

# MINUTES OF THE NEW SALEM BOROUGH COUNCIL MEETING

November 12, 2024 at 80 N. Water Street, York New Salem, PA

The New Salem Borough Council met in regular session on Tuesday, November 12, 2024. The meeting was called to order at 7:00 PM by President Martin.

## ***COUNCIL MEMBERS PRESENT***

Kim Martin, Pres  
William Baldauf, VP  
Peter Partridge, Pres Pro-tem  
Sue Becker  
Harvey Thumma  
George Donavos – by Phone  
Bryan Pugh – by Phone

## ***BOROUGH OFFICIALS PRESENT***

Edward Mundorf, Mayor  
Judy Albright, Sec/Treas.  
D. Michael Craley, Sol.  
Samantha Craley, Asst. Sol.  
David Lipinski, Eng

## ***BOROUGH OFFICIALS ABSENT***

Michael Hammers, BCO  
Jeff Koons, Z&CEO

Note the following abbreviations

“CP” = Council President      “CM” = Council Member      “ST” = Secretary Treasurer  
“Eng” = Engineer      “Sol” = Solicitor      “BCO” = Building Code Officer  
“Z&CEO” = Zoning & Code Enforcement Officer      NYCRPD-Northern Regional Police Dept

**1. OPEN MEETING** Pres. Martin indicated when we reach Matters of the Borough, Police discussion will be first.

### **2. ENGINEER’S REPORT –**

- a. ADA ramps – PennDOT still has not approved the construction.
- b. Status of Road and Storm Sewer Repairs Project – The job is now completed by Kinsley, he feels they did a good job and will be reviewing the invoice to match the award contract.

Eng. Lipinski indicated he, Pres. Martin and CM Partridge reviewed the scope of work that will be included in the state grant application for curbs and sidewalks on Robin Hood Dr. He will prepare a cost estimate to be included in the grant application to be completed by week’s end.

### **3. Z&CEO REPORT –** Absent but the report is submitted. Updates as follows:

Freyman – 105 W. George St – property under bank ownership  
Lopez – 51 N. Main St – Lopez is scheduled for extradition and the property is still in foreclosure  
Usman Bajwa – 39 N. Main St – owner contacted engineering company and survey has been performed.  
London – 3119 King Richards Ct – abandoned automobile has been removed

Z&CEO Koons compiled a report from the list of property violations from July, 2024. The report will be filed.

#### 4. BCO's REPORT – Absent no report received

5. PUBLIC COMMENT – Jan Noss – Lions Club representative asked if the Club would be permitted to re-hang their 3 plaques on the meeting room walls. Pres. Martin indicated she spoke with the Club President Kyle and they agreed the 3 plaques would be replaced. Mr. Noss questioned if the Club purchased new message board would they be reimbursed and could the Club hang them on the wall. Pres. Martin indicated she also spoke to Club President Kyle regarding these boards not being replaced and he felt they were not necessary. Council will consider the best way to hang the plaques and report back to the Club at next month's meeting. Mr. Noss also questioned placing their flag at the front of the room. Since the flag is very mobile it was suggested they place it in the front of the room for their meetings and then return it to the back of the room.

Mike Messinger, Robin Hood Dr spoke regarding the professionalism of Kinsley Construction or lack thereof during the construction work on Robin Hood Dr. Their trucks were blocking the flow of traffic and when the roadway was completely shut down, the Fire Companies were not notified in case of emergencies. Sol. Craley indicated contractors should be notified by the Secretary that it is their responsibility to notify the proper individuals/companies when shutting off a roadway. Future incidents could result in the Borough's right to reject bids from these companies as a result of their lack of responsibilities.

