

APPROVED 1/2/24

MINUTES OF THE NEW SALEM BOROUGH COUNCIL MEETING

December 5, 2023, at 80 N. Water Street, York New Salem, PA

The New Salem Borough Council met in regular session on Tuesday, December 5, 2023. 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
William F. Baldauf, Vice President
Kim E. Martin, President Pro Tem
Sue Ann Becker
Harvey E. Thumma Jr.
George K. Donavos

BOROUGH OFFICIALS PRESENT

Joe Shubert, Mayor
Jeff Koons, Zoning & Codes Officer
Mike Hammers, Building Code Officer
D. Michael Craley, Solicitor
Samantha Craley, Assistant Solicitor
David Lipinski, Borough Engineer
Peter E. Partridge, Secretary
Judy Albright, Treasurer/Administrative Assistant

OTHERS PRESENT

Randy Mitzel, Resident

BOROUGH COUNCIL ABSENT

Cecilia Harvey

BOROUGH OFFICIALS ABSENT

None

Note the following Abbreviations:

CM = Council member

Sec = Secretary

Eng = Engineer

Z&CEO = Zoning & Code Enforcement officer

BCO = Building Code Officer

CP = Council President

Treas/AA = Treasurer/Admin. Assist.

Sol = Solicitor

1. Engineer's Report -

- a. Sunoco Station ADA ramps – Eng Lipinski has not received any permits yet from PennDOT
- b. Fire Company Signal – Information was sent to the new officers, but Eng Lipinski has heard nothing from any of them.
- c. Status of Road and Storm Sewer Repair Projects – Eng. Lipinski reached out to several contractors for quotes for the projects but only received a return call from one – Clear View Excavation who indicated it will be several weeks before he can submit a quote. He still anticipates bids will be advertised and awarded in February or March of 2024 for the work in Sherwood Forest.
- d. Sewer Operator Status – Still awaiting DEP decision if we require a certified operator.
- e. Traffic calming on Robin Hood Drive and King Richards Ct. S - Discussion ensued as to which method might be best for the Borough. It was previously approved for the purchase of the triangle signs to attach to the top or bottom of the speed limit signs and CM Martin and Sec Partridge will check on best location to purchase.

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3. Z&CEO's Report – Z&CEO Koons reported he issued 2 permits for the month of November. The Freyman property, 105 W George St was scheduled for Sheriff Sale yesterday, but it is not known if the sale took place. If not, it should be listed on the February 2024 list. Lopez – 51 N Main St. Shows signs of cleanup outside and it would appear someone is working on the inside. Yohe, 27 N Main St, has contacted Z&CEO Koons and they continue to work on removing things from the property. Soto, 247 N Main St. still unable to reach. Sol Craley believes he may have a phone number and will check and if so, pass it on to Z&CEO Koons for follow up. CM Baldauf indicated he spoke to a neighbor who is trying to reach Z&CEO Koons but has been unsuccessful. Z&CEO Koons reports he did not receive any call from them. CM Baldauf will check and be sure neighbor has the correct phone number.

4. BCO Report - There are presently 2 properties he continues to work on and follow up.

2. Public Comment – Randy Mitzel, 14 S. Main St. Reported that speeding continues on Main St. CP Mundorf advised Mr. Mitzel that we do have the 2 portable speed signs on George St. and we may need to move them to north and south Main St. Mr. Mitzel also asked for an update on the possible proposal of placing a traffic circle for traffic control at the square. CP Mundorf indicated there has been no formal decision of the square from PennDOT, but the circle is the least effective control and is no longer a serious consideration.

5. Approval of November 14th Council Meeting Minutes - On a motion by CM Martin, seconded by CM Baldauf, the minutes were unanimously approved as presented.

6. Solicitor's Report -

a. Sewer Arrearages and Water Shutoffs – he has been in touch with Hecker, 63 N. Main St. and they will make another \$1,000 payment before the end of the year. Other balances are being monitored.

b. Appointment to Planning Commission – On a motion by CM Martin, seconded by CM Becker and unanimously carried, Arlene Jennings and Sue Barley have been appointed with a term to expire in August 2027. There is still 1 vacancy on this board.

c. Noise Ordinance & Sherwood Inn – This item can be removed from the agenda as any noise violations reported at Sherwood Inn would need to be reported to the Liquor Control Board, who will have PA State Police handle it.

CM Donovas asked for clarification on how the sewer delinquencies are handled. Sol Craley advised that after nonpayment of 3 quarterly payments, he is notified to proceed with collection. It was also questioned how a name change takes place after a sale of a property. Treas/AA Albright indicated she receives a notice from the Tax Assessment office and from that sends a list to York Water Co for them to change the account owner.

