

MINUTES OF NEW SALEM BOROUGH  
COUNCIL MEETING  
Tuesday, March 7, 2017

President Vicki M. Rohrbaugh called the meeting to order at 7:00 PM with the salute to the flag. Those in attendance were Council members Peter E. Partridge, Kim E. Martin, Joseph A. Shubert (7:05), and John R. Wainwright, Mayor Elwood G. Bahn, Jr.; Secretary Cheryl D. Bahn and Solicitor D. Michael Craley. Susan P. Barley was absent from the meeting. Kathleen W. Yeater participated in the meeting via conference call from 7:33 – 7:50. The meeting was held at the Municipal Building, 80 Water Street.

**Motion** was made by Partridge/Wainwright to approve the February 7, 2017 meeting minutes as circulated. Motion carried unanimously.

**PUBLIC COMMENT**

Jan Noss, 56 W George St, was present on behalf of the New Salem Lions Club. He reported that Bench to be placed in the square has been ordered.

**ENGINEER'S REPORT**

1. Prices quotes were received to repair the catch basin/inlet at 4130 Robin Hood Drive. Fitz & Smith - \$4,950.00, Clearview Excavation - \$9,200.00 and H&H Excavating \$9,700.00. **Motion** by Wainwright/Partridge to authorize the work to be done by Fitz & Smith at a cost of \$4,950.00. Motion carried unanimously.
2. The Borough was copied on a letter to Wright Wood Estates from the York County Conservation District. There was an unannounced inspection of the two building sites on Scarlet Drive. There were four minor observations. It is up to Wright Wood Estates to correct the conditions.

**SOLICITOR'S REPORT**

1. A letter was received from Andrew Miller, NCT Solicitor, in regard to their Grease Trap Ordinance. NCT believes that an unacceptable amount of grease is entering the sewer system from the Borough. NCT is asking that the Borough enforce the Ordinance to requiring all Borough Restaurants and public eating places connected to the sewer to come into compliance by installing proper grease traps and all automotive services, or repair stations and body shops install grease interceptors all must show proof of pumping at six month intervals. They are asking for compliance within 120 day from 2/22/2017. The Secretary responded by email that the Borough has started the process of determining which Borough Buildings have either a grease trap or an interceptor but the Borough is not sure if the work can be completed by NCT's dead line. The Secretary will respond to NCT a second time by regular mail. If necessary, the Solicitor and the Secretary will attend a NCT Meeting to explain the Borough's timeline and progress after all surveys have been returned at the end of March. To date both the Sherwood Inn and Al Bacio Pizza do have operating grease traps and records of pumping. The Fire Company does not have a grease trap. It may also be that there is a large amount of grease coming from area homes. A reminder to not put grease down drains will be included in the Borough Newsletter a second time.

**UNFINISHED BUSINESS**

No unfinished business.

