

**MINUTES OF THE NEW SALEM BOROUGH COUNCIL
REORGANIZATION MEETING**

January 2, 2024, at 80 N. Water Street, York New Salem, PA

Prior to the Call to Order, newly elected council members William Baldauf and George Donavos are sworn in by Notary Public Samantha Craley. CM Mundorf and Sec Partridge submitted letters of resignation which were accepted. Newly elected Mayor Mundorf and CM Partridge were sworn in by Notary Public Samantha Craley.

Mayor Mundorf called the meeting to order and led everyone in the Pledge of Allegiance to the flag. CM Baldauf nominated CM Martin for Council President. Vote called – passed unanimously. CP Martin presides. CM Partridge nominates CM Baldauf for Vice President, vote called – passed unanimously. CM Thumma nominates CM Partridge for President pro tem. Vote called – passed unanimously.

With no objection, Council agreed to keep the Solicitor and Borough Engineer appointments from previous years. On a motion by CM Partridge, seconded by CM Thumma and unanimously carried, Judy Albright was appointed Secretary-Treasurer.

There was discussion on the appointment of a Vacancy Board Chairperson. This was tabled till individuals could be contacted regarding acceptance of the position. Council members were appointed to the following committees:

SIDEWALKS - William Baldauf, Chair - George Donavos, Member
HIGHWAYS – Harvey Thumma, Chair – William Baldauf, Member - George Donavos, Member
SEWER – Peter Partridge, Chair – William Baldauf, Member
BUILDING – Harvey Thumma, Chair – Sue Becker, Member

Council Members and others appointed to the 2024-2025 Representatives to Associations and committees were as follows:

PSAB – Peter Partridge, Representative – Kim Martin, Alternate
YCATB – Edward Mundorf, Representative – Peter Partridge, Alternate
LGAC – Kim Martin, Representative – Sue Becker, Alternate
STORMWATER CONSORTIUM – David Lipinski, Engineer – Harvey Thumma, Alternate

There was discussion about appointing other committees, Public Safety, Beautification, etc. but it was tabled until a later time.

CP Martin advised the 2024 Budget could be reopened for consideration up until February 15, 2024. No member felt this was necessary.

CP Martin presented the present Borough fee schedule. On a motion by CM Partridge, seconded by CM Donavos and unanimously carried, the Secretary is to post the Insufficient Funds Fee notice on the door of the Borough office. There were no changes to the schedule which remains the same as the previous year. Due to council changes, the Secretary is to prepare the necessary

paperwork for the next meeting to change the signers of the bank accounts at Peoples Bank and PLGIT.

On a motion by CM Thumma, seconded by CM Partridge and unanimously carried, the Treasurer is authorized to pay all usual and customary bills as they are received. Council will revisit the appointment of Assistant Secretary at another meeting.

MINUTES OF THE NEW SALEM BOROUGH COUNCIL MEETING

January 2, 2024 at 80 N. Water Street, York New Salem, PA.

CP Martin called the regular session of Council to order at 7:35 PM.

BOROUGH COUNCIL PRESENT

Kim E. Martin, President
William F. Baldauf, Vice President
Sue Ann Becker
Harvey E. Thumma, Jr.
George K. Donavos
Peter E. Partridge

BOROUGH OFFICIALS PRESENT

Edward R Mundorf, Mayor
D. Michael Craley, Solicitor
Samantha Craley, Assistant Solicitor
David Lipinski, Borough Engineer
Judy Albright, Secretary Treasurer

BOROUGH COUNCIL ABSENT

None

BOROUGH OFFICIALS ABSENT

Jeff Koons, Zoning & Codes Enforcement
Mike Hammers, Building Code Officer

Note the following abbreviations:

CP - Council President

CM – Council Member

ST – Secretary Treasurer

Sol – Solicitor

Eng – Engineer

Asst. Sol – Assistant Solicitor

BCO – Building Code Officer

Z&CEO – Zoning & Code Enforcement Officer

1. Engineer's Report

a. Sunoco Station ADA ramps – Eng Lipinski is still awaiting permit approval.

b. Fire Company Signal – Eng Lipinski has still not heard back from the Fire Company. CP Martin recommended that this item be removed from the agenda until we hear from the Fire Company.