7. Unfinished Business -

a. Update on transitioning sewer billing to York Water Company – Sec Partridge reported the sewer billing seems to be running smoothly. Last month it was reported that a resident paid a sewer bill and has a septic system. This was in error and the proper account has been credited.

b. Sale of Sewer System to York Water Company – Sec Partridge has been in contact with J. T. Hand, President and CEO of York Water Company regarding this sale. The council agreed that we need to get an appraisal of our system. Gannet Flemming is the company suggested by York Water Company to do such an

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appraisal. **On a motion by CM Baldauf, seconded by CM Thumma** and unanimously carried, Council should move ahead and find out how much an appraisal would cost.

c. Sign-off Authority on Fire and EMS Responses – tabled till January meeting.

d. Policing of New Salem Borough – CP Mundorf will check with Windsor Borough on the possibility of starting a police force in the Borough. Windsor has some experience with this. Sol Craley advised that if a police officer were hired, he would need to be Act 120 certified. Start-up of a force would be a large monetary expense. The Borough would be able to set priorities for the duties of which the Mayor would oversee per the Borough Code. Since speed is the major factor in having a police presence, it was suggested that the Borough may want to purchase more of the portable speed electronic signs. **On a motion by CM Thumma, seconded by CM Baldauf and unanimously carried**, 2 additional signs will be ordered for placement along the north and south ends of Main St.

e. Recycle Container Policy - The Borough presently has 2-3 small recycling bins. Sec Partridge will check with Penn Waste on the cost of purchasing 5-7 additional bins.

8. NEW BUSINESS

a. Adopt 2024 Budget and approve the 2024 budget resolution – With the budget having been previously advertised **on a motion by CM Martin, seconded by CM Thumma and unanimously carried**, the 2024 budget is adopted. **On a motion by CM Martin, seconded by CM Thumma and unanimously carried**, Resolution 7-2023 is adopted setting the tax millage for 2024 at 1.5mills with no increase from 2023.

b. Approve the 2023 Auditor & Authorization to Sign the Letter of Engagement – **On a motion by CM Thumma, seconded by CM Baldauf and unanimously carried**, Kochenour, Earnest, Smyser and Burg are approved to audit the 2023 records and Sec Partridge is authorized to sign their letter of engagement.

c. Approve Traffic Signal Maintenance & Repair Contract – This Intergovernmental Agreement has been presented previously. The Borough's cost for maintenance would be \$250 per year. There is an Addendum to add to the formal agreement. **On a motion by CM Thumma, seconded by CM Becker and unanimously carried**, the Agreement and Addendum will be signed by Sec Partridge

d. Seasonal Banners – CM Martin advised there are many banners in storage. In previous years they were erected in the borough but have not been used in several years due to not having anyone to install them. CM Martin and Treas/AA Albright will assess the condition of the banners and revisit the topic in Spring.

e. Cleaning of New Salem Borough Placard on West George St - Sec Partridge indicated this sign needs cleaning. Other signs in the borough were previously cleaned by Spring Grove Borough Public Works. **On a motion by CM Thumma, seconded by CM Baldauf and unanimously carried**, Sec Partridge is to get a price for the cleaning.

9. FINANCIAL REPORT – **On a motion by CM Thumma, seconded by CM Martin and unanimously carried**, the October financial report is approved as presented.

10. SECRETARY'S REPORT

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- a. Thank you letters for recent donations – Sec Partridge indicated letters of appreciation were received from Hoffman Homes and Windy Hill Senior Center for the recent donation.
- b. Yellow Jacket Extermination – Sec Partridge reported an exterminator sprayed the nest and had to return once to treat a visible nest. With the cold weather it is hopeful that they will not return.
- c. Zoning Hearing Board Solicitor Rate Increase – Sol Craley felt the increase was within reason and advised the Zoning Hearing Board can chose their own Solicitor.
- d. January Meeting Agenda – Sec Partridge presented a tentative January Reorganization meeting agenda. It was noted that CP Mundorf would resign at the start of the meeting and Sec Partridge would also resign. Asst Sol Craley will administer the Oath to the new Mayor who will then conduct the meeting until a new Council President is chosen who will then assume the chair and conduct the balance of the meeting. Sol Craley advised that item numbers 13 and 14 could be removed as they are handled in August.

11. MAYOR’S REPORT – nothing to report

12. POLICE ACTIVITY REPORT – will be provided next month

13. COMMITTEE REPORTS

- a. Building - nothing
- b. Highway - nothing
- c. Sewer – nothing
- d. Sidewalk – nothing

14. AROUND THE TABLE – CM Donovas, CM Becker, Pres Mundorf, Mayor Shubert, Sol Craley, Asst Sol Craley – nothing. CM Thumma suggested the Borough find a way to encourage more support from the residents for the Fire Company. There was some concern the Fire Company was not getting to calls. Sol Craley suggested that York County Control be contacted for a list of the calls and response. CM Thumma suggested we search for a Junior member for Council. Contacting Spring Grove High School may provide names of juniors and seniors who live in the borough. It was felt that an article should be placed in the Spring newsletter. CM Baldauf feels the Borough should be sending a letter to new residents to welcome them to the area. CM Baldauf also questioned the leaf pickup times from Spring Grove Borough. They only picked up on Saturday of the last weekend and did not return on Sunday. Treas/AA Albright is to contact Spring Grove Borough regarding this missed pickup. CM Martin questioned the council salary. Sol Craley indicated they are paid a set salary and not paid by meeting attendance. Sec Partridge indicated he takes the yearly salary and divides it by 13, the number of meetings per year to get the rate for council members only taking office for a partial year. Sol Craley suggested that that figure be divided by 12 months for a monthly salary if necessary.

All present thanked CM Martin for arranging the refreshments prior to the meeting. With no further business, the meeting was adjourned at 8:55 PM. Respectfully submitted by Judy Albright, Treas/AA.