#### 6. MATTERS OF THE BOROUGH

e. Police – Council members were provided a copy of the proposed contract with Northern York County Regional Police along with the two Resolutions for starting service. On a motion by CM Partridge, seconded by CM Donavos and carried (CM Thumma opposed) the Resolution 4-2024 will be signed which provides for the contract with NYCRPD to be signed for service beginning on January 1, 2025. On a motion by CM Donavos, seconded by CM Becker and carried (CM Thumma abstained due to his opposing the previous motion) Resolution 5-2024 will be signed which permits NYCRPD to enforce adopted Borough Ordinances.

a. Fire Company Contract – Sol. Craley indicated he thought this was tabled from last month. The contract will be referred back to the Fire Committee at their next meeting. There was discussion on who takes command at a call when both NSB Fire and No. Codorus Twp Fire respond. Chief Tim Byers, NSB Fire indicated it has always been the first on the scene takes command, however upon arrival of the other company, they work it out between themselves.

Chief Byers asked for clarification regarding the County Burn Ban in effect presently. Chief Carr, No. Codorus Twp Fire stated York County Control receives a call and they dispatch the Fire Companies along with the servicing police department. The police department can advise the Fire Company to put the fire out. Any further action would be at the discretion of the police department.

Chief Byers also requested Council consider all medical calls to be dispatched to No. Codorus Twp Fire Company as they have more EMT responders available. Chief Carr indicated there is a form to be submitted to York County Control to assign the correct call boxes in the event of a medical emergency. Chief Byers is to obtain the form and have it completed and signed by the Borough.

b. Sewer – As of the end of October there are 21 residences that have delinquent accounts. A letter will be sent to anyone with an outstanding delinquent balance at the end of November indicating unpaid balances will be sent to the Solicitor for liening of the property and these delinquent balances will begin the New Year with a zero balance.

c. Highway – CM Partridge reported PennDOT did some core samples in the square today and as such, the traffic signal was placed on flash. These were needed as part of the Engineering phase of revamping the intersection by PennDOT. Lights were returned to normal upon their completion.

Pres. Martin reported leaf pickup began early, however there were two homes on Sherwood Dr. where grass clippings were placed with the leaves. With the amount of rain on top of the pile, it became difficult for the leaves to be picked up. Both properties have been notified to clean up the grass and leaves so that future trips to pick up leaves would be successful.

d. Building – the interior painting has been completed. CM Thumma reported the crack around the building and blacktop area still needs to be sealed. He and CM Baldauf will work on it this week and purchase the product needed at Home Depot.

Pres. Martin questioned the camera installation. Mayor Mundorf had volunteered to install the cameras but is no longer available to do so. He did get some of the wiring run but it is not complete. The building committee had obtained a price of more than \$500 to install them. CM Baldauf and CM Pugh are to make contact with persons they know who might be able to assist. This will be referred back to building committee.

f. Sidewalks – Pres. Martin and CM Partridge inspected the sidewalks and curbs along Robin Hood Dr. from Scarlett to Rt. 616 and took photos. This information will be used to make application for a state grant for the repairs.

g. Personnel – The committee will recommend any increases to employees be included in the Fee Schedule to be passed in January, 2025.

**7. APPROVE MINUTES OCTOBER 1<sup>ST</sup> AND OCTOBER 8<sup>TH</sup> COUNCIL MEETINGS – On a motion by CM Partridge, seconded by CM Baldauf and unanimously carried the minutes were approved as presented.**

**8. SOLICITOR'S REPORT -** Sol. Craley indicated in the future when any council member is noted as arriving late, the time should be noted in the minutes. He has again reminded council members when they are together; there can be no deliberation or discussions of agency business without the meeting being advertised.

## **9. UNFINISHED BUSINESS**

a. Advertise budget for adoption in December – On a motion by CM Donavos, seconded by CM Partridge and carried (CM Thumma voted no) the Secretary is authorized to advertise the budget as presented. Mayor Mundorf questioned the \$10,000 the Sherwood Forest II HOA was giving toward the budget. CM Partridge indicated this was a donation the HOA agreed to be put toward the speed tables and could be given to the Borough at some point for whatever they felt necessary. Mayor Mundorf also

questioned why the proposed budget is showing a deficient for 2024, 2025 and beyond. The Mayor and CM Thumma feel this is not being financially responsible. CM Partridge indicated this figure is only showing income and expenses and the Borough will still begin and end the year in the black.

