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MINUTES OF THE NEW SALEM BOROUGH COUNCIL MEETING

April 5, 2022, at 7:00 pm in the Borough Municipal Building

The New Salem Borough Council met in regular session on Tuesday, April 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
Sue Ann Becker
Cecilia Harvey
Harvey E. Thumma Jr

BOROUGH OFFICIALS PRESENT:

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

OTHERS PRESENT:

James Pierce, Fire Chief
Jan Noss, Lions Club President
Tyke Shubert, Building Maintenance

BOROUGH COUNCIL ABSENT:

William F. Baldauf

BOROUGH OFFICIALS ABSENT:

None

Note the following title abbreviations: "CM" = "Councilmember" "Pres." = "President"
"S/T" = "Secretary/Treasurer" "Engr." = "Engineer"

Public Comment

Fire Chief James Pierce provided an update on activities at the fire company. He asked if Council knew of anyone who could help the fire company with their administrative duties. In their planning for the future they hope to include more public space that could be used by the Borough. They plan to apply for a 2% loan through the state to replace their airpacs and other equipment they would need over the next three years and to pay off their current line of credit. Fire and Rescue Service gave them a deal that would enable them to replace all the equipment, which if bought individually over time would cost \$330,000, at a savings of around \$50,000. Monthly payments on the loan would be \$1,256. Delivery of the turnout gear is now delayed to June due to supply shortages. It's more advantageous to acquire the equipment using debt reduction than applying for grants. S/T Partridge noted that the fire company's net income for the last several months has been positive.

Jan Noss, President of the Lions Club, reported that the streetlight on W. George Street nearest his house has been burned out for months. S/T Partridge said he would contact Met Ed to replace the lightbulb. Mr. Noss also reminded everyone of the Lion's Club functions coming up this month – an Easter flower sale on Ash Wednesday, an egg hunt that Saturday, and a chicken barbeque the following Saturday.

Tyke Shubert addressed the Council wanting to know if the Borough would like him to continue providing lawn maintenance for the Borough Building at \$40 weekly for the yard and \$40 bi-weekly or as needed for the field, an increase of \$5 over last year. S/T Partridge asked Mr. Shubert if he would be willing to do other odd handyman-type jobs for the Borough. He said he would if they were within his capability and that he would quote them individually.

Motion by Barley/Thumma to continue to use Tyke Shubert's services for lawn maintenance at the Borough Building and for other minor repairs and odd jobs as assigned by the Borough Secretary. Motion carried unanimously.

Based on a recent incident, Chief Pierce requested that the Borough remind it's Emergency Management Administrator (EMA) that he has no jurisdiction on fire calls. He also stated that at the end of this year the county will be dispatching fire equipment based on closest proximity which should increase the number of NSB Fire Company's calls.

At this point Council took up consideration of paying the fire company's liability insurance, moving this agenda item up from New Business. S/T Partridge reminded the Council that this expense had been included in the 2202 budget and that historically the Borough has been paying the Fire Company's liability insurance for many years.

Motion by Thumma/Barley to pay the first installment of the Fire Company's 2022 liability insurance in the amount of \$11,829. Motion carried unanimously.

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Approval of Minutes from Last Council Meeting

CM Thumma pointed out several errors he found in the minutes. S/T Partridge said they would be corrected.

Motion by Thumma/Becker to accept the March 1st meeting minutes as corrected. Motion carried unanimously.

Zoning Officer's Report

Permits issued in March: ZP-03252022-001, Kayla Colarocci, 2002 Marion Way, fence; Use certificate in process for 334 N Main for retail store.

Enforcement actions taken:

- Freyman 105 W. George St on junk, 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 the \$26 fee for constable delivery on 3/3/22.
- Checked with Columbia gas on 4130 Robinhood drive from December excavation, sidewalk needs final covering to be completed by April 10. Work looked like it was being done today.
- Diaz 301 N Main St, no change at this time and no new updates. He is currently in compliance.

Building Code Officer's Report

BCO Hammers reported inquires but no new permit applications this past month. All work has been completed on 334 N. Main St. and final inspection is expected on Friday or early next week. He mentioned that the quarterly permit report was due by the end of the month. A discussion about permit extensions followed.

Solicitor Craley reminded Council that, according to BCO Hammers' employment agreement, Council must make a decision this month or next on whether or not to extend his agreement.

Motion by Barley/Thumma to extend BCO Hammers' employment agreement in accordance with its terms. Motion carried unanimously.