**NEW BUSINESS**

1. **Motion** by Shubert/Partridge to have Spring Grove Borough sweep stones from both Main St & George St. Only salt was used in Sherwood Forest and those streets are not in need of sweeping this year. The sweeping will be done in conjunction with the cleaning of all storm drain inlets. Date to be determined. Motion carried unanimously.
2. The Newsletter will go out in April after review by Council at the April Meeting. Information on Grease, trees overhanging sidewalks will be included.
3. **Motion** by Martin/Wainwright to have Tyke Shubert continue to provide lawn mowing to the Borough with the Borough Field mowing at \$55.00 per time and yard mowing at \$25.00 per time. Motion carried 4-0 with Joe Shubert abstaining from the vote as Tyke is his son.
4. The Secretary read a letter indicating that after 23 years of service to the Borough she will retire beginning April 4<sup>th</sup>. She expressed that she enjoyed working for the Borough and wishes to continue to be of service if needed, just not in the position of Borough Secretary. She had given prior notice to Council at the September 2016 Council Meeting without a specific date noted.
5. Kathy Yeater called from Philadelphia to participate in the meeting via conference call at 7:33 pm. Her connection was tested to be sure that she could hear any discussion and comments and the council and audience could hear her as well. Kim Martin presented a recommendation from the Personnel Committee made up of herself, Kathy Yeater and John Wainwright that Andrew N. Shaffer, 1909 Deerfield Drive, Dover, PA 17315 be appointed as New Salem Borough Secretary/Treasurer/ Right to know Officer. This appointment is not via an agreement with Spring Grove Borough, but directly with Andrew Shaffer. Since the position is an “at will position” a contract is not needed. It was thought that an agreement with Spring Grove regarding use of their building is not needed at this time. There is no legal requirement to advertise any Borough Position. **Motion** was made by Partridge/Wainwright to appoint Andrew N. Shaffer as New Salem Borough Secretary/Treasurer/Right to Know Officer beginning April 4, 2017 with a Compensation of \$1000 per month directly to Andy, and \$250 per month to Spring Grove Borough for compensation of office space, fax, computer, QuickBooks, copies, etc . Motion carried unanimously 6-0.
6. **Motion** made by Shubert/Partridge to authorize Cheryl Ban and Andrew Shaffer and any other necessary Borough Official to take all necessary steps and sign all documents necessary to transition from Cheryl Bahn as Secretary/Treasurer/Administrator to Andrew N. Shaffer including but not limited to all bank accounts, including all powers of transfer at Peoplesbank and PLGIT, insurance policies, online access to various agencies to make the transition as smooth as possible. Andy will keep track of any transition time used during the month of March for Council consideration. Cheryl does not expect any payment for any continuing transition that might be needed. Cheryl will be paid through March 31<sup>st</sup> and Andrew’s salary will begin April 1, 2017. Motion carried unanimously. Kathy Yeater ended her conference call at 7:50 pm

**STATEMENT**    Period Ending February 28, 2017**\*General Fund**

Peoples Bank of Glen Rock CD	\$126,363.06
Peoples Bank of Glen Rock IMF Savings Account	\$109,307.20

PLGIT Checking Account	\$ 7,723.19
TOTAL GENERAL FUND	\$243,393.45
<b>*Highway Aid Fund</b>	
PLGIT Checking Account	\$ 1,639.02
<b>*Sewer Fund</b>	
PLGIT CD	\$130,000.00
PLGIT Sewer Construction Fund	\$ 3,908.00
Peoples Bank Sewer Fund	\$362,038.70
Peoples Bank CD	\$126,363.02
TOTAL SEWER FUNDS	\$622,309.72

**Motion** made by Partridge/Wainwright to approve, accept and file the Financial Statement for audit. York Water as invoiced, SWIF as invoiced, Met Ed as invoiced and Spring Grove Borough for Code Enforcement for January & February \$717.62. Motion carried unanimously.

### **CORRESPONDENCE/SECRETARY'S Report**

1. Ethics statement are due to be filed with the Borough before May 1, 2017
2. YCBA – March 30, 2017 Stewartstown - Cheryl, Elwood and Peter will attend.
3. PSAB- May 7-10, 2017 Hershey – Cheryl will attend representing the YCBA
4. While our current Electric Supplier Contract runs through 1/2018, APPI notified the Borough that rates are low and that this is the time to look forward to keep our rates low. A new contract was signed with Hudson Energy for a 45 month period ending 8/2022.
5. Andrew Spangler was present to present the Zoning/Building Permit and Codes Reports.
6. Police Report was reviewed.
7. The Audit of 2016 Financial Records has been completed and all documents filed as required.
8. Secretary will contact Milt's Repair to ask him to replace the missing visors on the Traffic Signal and to check the tethers on the traffic signal signs as well as the condition of the signal signage as they are on the schedule to be replaced this year.
9. No NSNO Planning Meeting
10. The York Daily Record ran an article about the County Planning Commission's Planning Initiatives listed in their 12 year plan. The New Salem Square was listed as one of the areas to be studied. If any work is indicated from the completed studies, it would not be started on any of the 10 initiatives until 2020.

With no further business to come before council, President Rohrbaugh adjourned the meeting at 8:00 pm. Next Council Meeting is Tuesday, April 4, 2017, 7:00 pm, at the Borough Building in New Salem.

Respectfully submitted for the last time,

Cheryl D. Bahn, Secretary