

APPROVED
MINUTES OF THE NEW SALEM BOROUGH COUNCIL MEETING
July 5, 2022, at 7:00 pm in the Borough Municipal Building
80 North Water Street, York New Salem PA 17371

The New Salem Borough Council met in regular session on Tuesday, July 5, 2022. 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, President
Kim E. Martin, President pro tem
Susan P. Barley
Harvey E. Thumma Jr.
Cecilia Harvey
Sue Ann Becker

BOROUGH OFFICIALS PRESENT:

Ronald M. Franklin, Mayor
D. Michael Craley, Solicitor
Samantha Craley, Assistant Solicitor
Peter E. Partridge, Secretary/Treasurer
Erica Delp, Administrative Assistant
Jeff Koons, Zoning & Code Enforcement Officer
Mike Hammers, Building Codes Officer
David Lipinski, Borough Engineer

OTHERS PRESENT:

James Pierce, Fire Chief

BOROUGH COUNCIL ABSENT:

William F. Baldauf, Vice President

BOROUGH OFFICIALS ABSENT:

None

Note the following Abbreviations:

“CM” = “Councilmember”

“Pres.” = “President”

“S/T” = “Secretary/Treasurer”

“Engr.” = “Engineer”

“AA” = Administrative Assistant

Pres. Mundorf introduced special guest Erica Delp who is an applicant for the Administrative Assistant position. He also announced that the Council had held a short Executive Session on Thursday, June 23rd, at around 6pm, immediately following the final interview of candidates for the Administrative Assistant position. The purpose of the session was to discuss personnel matters related to the hiring process.

1. **Police Report** – Lt Spangler, PA State Police, was scheduled but was unable to attend.
2. **Public Comment** – Fire Chief Pierce reported on the dire situation with Emergency Medical Services in the county due to lack of volunteers and how this affects the Borough. He explained that the Fire Company’s volunteers are limited in what medical procedures they can perform. He mentioned that a lot of volunteer ambulance services are being bought out by hospitals. Solicitor Craley suggested we reach out to Tri-Community and invite them to come to a council meeting to explain their situation and how we could help. S/T Partridge will contact Joe Shubert who is a volunteer with Tri-Community. Chief Pierce mentioned that they were having a special Bingo this Sunday at the fire house to raise money to help pay for rescue training, that they would be doing joint training with West York and possibly North Cordorus on July 17th, and that they were switching vendors for the turnout gear at \$105 more per set but quicker delivery. The two portable stop signs will cost \$115 each which is more than the \$50 authorized by Council at it’s last meeting so will require reauthorization at the higher amount when discussed later under Unfinished Business.
3. **Z&CEO’s Report** – Z&CEO Koons reported the following:
Permits issued in June: Excavation permit for York Water Company for 4020 Sherwood drive
Enforcement actions taken:
 - Freyman 105 W. George St on junk, District Judge (DJ) hearing was scheduled for 3/3/22. Hearing has been delayed, paperwork was never served, I gave the street address to DJ office and paid fee for constable delivery on 3/3/22. Case had been dismissed 3/24/22, Refiled 5/27/22 and has been served.
 - Notice of Violation (NOV) sent to 105 W. George St (Freyman) regarding chapter 55, poultry, rooster//Filed complaint with DJ on 6/21/22
 - Sharon Streibig 109 W George St., shed has been delivered and working on compliance.
 - Antique shop parking, rock storage, selling ice cream, parking on sidewalk, In process
 - NOV mailed, 51 N Main St, 2 goats, made 4 attempts to discuss with them, reported to AEO, filed complaint with DJ on 6/9/22.

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- NOV for weeds and grass, 4039 Sherwood Dr, 4025, 4155, 4041, Robin Hood Dr, 3120 S King Richards Ct, and 16 N Main St.
- NOV for poultry, 65 W. George St and 51 N. Main St.
- Information letter on Poultry sent to 75 W. George St.
- 39 N. Main St, NIF holdings and I had a meeting regarding the replacement of the mobile home on North Main St. – owner plans to remove the existing mobile home and replace it with another mobile home.
- Marlin Barshinger informed me that Loius Diaz was working on an automobile Saturday night into Sunday morning, there is a car there on a trailer but I cannot prove he had been working on it. A complaint was filed today with the DJ

Rock Realty called on behalf of the owner of 286 N. Main asking what they can do with the rear 2 acres other than single family dwelling, I sent them the uses permitted.

4. BCO's Report – no activity since last meeting – just received a permit application for an in-ground swimming pool – BCO Hammers provided a copy of his renewed BCO certification.