Engineer's Report

Engr. Lipinski reported on several issues:

Sunoco Station ADA Ramps – the PennDOT permit application submission was held up last week by computer issues. It should be submitted by Wednesday or Thursday of this week. The Sunoco Station owner and his attorney agreed to pay the Borough to do the engineering work and they will hire a contractor to do the installation.

Fire Company Signal – waiting on recommendations from PennDOT resulting from meeting at Fire House on 18 March.

Forry Street Safety – the meeting at the Fire House on 18 March with PennDOT representative produced several suggestions among which was the purchase of rubberized speed tables that can be placed on the street and located where most effective. S/T Partridge will find out if they can be rented and how much it would cost to buy them. S/T Partridge mentioned that a traffic study of Forry Street was done in November and December of 2020 using the Borough's two Speed Control signs and that the data showed that the highest speed was around 35 mph and the average speed was around 15 mph. Solicitor Craley mentioned that another consideration could be prohibiting no right turns onto Forry Street by the church during peak traffic hours.

Road Deterioration – pavement cracks on Robin Hood Drive were inspected. At some point they should be repaired but it's too late in the season to hire a contractor for this year. One option is to coat with a particular rubberized sealant late this summer that should last at least two or three years at a cost of around \$5,000 to \$6,000. Upon inquiry by S/T Partridge, Spring Grove said that their Public Works cannot apply the sealant. Engr. Lipinski will obtain estimates for both the application of the sealant and doing a complete repair.

Letter of Credit – Peoples Bank inquired whether the developer's letter of credit to cover the Phase IIA development on Scarlet Drive should be renewed for another year or canceled. Engr. Lipinski said that a final inspection was never done and that he has not had time yet to do the final inspection to determine if all the required work has been completed satisfactorily so that the Borough can finally adopt that section of Scarlet Drive. He anticipates that he will be able to do the inspection sometime in the coming week.

Solicitor's Report

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Status of sewer Arrearages – Solicitor Craley reported that, based on encouraging discussions he is having with Mr. Hewitt’s attorney, he requested a postponement of the hearing scheduled for tomorrow in district court until May 2nd at 11am. As of the 31st of March water shutoffs can now be done so he will be contacting York Water Company regarding water shut offs for some of the delinquent residents. S/T Partridge reported that Spring Grove Borough is now able to make ACH payments as of yesterday. CM Harvey mentioned a problem she had had with last quarter’s sewer payment.

Engr. Lipinski mentioned that in his report he had forgotten to ask whether York Water Company had been contacted about checking for water main leaks on Robin Hood Drive that could be contributing to the pavement deterioration. S/T Partridge said that he had contacted York Water Company’s Supervisor of Construction who thanked him for the heads up and said that they would check it out. He has heard nothing since so assumes their test was negative for a leak.

Unfinished Business

Secretary/Treasurer Search – S/T Partridge reported that a new job description had been drafted and posted on Zip Recruiter. The new job description described the position as starting out as an Administrative Assistant with the expectation that, through on-the-job training, the candidate would eventually work their way up to assuming the full duties of the Secretary/Treasurer replacing the current interim Secretary/Treasurer who is retiring. Currently there are two candidates who look promising. One was interviewed last Saturday by S/T Partridge and CM Becker and the other is scheduled to be interviewed tomorrow at 4pm by Pres. Mundorf, S/T Partridge, CM Martin, and CM Becker. There then ensued a lengthy discussion on how best to handle the interview and hiring decision process. Key is to avoid violations of the Sunshine Act.

New Business

Consider Paying the Fire Company’s Liability Insurance – covered under Public Comment

Handyman and Summer Season Mowing Services – covered under Public Comment

Consider Blanket Authorization for Bill Payments – S/T Partridge requested that he be given blanket authorization by Council to pay all customary and routine obligations of the Borough as they come due rather than having to approve each payment individually beforehand or obtaining approval after the fact as Council has been doing when they approve the financial report each month.

Motion by Thumma/Barley to authorize S/T Partridge to pay all usual and customary obligations of the Borough as they come due. Motion carried unanimously.

