when he is in the Borough for the meeting with PennDOT about Forry Street.

### **Solicitor's Report**

Sewer Loan Modification Resolution – S/T Partridge explained the provisions of the sewer loan modification and requested authorization to pay the modification fees up to \$27,000. Jennifer Caron of the law firm Eckert Seamans Cherin & Mellott joined the meeting by telephone to explain the provisions of the modification resolution that the Borough was being asked to approve and that authorizes its officials to execute the necessary documents to finalize the modification. A copy of this resolution is included in the meeting packet.

***Motion by Thumma/Becker to approve the modification resolution and to authorize the Secretary/Treasurer to pay the modification fees not to exceed \$27,000. Motion carried unanimously.***

Status of sewer Arrearages – Solicitor Craley reported that we are making good progress in collecting arrearages. Nineteen letters were sent out. Three of the recipients had authorized ACH payments so were not actually delinquent. Mr. Hewitt entered an intent to defend the complaint the Borough filed against him, and the hearing is scheduled in magisterial district court for April 6<sup>th</sup> at 9 am. Solicitor Craley will attempt to contact Mr. Hewitt's attorney to see if a settlement can be made before then. He requested that Council authorize him to reach a settlement in the best interests of the Borough

## APPROVED

subject to the approval of Pres. Mundorf and S/T Partridge. The sense of Council was not to compromise on what was owed the Borough so he withdrew his request.

### Unfinished Business

Consider Amending Borough Fees – CM Martin requested that permits requiring a UCC review incur an additional fee of \$100.

***Motion by Martin/Baldauf to add a \$100 fee for permits requiring a UCC review. Motion carried unanimously.***

Borough Building Modifications – S/T Partridge requested that he be given a not-to-exceed allowance to convert the store room into an office to include purchase and installation of flooring and purchase of a desk, office chair, printer and printer table; mold and fungus remediation, and modifications to the utility room to provide heat. He suggested that the \$2,500 that was in the budget for office rent be used for those purposes. Pres. Mundorf announced that high speed internet service has been installed by Comcast and is working and asked that, for security reasons, he be permitted to change the wi-fi name and password to be shared only with Borough officials. There was no objection to him doing that. S/T Partridge explained the desirability of having a mail slot in the side door that can be used for Fed Ex or UPS deliveries or anyone needing to drop off documents. Having a mail slot was suggested by Z&CE Officer Koons. The cost of the hardware is only around \$20. S/T Partridge then discussed an estimate he had gotten from Stambaugh Plumbing & Heating (see meeting packet) to service the Borough Buildings HVAC system, install a heat register with a damper on the input duct in the utility room to supply heat to that room, and to service the gas heating unit in that room at a total cost of \$225.

***Motion by Baldauf/Barley to accept Stambaugh's quote for servicing the Borough Building HVAC system, installing a register with a damper on the input duct in the utility room, and servicing the auxiliary gas heater in the utility room; and to approve the installation of a mail slot in the side door of the Borough Building. Motion carried unanimously.***

CM Baldauf reported on all-in-one laser printers made by Toshiba that his company, DOCEO, could supply at a cost of around \$1,600 plus \$300 a year for a maintenance contract that included toner cartridges. Pres. Mundorf and S/T Partridge provided the cost of an alternative small office all-in-one laser printer at a cost of \$700 for the printer plus \$550 per year for toner cartridges plus \$60 for a 4-year replacement warranty. CM Baldauf invited S/T Partridge to come to his office for a demo and discussion of options and prices. CM Thumma pointed out that the emergency lighting system needs to be replaced and that it was his birthday and he had to leave.

CM Thumma leaves the meeting.

***Motion by Martin/Becker to allow S/T Partridge to spend up to \$2,500 to outfit the Borough office and, if he needs more, to come back to Council for approval. Motion carried unanimously.***

CM Martin mentioned that she has a friend who has 8-foot-long used tables available at a bargain price. The consensus of Council was that additional tables were not needed at this time.

Newsletter – Pres. Mundorf went over the changes he had made to the newsletter. He received some additional suggestions which he will incorporate. Exact dates for the street sweeping are still needed from Spring Grove Borough. S/T Partridge said he will contact Spring Grove Borough to get exact dates and discuss dumping sites.

### New Business

Changes to Bank Authorizations – S/T Partridge reported that now that he had been appointed secretary/treasurer, new bank authorizations allowing him to sign checks and perform other actions dealing with the Borough's bank accounts were needed for PGLIT and Peoples Bank. Also a new Peoples Bank account for the ARPA funds needed to be opened and the Peoples Bank VISA debit card needed to be transferred from Assistant Treasurer Shaffer to himself.

