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MINUTES OF THE NEW SALEM BOROUGH COUNCIL MEETING

May 5, 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 followed by pledge to the flag. In attendance were Council Members **William Baldauf, Peter Partridge, Sue Becker, Joseph Shubert , Michael Messinger and Kate Grafton** Others in attendance were **Solicitor Courtney Buechler, Mayor Bob Boulden , Secretary Judy Albright, Police Sgt. Noah Potteiger, Engineer David Lipinski , and Zoning & Codes Officer Michael Hammers.** Council Member **George Donavos** was absent.

President Baldauf explained how the meeting will be handled with full attention to the Council and others at the front of the room. There will be no loud talking or disruption without being recognized by the Chair. You will receive one warning, second time asked to leave and third time officials will be contacted to remove you. If speaking, your name and address will preface any conversation you may have.

2. Approve April 7, 2026 and April 28, 2026 minutes – On a Partridge/Shubert motion and carried unanimously, the April 7, 2026 minutes were approved. On a Partridge/Becker motion and carried unanimously, the April 28, 2026 minutes were approved.

Due to time constraints for the Fire Company, agenda jumped to their report.

6. Committee Reports

a. Fire Service

i. road closure – Jason Snyder representative of New Salem Fire Co. questioned the items needed for the closure of Forry Ave during their proposed carnival. He was then provided the list of items as written by the Solicitor. He presented a photo of a temporary sign to be used to close the roadway. He was then instructed to follow the list prepared and return with a written report regarding the compliance. If they will be holding the carnival they will need liability insurance and the Borough is asking to be listed as an insured. Mr. Snyder was informed no action will be taken by the Council to make any approvals at this point. The Council will review the written report upon its presentation and the Zoning Officer is to be included in the report.

ii. written financial & training reports – a letter sent September 10, 2025 to the Fire Company was presented indicating what the Borough is requesting regarding these reports. As of this meeting, nothing has been presented. The Borough is now asking again for a detailed list of all training per member. The Fire Company agreed to comply. Council will send another letter regarding the financial requests. This information must be completed in written format and provided to Council for review at their June 2, 2026 meeting and include the following:

1. The equivalent of a Quickbooks Balance Sheet Report, i.e. a summary listing of current assets and liabilities.
2. The equivalent of a Quickbooks Profit and Loss Report showing income and expenses year to date for each fund.
3. The current balance, remaining term, interest rate and monthly payment on all loans.

4. Training status – ongoing and planned future training, current training matrix.
5. Number and type of calls responded to in the past month.
6. Copy of approved non-profit status.

iii. Grant – Partridge participated in a webinar today with regard to LSA Grants. From that it was learned that non-profits could contact the York County Economic Alliance for assistance and he recommended the Fire Company contact them. Fire Co representative Snyder indicated he attended a webinar from DCED and from that the Fire Co is asking for the Borough sponsor them in this endeavor. Partridge questioned Snyder who would be responsible for paying the contractors and how the funds would be handled. Snyder, from his Webinar, thought the grant funds were distributed upon approval of the grant and the money would be available to the Borough to expend. Partridge informed him the Borough would not receive the funds until after the project was completed and a request for payment was completed. Partridge again asked if the fire company would have these funds available to pay for the work but no answer was received. Discussion is tabled until the June 2nd meeting for the Borough's participation. Solicitor did learn they were a non-profit organization as of 1/19/2026.

Fire Company representatives left the meeting and regular Agenda was resumed. There will be no Fire Committee meeting in May.

3. Engineer Report –

a. ADA ramps Sunoco – still awaiting PennDOT approval.
b. Sherwood Dr. sink hole – a contractor assisted him in removing the mud from the roadway and again check the interior of the pipe. They discovered the pipe is only buried one foot but again nothing found to warrant additional work. He will continue to monitor the situation.
d. Televise sewer lines – with the increase in oil prices, the engineer suggested we wait to get prices to perform the work.
e. Estimate to repair curb & sidewalk Robin Hood from Water Co main break– He has not yet received a quote from York Excavating and will research other contractors for a quote.
56 W. George – will continue to monitor as it appears the yard now has a small drainage to eliminate the water. He will continue to check.

He was also asked to check the roadway at Water St where it enters W. George St as the blacktop is falling away. He will check and report back.

Since the Borough was not successful in their grant application for curbs and sidewalks along Robin Hood Dr., whenever the engineer is in the area he will continue monitoring the situation.