5. Engineer's Report

a. Sunoco Station ADA Ramps – Engr. Lipinski said he was waiting on a call back from PennDOT regarding further information they are requesting before approving the Borough's permit. He noted that the ramp on the island at the NE corner of the intersection has already been installed by PennDOT's contractor doing the repaving of Main Street, so it needs to be removed from the Borough's scope of work so that we do not have any responsibility for it or the fact that a detectable warning strip was not included. He hopes to resubmit the updated permit application in the next day or two.

b. Fire Company Signal – Engr. Lipinski has been working with the PennDOT signal Department and has a meeting with the Fire Chief on Thursday to go over requirements and will then submit the application to PennDOT.

c. Forry Street Safety – Engr. Lipinski reviewed the suggestions that had come out of the meeting with Mr. Wright from PennDOT LTAP. Speed data collected by the Borough on Forry Street in November and December of 2020 showed that the speeds were not that high as was thought. The Borough is collecting information on the removeable rubber speed tables. Making Forry Street one way is not feasible. Stop signs would require a traffic study, which the county can do cheaper than anyone else, and an application to PennDOT. Mid-block pedestrian crossings are hard to get approved by PennDOT because they are deemed dangerous. Engr. Lipinski said he can do sight distance measurements for the shrubbery obstructing the view at the entrance to George Street if the borough would like him to pursue that issue. Council indicated that the George Street issues should be the responsibility of the fire company and that he should concentrate on Forry Street safety issues.

Robin Hood Drive Base Repairs – CM Martin said when a York Water Company crew was in her neighborhood, she talked to the site supervisor about the road deterioration on Robin Hood and he went there the next day with his meter and told her he found no evidence of water leakage from their pipes but would send their official water leak crew to check it out. She has not heard any more about it. The consensus was that we need to get an official definitive response from York Water Company.

d. Scarlet Drive Inspection – Engr. Lipinski said he contacted the contractor about the list of items that needed to be fixed to release the bond but has not heard back from him yet.

e. Sanitary & Storm Sewer Inspections – Recommendation for Repairs and Cost Estimate – Engr. Lipinski stated he has not had time to look at the videos yet but will do so and have a report for us at the next council meeting.

f. Depression in Roadway by 122 S. Main Street – Engr. Lipinski said he looked at it but is not sure what is causing it and there is no sanitary or storm sewer line in that location. PennDOT may smooth it out as part of the Main Street resurfacing project but would not address the root cause. Pres. Mundorf said he looked at it and the depression extends beyond the roadway and into the property for some distance. Engr. Lipinski was not aware of that and said he thought the problem was just in the roadway so did not look any further. Solicitor Craley said it might be underground springs. CM Thumma said there are natural spring all over the Borough area. Engr. Lipinski said he would look at the Sewer Inspection Report to see if there is any pipe deflection in that area.

Before Engr. Lipinski left he agreed to meet with CM Thumma on Thursday at 6 pm to inspect the drainage culverts on West George Street discussed below under New Business. Pres. Mundorf said he talked to one of the residents on the end of Palmer Avenue about whether their road was being plowed and was told that it was being plowed by Spring Grove. He said the roadway was in horrible condition and raised the issue about whether the Borough is responsible for maintaining that section of roadway. The question is whether the Borough has adopted that section of Palmer Avenue and whether it is on the Borough's liquid fuels list. Engr. Lipinski said he would send S/T Partridge a copy of the liquid fuels list and S/T Partridge will contact North Cordorus to see what their records show.

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Solicitor Craley discussed the situation with the storm water drain that is located along the access easement to the property behind the Sherwood Inn and Cooke's Sharpening business. He reminded Engr. Lipinski that we should deal with that situation when the subject comes up.

6. Appointment of Administrative Assistant

a. Interview Results – Pres. Mundorf reviewed the number of interviews held over the past several months that resulted in two viable candidates who were then asked to make a 10 to 15 minute verbal presentation on how they would effectively and efficiently perform the duties outlined in the job description. Erica was the only candidate who showed up and she made an excellent presentation. Six of the seven council members were present for the presentation and were able to ask Erica questions after her presentation.

b. Approval and Acceptance of Employment Offer – S/T Partridge referred to an employment offer letter included in the meeting packet that outlined the terms and conditions of employment and needed to be approved by Council.

Motion by Thumma/Barley to approve the offer letter as presented. Motion carried unanimously.

The letter was then signed by Pres. Mundorf and the offer accepted by Erica as indicated by her signature.

c. Appointment Action – Having accepted the offer, Erica was then officially appointed to the position.

Motion by Thumma/Barley to appoint Erica Delp to the position of Administrative Assistant and Secretary/Treasurer in Training subject to the terms and conditions of the offer letter. Motion carried unanimously.

The new appointee was warmly welcomed and took a seat at the council table.

7. Consider Approving June 7th Council Meeting Minutes – S/T Partridge said he had received a correction from CM Becker which he made. CM Harvey pointed out that Mrs. Freyman's first name was Ashley, not Alyson.

Motion by Thumma/Becker to approve the June 7th Council Meeting minutes as corrected. Motion carried unanimously.

8. Solicitor's Report

a. Status of Sewer Arrearages – Spring Grove received another request for certification from another title company about 105 W. George Street (Freyman) sewer payment arrearages. Solicitor Craley is awaiting update from Spring Grove on sewer arrearages which he will report on at the next council meeting.

9. Unfinished Business

a. Purchase of Two Portable Stop Signs by Fire Company – Signs to be marked "Property of New Salem Borough" and S/T Partridge will draft an agreement between the Borough and the Fire Company regarding ownership, storage, and use of the signs. Fire Company needs to be reauthorized to purchase the signs at a higher amount.