***Motion by Barley/Baldauf to authorize S/T Partridge to execute the necessary authorizations with PGLIT and Peoples Bank. Motion carried unanimously.***

S/T Partridge pointed out that he had spoken to Peoples Bank about the authorization motion they required and that they had agreed to the authorization motion shown in the letter to Peoples Bank included in the meeting packet provided it appeared in the approved minutes exactly as show in the letter. Accordingly:

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

- 1. To grant signature authority for all New Salem Borough accounts at Peoples Bank and PLIGIT to the following individuals:**

<b>Edward R. Mundorf</b>	<b>Borough Council President</b>
<b>William F. Baldauf</b>	<b>Borough Council Vice President</b>
<b>Peter E. Partridge</b>	<b>Borough Secretary/Treasurer</b>
<b>Andrew N. Shaffer</b>	<b>Borough Assistant Treasurer</b>

- 2. To grant full-service access to Peoples Bank and PLIGIT on-line banking services to Peter E. Partridge and Andrew N. Shaffer for all New Salem Borough accounts at Peoples Bank and PLIGIT including the authority 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.**
- 3. To grant read-only access to Peoples Bank and PLIGIT on-line banking services to Edward R. Mundorf for all New Salem Borough accounts at Peoples Bank and PLIGIT.**
- 4. To cancel the Peoples Bank debit card linked to New Salem Borough general fund account ending in 3116 and issued to Andrew N. Shaffer, and issue it instead to Peter E. Partridge with a credit limit of \$1,000 per transaction.**
- 5. To open a new account with Peoples Bank exclusively to hold ARPA funds and to transfer the ARPA money currently in the General Fund account at Peoples Bank into this new account.**
- 6. To continue Edward R. Mundorf as Administrator and Andrew N. Shaffer as Assistant Administrator for New Salem Borough's Cash Management services at Peoples Bank.**

CM Harvey leaves the meeting.

Authorize expenditure of \$250 for surety bond for S/T Partridge – As treasurer, S/T Partridge said that he needs to be bonded and that he has already applied and been approved for a bond. The cost is \$250 per year.

**Motion by Baldauf/Barley to approve the expenditure of \$250 for S/T Partridge's bond. Motion carried unanimously.**

Sewer ACH Payments – Kim Hackett, the manager at Spring Grove Borough informed S/T Partridge and Pres. Mundorf that to implement ACH payments a modification to their software costing \$1,000 is needed. To put things in perspective, S/T Partridge provided a calculation of sewer billing cost as a percent of sewer revenue (included in meeting packet). The result is that billing costs are a little over 1% of revenue. After some discussion it was concluded that the Borough had no other practical choice but to pay for the modification.

**Motion by Baldauf/Barley to pay the \$1,000 for the software modification needed by Spring Grove Borough to implement ACH payments. Motion carried unanimously.**

Low Income Household Water Assistance Program – S/T Partridge referred to the two pages in the meeting packet that explained the new PA state program designed to assist low-income households pay their water and sewer bills. After some discussion the consensus was that there was no benefit to Borough residents to have the Borough participate in this program that the Borough would not be willing to provide on its own.

Separate Fund for ARPA Money – S/T Partridge argued that for practical reasons the ARPA money not be accounted for in the General Fund but put in a separate newly created fund of its own. Keeping it in the General Fund gives a false impression that the Borough has more general fund money than is actually available for general expenditures.

**Motion by Baldauf/Becker to create a separate accounting fund in Quickbooks for the ARPA money which will remove it from the General Fund. Motion carried unanimously.**

Road Deterioration – covered during Engineer's Report.

PSAB Secretary Training Course – S/T Partridge expressed a desire to take an on-line PSAB training course on the Role of the Municipal Administrator/Secretary at a cost of \$75. It is the same course that Pres. Mundorf took last year. CM Becker also expressed a desire to take this course which consists of an hour and a half Zoom session on 5 consecutive Mondays beginning on March 14<sup>th</sup>.

## APPROVED

***Motion by Martin/Barley to approve \$150 for S/T Partridge and CM Becker to take the PSAB on-line course on the Role of the Municipal Administrator/Secretary. Motion carried unanimously.***

### **Financial Statement**

S/T Partridge reported that he had reviewed the financial report submitted by Assistant Treasurer Shaffer and it looked OK to him. He then referred to a chart in the meeting packet that reconciled Quickbooks with the PLIGIT and Peoples Bank account balances as of the end of last year. The chart shows that there is reconciliation when you consider all the uncleared transactions in Quickbooks, one of which dates back as far as April 2018. The question then becomes why these older transactions have not been cleared out of Quickbooks. S/T Partridge will take this question up with Assistant Treasurer Shaffer.

***Motion by Baldauf/Becker to accept the Financial Report as presented. Motion carried unanimously.***

### **Secretary's Report**

Directory – S/T Partridge reported that now that changes in Borough Council and appointed officials have been made, he will email everyone the latest revision to the Directory.

Borough News Subscriptions – Anyone who wants a subscription to the PSAB Borough News magazine should let S/T Partridge know and he will sign them up for one at \$10 per subscription paid by the Borough.