Financial Report

Council had some questions about specific entries in the Financial Report that were satisfactorily explained by S/T Partridge who stated that the report passed his consistency checks and that all fund balances reconciled with the bank statements. Council was curious to know what was the significance, if any, on the bottom of the Balance Sheet of the entries for “Open Balance Equity”, “Retained Earnings”, and “Net Income”. S/T Partridge explained that “Open Balance Equity” was the amount of money on hand when the fund was originally established or “opened” and, therefore, never changes. “Retained Earnings” is the total net income, i.e., income minus expenses, from the establishment of the fund through the 31st of December of the previous year, and “Net Income” is the net income from the 1st of January of the current year through the date of the report and includes payroll withholdings owed but not yet paid, i.e., total current liabilities. The sum of these three numbers is “Total Equity”, i.e., the amount of money in the fund that is currently unobligated. “Total Assets”, i.e., the current balance on hand in the fund, is equal to the sum of the unobligated money (Total Equity) plus monies owed but not yet paid (Total Current Liabilities).

Motion by Thumma/Barley to accept the Financial Report as presented. Motion carried unanimously.

Secretary’s Report

Correspondence – nothing of any consequence to report.

SOFI Reminder – Elected and appointed officials were reminded that their Statement of Financial Interests (SOFI)

Filings are due to the Borough Secretary no later than 1 May.

Municipal Administrator Training – S/T Partridge and CM Becker have been attending a PSAB on-line training course on the Duties of Municipal Administrators and Secretaries held for 90 minutes on Monday’s for the past four weeks with one more session to go. It has proven to be very instructional and has pointed out several areas where the Borough needs to improve

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their procedures. A lengthy discussion then ensued on how the Borough can make these improvements. S/T Partridge stated that he now has the Borough seal. It was in the box of blank checks that he had given Assist. Treasurer Shaffer.

Status of Sewer Flushing and Visual Inspection – Mr. Rehab is currently completing the flushing and visual inspection of the Borough's sewer mains and a small segment of the storm water drainage system that was started last spring and held up by the construction on N. Main Street being conducted by the York Water Company.

New Bank Authorizations – The necessary paperwork to add S/T Partridge to those Borough officials authorized to sign checks and have on-line access to account information has been completed and implemented. In addition a VISA debit card with a \$1,000 per transaction limit was issued to him for the General Fund account at Peoples Bank.

Status of ACH Sewer Payments – S/T Partridge was happy to reiterate that, as of yesterday, Spring Grove is finally able to collect sewer charges by ACH debiting of customer's accounts for those 20 customers who have signed an authorization form. This capability was evidenced by his own account having been debited.

Mayor's Report

Mayor Franklin reported that he checked with the State Police about whether they coordinate with the County's Quick Response Team during emergencies and was told that they have their own specially trained rapid response team but would call in and coordinate with local teams if necessary. The State Police do not take donations so any donations would have to be made to a local team. He also reported that he will be attending a Pennsylvania State Mayors' Association webinar for which he had to pay a \$65 registration fee out of pocket and would like to be reimbursed.

Motion by Harvey/Barley to approve reimbursing Mayor Franklin the \$65 webinar fee. Motion carried unanimously.

S/T Partridge remarked that to be eligible for that reduced webinar fee Mayor Franklin would have to join their association at a cost of \$60 per year.

Motion by Thumma/Harvey to authorize S/T Partridge to pay the Mayor's \$60 membership fee. Motion carried unanimously.

Mayor Franklin said he now can get information on the number of calls the Fire Company gets.

Police Report

No report

Committee Reports

Building – CM Thumma reported on several repair items he has done or is planning. A lengthy discussion then ensued about the operation of the overhead fluorescent lights which will be investigated further.

Highway – Clogging of the sewer drains at the lowest points on Robin Hood and Sherwood Drives was discussed. S/T Partridge said that after being notified by CM Barley about drains on Robin Hood Drive after a hard rainfall, he cleaned them out.

Sewer – no further report at this time.

Sidewalk – CM Martin said her committee is considering and will make a recommendation on the amount of offset between sections of sidewalk that is safe to avoid tripping.

Around the Table

CM Barley, following up on a concern about ambulance coverage, said that she talked to Spring Grove Area Ambulance Service and was assured that area ambulance services do honor each other's subscribers if the primary service cannot respond.

Asst. Solicitor Craley checked with State Police on the availability of crime and traffic violation data on their website dashboard. Crime data is still being withheld because of on-going investigations and no new traffic violation data has been posted for local municipalities since Dec 2021.

Adjournment

The meeting was adjourned at approximately 9:00 pm. The next council meeting is scheduled for Tuesday, May 3rd, 2022, at 7pm in the Borough Building.

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