On a motion by CM Partridge, seconded by CM Becker and passed unanimously, Sol Craley is to draft a Resolution with no tax increase for year 2025.

b. Approve Grant application and documentation – Because the engineer has not completed his cost scope for the work, Sol. Craley felt the Resolution could not be passed. He suggested the Council meeting be recessed at the conclusion of tonight’s meeting and reopened on November 21, 2024 at 7:00 PM if the cost figure exceeds \$1,000,000. On a motion by CM Partridge, seconded by CM Baldauf and unanimously carried, the Resolution is approved based on the cost of the work not to exceed \$1,000,000 and that any audit required is cost prohibitive. If the engineering costs are below the \$1,000,000 the recessed meeting for November 21, 2024 will be cancelled.

## 10. NEW BUSINESS

a. Award Snow removal contract – two bids were received, Hersh Concepts and Tip Top Services quoted prices:

	TIP TOP SERV.	HERSH CONCEPTS
Truck w/plow	\$100 hr	\$90.00 hr
Salt	\$295 ton	\$145 ton
Snow relocation-truck	\$150 hr	\$105 hr
Snow relocation-loader	\$150 hr	\$125 hr

On a motion by CM Thumma, seconded by CM Partridge and unanimously carried, the contract is awarded to Hersh Concepts. They are to be reminded of plowing required on Forry Ln.

b. Resolution Appoint Auditors – On a motion by CM Partridge, seconded by CM Thumma and unanimously carried, Kochenour, Earnest, Smyser and Burg are appointed to audit the 2024 records.

c. Appoint Dave Lipinski as PEMA representative – On a motion by CM Partridge, seconded by CM Thumma and unanimously carried, Dave Lipinski is appointed to fill this position on the death of C.R. Lloyd.

d. Appoint EMA Coordinator – since this required training and appointment by the York County EMA director – the appointment is tabled till December meeting. The Borough does have a Deputy EMA coordinator who would be filling the vacancy created by the death of C.R. Lloyd. Pres. Martin is to check with him regarding filling this vacancy and get the records back from Mr. Lloyd’s family.

e. New website design – CM Baldauf asked this be tabled for another time to allow him time to research the website for possible assistance.

**11. TREASURER’S REPORT** – On a motion by CM Donavos, seconded by CM Pugh and unanimously carried, the report is approved as presented.

**12. SECRETARY'S REPORT** – CM Partridge is to check with Met Ed and former secretary Bahn regarding the ownership of the street lights in Sherwood Forest II.

York Water Co is advising they cannot change ownership of a sewer account unless it comes from the Borough. Since this information is sometimes late being received by the Borough a protocol will be placed for the tax collector when contacted for a tax certification, she will notify the Borough Secretary by email of the address the certification is requested. The Secretary can then check and notify the proper channels to report the change. Council members should also notify the secretary if they see a property being listed for sale.

Letter was received from Penn Waste regarding an increase in fees at the land fill. Per their contract this type of increase can be passed on to the residents. With this increase the 2025 trash bill will be \$106.65 per quarter.

Quickbooks will be charging \$4.00 per employee to complete the W-2's and 1099's at years end. This cost is less than purchasing the documents for printing at local office supply store.

**13. MAYOR'S REPORT** - Mayor Mundorf indicated the agenda was not posted on the web or Facebook. The Secretary advised it was posted on the office door Monday afternoon. Sol. Craley indicated it is only required to be posted at the office.

**14. AROUND THE TABLE** –

CM Donavos and CM Pugh thanked Council for their patience in permitting them to be present by phone at tonight's council meeting. Nothing from any other Council Member

With no further business, at 8:45 PM. the meeting was recessed until November 21, 2024 at 7:00 PM if needed. Respectfully submitted by Judy Albright, Secretary-Treasurer.