Attendance at PSAB Annual Conference – S/T Partridge provided information about the PSAB 110<sup>th</sup> Annual Conference to be held in Hershey from 22 – 25 May and asked if anyone would like to attend.

***Motion by Barley/Baldauf to send S/T Partridge to the PSAB Annual Conference in Hershey from 22 – 25 May as the Borough's voting representative, with all expenses paid by the Borough, and to report back to Council any information of interest or significance to the Borough. Motion carried unanimously.***

York County Quick Response Team – after some discussion it was decided to table consideration for making a donation to the YC Quick Response team until Mayor Franklin talks to Lt. Spangler about how this team and the State Police work together.

2021 York County Real Estate Market Report – S/T Partridge reported on a report received in the Borough mail from the Realtors Association of York & Adams Counties that has a lot of demographic and real estate market data. Their website is [www.rayac.com](http://www.rayac.com). Solicitor Craley expressed an interest in the report and it was given to him.

### **Mayor's Report**

Mayor Franklin reported that by the time he had gotten the snow removal reminder letters from S/T Partridge, the snow had melted. He recommended communicating by text message rather than email when time is important. Pres. Mundorf mentioned that he had contacted Tyke Shubert to see if he would be interested in clearing the sidewalks of delinquent property owners for the Borough and what he would charge. Tyke quoted a price of \$60 if snow is under 6 inches deep and \$100 if deeper. Pres. Mundorf questioned whether the Borough should charge an administrative fee on top of Tyke's cost. Council can deal with this further next winter given that this winter is practically over.

Mayor Franklin further reported that he had met with the Fire Department and they could not understand why Forry Street was not being plowed during snow events. S/T Partridge will look into that and take up with the Borough's snow removal contractor, Hersh Concepts. It was suggested that the Fire Company contact Mr. Hersh to see if they could contract with him to clear their alley and parking areas. Solicitor Craley mentioned that it would be reasonable for the Borough to pay for Hersh to clear the exit alley from Forry Street to George Street as a public safety measure but no other Fire Company property.

Mayor Franklin further reported that the Fire Company is not interested in shopping around for insurance because other insurance policies will not cover any of their members who have beards and who do not want to shave them off. Solicitor Craley suggested that the Fire Company get a quote from Volunteer Fire Insurance Services (VFIS), the largest insurer of emergency organizations. There followed a lengthy discussion about the Fire Company, its finances, priorities, improvement plans, and long-term viability. The Mayor was encouraged to continue his liaison and fact finding with the Fire Company. SR Partridge reiterated that he would talk to Kocman about the Fire Company's insurance.

## APPROVED

### **Police Report**

No report

### **Committee Reports**

Sidewalk Committee – Pres. Mundorf enquired whether the Sidewalk Committee had anything to report on the curb replacement situation. Committee Chair Martin said that there were no new developments to report at this time.

Building Committee – In the absence of Committee Chair Thumma, Pres. Mundorf mentioned several items that needed repairs.

### **Around the Table**

CM Barley expressed concern about the ambulance situation, the fact that Tri-Community Ambulance apparently has suspended operations due to lack of volunteers. She questioned why we should continue to make donations to them when Spring Grove seems to be the one responding to 911 calls in the Borough. Solicitor Craley said that the Borough has the authority to take Tri-Community off as our first due responder and put Spring Grove on if we want to. He also said that most ambulance companies work together and honor each other's memberships and suggested that someone call Tri-Community and, if someone answers the phone, ask them if they can't make it out will another ambulance company honor their membership.

S/T Partridge and Pres. Mundorf described their efforts to identify candidates for the secretary/treasurer position using Indeed. So far Indeed has identified 16 candidates which they are following up on. Unfortunately, the flyers that were delivered door-to-door to all properties in the Borough have not yielded any responses.

CM Martin suggested that there be a way to check if Borough officials are reading their Borough related emails so that they are properly informed and up to date when they come to council meetings. Solicitor Craley pointed out that ultimately the elected officials are only accountable to the electorate.

CM Baldauf reported that there is a pothole on N. Main Street at the entrance to Robin Hood Drive. S/T Partridge will contact York Water Company about getting it patched. S/T Partridge mentioned that the entrance into the strip mall off Robin Hood Drive by the Chinese restaurant has a depression that needs to be filled in. Because it is on private property, he will report it to the Zoning Officer.

Pres. Mundorf reported that after the truck hit the pole in the square, he noticed that one of the traffic lights appeared to be pointed in the wrong direction. S/T Partridge said he would call Milt's Repair Service to have him look at it and fix it if necessary.

### **Adjournment**

The meeting was adjourned at approximately 10:47 pm. The next council meeting is scheduled for Tuesday, April 5, 2022, at 7pm in the Borough Building.

Transcribed from audio recording and respectfully submitted by S/T Partridge.