Nottingham Village subdivision is planning to submit their Final Plan to the Planning Commission at their May 26, 2026 meeting. Since neither he nor York County Planning Commission will have reviewed the plan by that time and submitted comments, the developer will be permitted to present the plan at that meeting but no review or decisions by the Planning Commission will be decided.

4. Zoning & Building Code Report – he asked the status of Nottingham Village and when permits may begin to be issued. Since the final plan will only be submitted later this month and not be approved till June or later, there should not be any home plans submitted until after this time.

A complaint was received of burning trash to the rear of a property on Main St which he researched. Also a complaint was received of parking along Forry Ave but he has not been able to observe the vehicle.
He issued 2 permits during the month. He is about to send letters to 3 property owners in violation of the IPMC. A model letter will be drafted and sent to the solicitor for review prior to being mailed to the property owners. The violations in question are a swimming pool falling down in a yard, vacant mobile home in poor condition on a lot and 2 barns in poor condition along George St.

5. Public Comment – none

6. Committees of the Borough

b. Police Service – report presented indicating 46 calls, 15 traffic stops and 2 drug possession. A burglary was reported at the strip mall. As a result of the criminal investigative division, a suspect has been located and a warrant issued. His arrest also helped surrounding jurisdiction to close burglaries in their area.

Electric bikes, scooters, etc was discussed regarding their riding on sidewalks and streets. Police indicated Manchester Township has just passed an ordinance in this regard. Solicitor is to research and provide a copy for Council.

c. Highway – nothing
d. Building – the outside light has been replaced and now working at a cost of $441.00
e. Sewer – nothing
f. Sidewalks – nothing
g. Personnel – nothing

7. Solicitor's Report – her research on items will be discussed in executive session.

8. Unfinished Business

a. Street Sweeping – Sec was able to get two quotes - $1100 from Ross Industries in York and $4000 - $5000 from All Seasons Lawn in Red Lion. On a Partridge/Shubert motion and carried unanimously, Ross Industries is awarded the job to be completed as soon as possible. The Sec is to post the dates on Savvy Citizen and our website.

b. Insurance findings – Sec reported learned it would be better to research closer to our renewal date of April 1, 2027. Tabled till late 2026.

9. New Business

a. Request for Fire Police Jacobus July 4th event – This is a yearly request to cover workers comp for our Fire Police at their event. On a Becker/Messinger motion and carried unanimously, the request is granted.

b. Recommendation for Liens – Sewer and Snow Removal – discussion ensued at what balance do we file a lien against the property for unpaid sewer bills. On a Partridge/Becker motion and carried unanimously, when a balance surpasses $1,000 the solicitor will be instructed to send a notice to the property owner of the impending lien placement and if not paid then follow through with filing the lien for the balance. Unpaid snow removal bills will also have a letter sent to the property owner and if not paid, a lien will be placed on the property.

10. Treasurer's Report - The April 2026 financial report was presented. On a Partridge/Becker motion and carried unanimously, the report is approved as presented.

NEW SALEM BOROUGH BALANCE SHEET AS OF APRIL 30, 2026

ORRSTOWN CHECKING	75,898.88
PLGIT CLASS	5,929.65
PLGIT PRIME	299,832.95
HIGHWAY CLASS	19,781.93
HIGHWAY PRIME	9,722.33
PLGIT SEWER CLASS	9,561.60
PLGIT SEWER PRIME	348,329.33
ORRSTOWN SEWER	96,468.82
TAX HOLDING ACCOUNT	583.27
TOTAL ASSETS	**866,108.76**
PAYROLL LIABILITIES	-51.40
OPENING BALANCE EQUITY	514,176.24
RETAINED EARNINGS	368,723.99
NET INCOME	-16,740.07
TOTAL LIABILITIES & EQUITY	**866,108.76**

13. Secretary's Report –written report submitted.

14. Mayor's Report - reminded Solicitor to have Council member Grafton sign the Oath of Office.

15. Around the table – Messinger questioned if parking on a street the wrong way is an enforceable offense. Nothing from anyone else.

Meeting adjourned into Executive Session for discussion of confidential Borough enforcement matters at 8:50 pm. Executive session ended and regular session reconvened at 9:17 pm. With no further business, the meeting was adjourned at 9:18 pm. Respectfully submitted by Judy Albright, Secretary.