c. Status of Road & Storm Sewer Projects – Eng Lipinski and CM Thumma reported there are 26 inlets and 2 drainpipes in Sherwood Forest that will require repairs. As soon as he is provided with the budgeted amount for these repairs, he can move forward with proper advertising. CP Martin asked the Highway committee to check the budget and report back to Eng Lipinski. From that point a list will be prepared showing those inlets which will require first attention.

d. Sewer Operator Status – After last month's meeting, Eng Lipinski learned that we did not need a licensed sewer operator. Today, a letter was received indicating the borough is in violation of not having a licensed operator. Eng Lipinski was provided a copy of this correspondence and will check it out and get back to Council.

e. Traffic Calming – At the December meeting, a motion was passed authorizing the purchase of 2 more of the traffic speed devices. CM Partridge indicated he found the devices from Elan City and they will have advanced features from the two present signs we have. CM Partridge feels they can be installed easily and that the council members should be able to install them when they are received.

2. Z&CEO's Report - Z&CEO Koons was absent, however, a written report was received indicating 1 permit issued, Peoples Bank has put their renovations on hold for now but paid the fees to the Borough and MDIA.

Notice of violations were sent to Freyman, 105 W. George St.; Lopez, 51 N. Main St.; Yohe, 27 N Main St.; and Soto, 249 N Main St.

3. BCO's Report – Absent no report

4. PUBLIC COMMENT - Harriet Mitzel, 14 S. Main St wanted to report excessive speeding up to 70 mph through the square on a continual basis. She indicated she previously reported it to the State Police but has seen no action. She also reported that her property continually floods from water runoff on W. George St. It was decided that CM Thumma and Eng Lipinski may want to check out the stated problems on the property. CP Martin listened to her concerns and assured Mrs. Mitzel that the Council will note the issues.

CP Martin also reported that the diamond signs to be placed under the speed limit signs will cost \$15 each. A motion was passed in December authorizing up to \$250 for these signs. CM Partridge will order them and with help from other council members, get them installed where necessary.

CM Partridge suggested we move Public Comment back to the beginning of the meeting so the Engineer would still be present for any concerns. Sol Craley indicated other municipalities require someone with a problem to discuss needs to call ahead and get on the agenda. This would then be discussed at the beginning of the meeting and those not calling would be able to voice their concerns at the Public Comment period at the end of the meeting. Mrs. Mitzel indicated that the phone number on the Borough website is incorrect and they tried to leave a message but could not reach anyone. It was discovered that they were using an incorrect phone number. Council felt this would be an effective way to handle concerns and to begin using with the February meeting.

5. Approval of December 5th Council Meeting Minutes - On a motion by CM Partridge, seconded by CM Donavos and unanimously carried the minutes were approved as presented.

6. Solicitor's Report –

a. Sewer Arrearages – he continues to monitor the delinquencies and turned over a \$300 check from Myers for 1055 Smith Hill Rd and a \$300 check from Mrs. MacDougal for the Margaret Shand property.

The Freyman property was sold at Sheriff Sale for \$170,000. Barring any complications, the borough liens would be paid at the closing of the property.

Mrs. Hecker promised a check during the month of December, but he has not received anything from her.

7. Unfinished Business

a. Sale of Sewer System to York Water – CM Partridge obtained a price of up to \$10,000 for an evaluation of the sewer system. Sol Craley felt this was a reasonable figure. Before proceeding CP Martin suggested we hold an information session with J.T.Hand and Vernon Bracey from the water co. This should be held outside a regular Council meeting. CM Partridge is to check available dates with the contacts at York Water Co and the availability of using the Fire Hall and report back.

b. Sign off Authority on Fire and EMS Responses – hold over from December meeting. On a motion by CM Partridge, seconded by CM Donavos and unanimously carried, Mayor Mundorf will be the contact person. The form will be completed and mailed back. (This item can now be removed from the agenda)

c. Policing of New Salem Borough – CP Martin asked Asst. Sol Craley if she has any police activity reports. The last one she received covered the period of June 1st to September 30th and she gave those figures. CP Martin's concern was that if a full time police officer was to be hired, there would not be much of his time doing actual criminal activities. Since traffic is the major concern, Sol Craley suggested that Ron Tombessi of Loganville Borough be contacted as they contract Police Protection Units (PPU) for traffic enforcement. CP Martin asked CM Thumma and Mayor Mundorf to do some research and present a proposal when they have all the information. Until that time, this item can be removed from the agenda.

d. Recycle containers – CM Partridge was in contact with Penn Waste who provided a sample of the recycling bin they have available. As long as there was not a mass call for these units, they could provide the containers at no cost to the borough.

e. Restoration of New Salem Borough placard on W. George St – CM Partridge was in contact with Spring Grove Public Works department, and they advised they are short-handed and would not be able to assist with the cleaning of the placard. CM Partridge is to contact Ryan Yohe to obtain a price from him for the cleaning.

