

**MINUTES OF THE NEW SALEM BOROUGH COUNCIL MEETING**  
February 3, 2026 at 80 N. Water Street, York New Salem, PA

The Council meeting of New Salem Borough Council was called to order at 7:00 PM with President Martin presiding followed by prayer and pledge to the flag.

In attendance were Council Members **Kim Martin, William Baldauf, Peter Partridge, Sue Becker, George Donavos, Joseph Shubert and Michael Messinger.** Others in attendance were **Solicitor Courtney Buechler, Secretary Judy Albright, Police Chief David Lash, Engineer David Lipinski and Mayor Bob Boulden.** **Zoning & Codes Officer Michael Hammers was absent.**

- 2. Approve January 5, 2026 Reorganization Meeting Minutes** – On a Partridge/Becker motion and carried unanimously, the minutes were approved as presented.  
**Approve January 5, 2026 Regular Council Meeting Minutes** - On a Partridge/Donavos motion and carried unanimously, the minutes were approved as presented.  
**Approve January 6, 2026 Special Council Meeting Minutes** – On a Becker/Partridge motion and carried unanimously the minutes were approved as presented.

**3. Engineer Report** – Kinsley Construction has been paid for the materials and partial payment of road work from 2025. After completion of the road work the remainder will be paid and paperwork can be filed for release of the grant funds.

On a Partridge/Donavos motion and carried unanimously, unpaid Engineering invoices for the ADA ramps at the Sunoco station should be forwarded to the solicitor to lien the property.

**4. Zoning & Building Code Report** – absent but report showing 2 permits issued and worked on IPMC with solicitor.

**5. Public Comment** – None

**6. Matters of the Borough**

- a. Fire Service – they had 17 calls and failed to respond to 5 calls.
- b. Police – Chief Lash presented his report indicating 20 calls for service and 1 crash . For 2025 there is a 32 hour carry over of hours 21 still in surplus. He also indicated the department is almost back to full rooster and officers and staff will be starting a program of mental health wellness checks. Beginning 1/1/27 the department will begin police service to Spring Grove Borough.
- c. Highway – Becker asked for the roadway at the end of Water St be checked as there is a major depression where it meets W. George St. Highway committee to research
- d. Building – no report
- e. Sewer – no report
- f. Sidewalks – no report
- g. Personnel – On a Baldauf/Partridge motion and carried unanimously, the secretary/treasurer is to be given a onetime bonus of \$1,000 for service in 2025 above normal standards.

Martin introduced Scott Lackey the new Emergency Management Coordinator and George Donavos, Deputy Emergency Management Coordinator.

**7. Solicitor's Report** – completed a Resolution for the borough's 150<sup>th</sup> anniversary. She also suggested the newly elected officials check into training for their positions. This can be completed through PSAB and the borough pays for the training. They are to contact the secretary for sign-up.

**8. Unfinished Business**

a. International Property Maintenance Code – The Solicitor and Hammers met regarding the document. They are now ready for a committee from council to review and set parameters within the code. Martin recommended a panel consisting of Partridge, Shubert, Becker, Hammers and the solicitor meet and then report back at the March meeting.

**9. Executive Session – pending legal action and threat of litigation** – meeting was recessed at 7:30 PM and reconvened at 8:10 PM

**10. New Business –**

a. Request to Authorize Payment for Outside Counsel – executive session summarized as council received a request for payment of legal fees. **On a Partridge/Donavos motion and carried unanimously**, our solicitor is authorized to respond to a letter and request further information. The item will be tabled until March 3, 2026 meeting.

b. PA One Call – Spring Grove Borough will no longer be our contact person with this company. Secretary contacted North Codorus Township to check if they might assist us. Their Board is meeting the same time as our Council and it will be discussed. **On a Partridge/Messinger motion and carried unanimously**, North Codorus Township will be assigned to represent New Salem with Pa One Call pending their Board approval. Engineer will be authorized to send the “as-builds” to the Township.

c. Compensation of Secretary Treasurer – Raises were built into the 2026 budget and **on a Partridge/Donavos motion and carried unanimously**, a five (5%) percent raise is approved for the Secretary Treasurer retroactive to January 1, 2026.

d. Resolution for 150<sup>th</sup> Anniversary Events – Resolution 2026-06 was presented commemorating the anniversary of the Borough. **On a Donavos/Baldauf motion and carried unanimously** the resolution was passed.

e. Add signer on bank accounts – Secretary is requesting an additional person be added as a signer on the PLGIT checking accounts and recommended Becker. A **Partridge/Messinger motion was on the table** to add the recommended person. Before a vote was taken, the motion **was amended by Partridge/Baldauf** that the motion will include adding Sue Becker as a secondary signer, as needed, to any accounts required by law to have two signatures. **Original motion now taken and carried unanimously.**

**11. Treasurer's Report –**

a. Approve January Financial Reports – **on a Donavos/Baldauf motion and unanimously carried** the reports were approved. Martin wanted to clarify the yearend figures for 2025, income was approximately \$629,000 and expenditures were approximately \$596,000, indicating we finished the year with a \$32,000 increase in savings.

**NEW SALEM BOROUGH BALANCE SHEET AS OF JANUARY 31, 2026**

**GENERAL FUND**

Orrstown Money Market	\$ 28,739.88
PLGIT Checking	20,992.95
PLGIT Prime Savings	296,930.01
<b>TOTAL GENERAL FUNDS</b>	<b>\$346,662.84</b>

**HIGHWAY FUND**

PLGIT Checking	19,610.49
PLGIT Prime Savings	9,632.27
<b>TOTAL HIGHWAY FUNDS</b>	<b>\$ 29,242.76</b>

**SEWER FUND**

PLGIT Construction	15,870.16
PLGIT Prime Savings	310,262.74
Orrstown Sewer Fund	99,561.60
<b>TOTAL SEWER FUNDS</b>	<b>\$425,694.50</b>

**TOTAL CURRENT ASSETS \$801,600.01**

**12. Secretary's Report** – presented noting the Auditor General will now release the Foreign Fire Insurance Premium for New Salem Fire Co for years 2023 and 2024. Upon receipt in the township account, the money will be forwarded to the Fire Co. Secretary also requested that the tax collector begin furnishing a more detailed account of funds collected. This was done prior but not for several years. **On a Baldauf/Becker motion and unanimously carried**, the tax collector will furnish a more detailed report with payments. Solicitor is to send a letter to the tax collector requesting information on the bank account used to include if the Borough EIN is used or her social security and how many signers are on the checks. She pointed out that under Section 5511, 5b. of the Borough code two signers are required.

**13. Mayor's Report** - He provided a written report of activities. He questioned the possibility of returning to a Facebook page. The Solicitor explained several reasons for removal of the page. The Mayor indicated he had a Facebook page for his election and felt it was productive. The Solicitor indicated this was a personal page and now he would be acting as the Mayor.

**14. Around the table** – Martin indicated the Secretary has started a list of residents willing to serve the Borough. Anyone interested is to send her an email and the list will be maintained. No other comments from council.

With no further business, the meeting was adjourned at 8:50 PM. Respectfully submitted by Judy Albright, Secretary.