Motion by Thumma/Becker to increase to \$250 the amount the fire company can spend to purchase two portable stop signs for the Borough. Motion carried unanimously.

b. Results of Inspection of Drainage Culvert on W. George Street – CM Thumma referred to photos included in the meeting packet stating that all three outlets need to be cleared of weeds and relined with stones to allow water to flow freely and the grates cleaned. He was unable to determine where a pipe coming out of the ground originated. He speculated it may be coming from a nearby basement. CM Thumma and Engr. Lipinsky will meet on Thursday to evaluate what needs to be done. Mayor Franklin said he remembers PennDOT working on them at one time.

c. Consideration of Signing Klugh Animal Control Contract – After some discussion of what Klugh does and whether the Borough needs their services, it was decided not to sign a contract with them at this time.

d. Update on Moving Voting Polls to Borough Building – Pres. Mundorf said he has not done anything further on this issue at this time. Some concern was expressed about the traffic hazards of a lot of cars turning onto, off, and traversing Water Street. Use of one of the church's on East George Street was suggested. Crossing East George Street to get to the fire house is a problem for many of the older residents of the Borough. Solicitor Craley said that the voting venue does not have to be located within the Borough, which opens a lot of other possibilities; however, schools are not allowed because of security concerns. Pres. Mundorf said he would talk to some of the potential facilities.

10. New Business – CM Thumma brought up replacing the emergency lighting system located in the utility/storage room. He said it was a fire hazard and should be removed and replaced with a newer system.

Motion by Barley/Harvey to authorize CM Thumma to find a contractor and get a statement of work and cost estimate for removing the old emergency lighting system and replacing it with a new system and restoring electric service to the gas auxiliary heater. Motion carried with CM Thumma abstaining for possible conflict of interest if he decides to bid the job.

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A short discussion of trash and recyclable material missed pickups ensued. It was surmised that the problem is probably due to labor shortage problems at Penn Waste. It was noted that the Dollar Store is currently closed apparently due to a labor shortage.

CM Martin mentioned that she had found a cabinet for the lady's bathroom in which to store the cleaning supplies and would like to be authorized to spend up to \$33 to purchase it and be reimbursed.

Motion by Barley/Harvey to authorize CM Martin to spend up to \$33 to purchase a cabinet for the lady's bathroom and be reimbursed. Motion carried unanimously.

CM Martin mentioned she had gotten some resistance from a member of the Lions Club about the Lions Club's right to use the building because it was a community building. It was decided that CM Martin would draft a letter to be approved by Council and sent to the Lions Club outlining the conditions under which they may use the Borough Building for their meetings.

A discussion about cleaning the Borough Building ensued during which CM Harvey volunteered to do the cleaning. It was decided that the Borough Secretary should be authorized to choose a volunteer to perform the cleaning.

Motion by Martin/Thumma to allow the Secretary to choose a volunteer to clean the Borough Building. Motion carried unanimously.

11. Financial Report

a. Review of May Financial Report – no extraordinary or unusual expenses. S/T Partridge stated the report passed all his self-consistency checks and recommended approval. July sewer loan payment was made on time. CM Thumma suggested looking into the possibility of paying it on-line.

b. Consider approving May Financial Report –

Motion by Barley/Thumma to approve the financial report. Motion carried unanimously.

12. Secretary's Report

a. Correspondence – none

b. News Items – Letter sent to Penn Waste affirming their request to start collection one hour earlier if temperature above 90 degrees – Roof Repaired (cost = \$175) – Stambaugh inspection of Borough Bldg. AC unit found no problems (Cost = \$140) – SWIF audit this morning – Liquid fuels audit on July 8th.

13. Mayor's Report – 16 fire calls since last council meeting – Fire Company only had to respond to 6, 4 were EMS, 2 were motor vehicle accidents.

14. Committee Reports

a. Building – covered earlier under New Business

b. Highway – covered earlier

c. Sewer – nothing to report

d. Sidewalk – 2 dates, the 12th and 15th of July to evaluate the sidewalks

15. Around the Table – CM Baldauf unable to attend due to personnel matters at his work but noticed that foliage on both sides of Robin Hood by the Dollar General and the strip mall was overhanging the sidewalks and needs to be trimmed back. CM Martin, on S/T Partridge's advice called Spring Grove to remove a dead tree limb that was protruding into Sherwood Drive. Spring Grove Public Works quickly removed it. Dollar General is closed and, being a private business, has no obligation to the Borough to remain open. Weeds are growing up through the storm drain on Friar Road. CM Barley mention grass growing by the marquee on Bennet Williams side is impeding sight again. Zaza's is now painted black, but Borough has no architectural standards and Solicitor Craley said that most zoning ordinances allow awnings to protrude into setbacks provided they are high enough no one will run into them.

16. Adjourn – Their being no further business, the meeting was adjourned at approximately 8:56 pm. The next council meeting is scheduled for Tuesday, August 2nd, 2022 at 7pm in the Borough Building.

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