8. NEW BUSINESS –

a. Council vacancy – As a result of the recent elections, there is a vacancy on Council. Bryan Pugh, a resident from Scarlet Dr. has indicated his desire to fill the seat. Mr. Pugh indicated he has been a resident of the Borough for 5 ½ years and works from home.

b. Consider appointing a new council member – With no questions from Council, on a motion by CM Thumma, seconded by CM Donavos and unanimously carried, Bryan was approved to fill the vacancy until the next election. He was sworn in by Asst. Sol Craley and welcomed as a member.

c. Fire Company Liability Insurance – CM Partridge received an invoice from the fire company from Kocman Insurance for \$28,915.00 for the liability insurance. In past years, the Borough paid the invoice in 2 installments. Council agreed with CM Partridge's suggestion that the invoice be paid from the ARPA funds. After discussion it appeared the invoice was sent in early December but not provided to the Borough till the end of the month. It was discussed that the

Fire Company is still not providing documentation and accountability. There may be alternative coverage available from another provider. CM Partridge is to check with Kocman about splitting the payment into quarterly payments or even cancelling the policy. On a motion by CM Thumma, seconded by CM Donavos and unanimously carried, Mayor Mundorf is to meet with the treasurer of the Fire Company, Crystal Cox and discuss getting quotes from other carriers, transparency and accountability and attend their next meeting. Mayor Mundorf is to report back to Council with his findings.

9. TREASURER'S REPORT -

- a. November and December reports provided.
- b. On a motion by CM Thumma, seconded by CM Becker and unanimously carried, both reports were approved.

10. SECRETARY'S REPORT –

- a. PSAB Invoice, Directory and Magazine – The association provides copies of their magazine to any council member for a \$10.00 cost. If any council member is interested in receiving a copy, let ST Albright know. The Borough receives a copy that is available for anyone to look at.
- b. Signed Traffic Maintenance Contract received – The intergovernmental agreement has been signed and a copy received in the office.
- c. January 1st Sewer Loan Payment – payment was sent.
- d. Other news – The invoice sent to the property owner of the Sunoco Station has not been paid. ST Albright is to send a second notice. QuickBooks has notified us that immediately we will need to begin paying our federal tax liabilities on a monthly basis instead of quarterly as previously done. This is due to paying council members once a year which throws the total payroll over the figure allotted for quarterly filing. ST Albright suggested a way to bring the total payroll figure down would be to pay council members quarterly instead of yearly. CP Martin asked ST Albright to do as she would suggest and keep them informed. This met with no opposition.

Everyone has been provided a new State Ethics Commission Statement of Financial Interests and the new 2024 W-4 form. ST Albright asked that upon completion they be returned to her by the February meeting.

11. MAYOR'S REPORT – Mayor Mundorf indicated he will continue to work on the Fire company issues during the month.

12. POLICE ACTIVITY REPORT – handled previously

13. COMMITTEE REPORTS – none for Building, Highway, Sewer, or Sidewalks

14. AROUND THE TABLE –

CM Partridge, CM Donavos, CM Becker, CM Baldauf, CM Thumma, CM Pugh and Mayor Mundorf had nothing. CP Martin reported that in 2026 it will be the 150th anniversary of the Borough. While checking out the Christmas decoration contest, she learned that several ladies on S. Main St. have a great relationship and pride in the borough. She will reach out to them to see if there is any interest in heading a committee to work on this anniversary. CP Martin also asked Mayor Mundorf if he could prepare a list of what he sees for his new position as Mayor.

15. ADJOURN – with no further business the meeting was adjourned at 9:37 PM.

Respectfully submitted by Judy Albright, Secretary Treasurer