

**MINUTES OF NEW SALEM BOROUGH  
COUNCIL MEETING  
December 4, 2018**

The New Salem Borough Council met in Regular Session on Tuesday, December 4, 2018. President Rohrbaugh led those in attendance with a Pledge to the Flag. The meeting was called to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT:**

Vicki M. Rohrbaugh  
Peter E. Partridge  
Harvey E. Thumma Jr – Arrived at 6:30PM  
Kim E. Martin  
Edward R. Mundorf  
Susan P. Barley

**ALSO PRESENT:**

Andrew N. Shaffer, Secretary  
D. Michael Craley, Solicitor  
Clarence R Lloyd, Mayor

**ALSO ABSENT:**

Jeff Spangler, Holley & Associates  
John McLucas, Zoning & Codes Officer

**BOROUGH COUNCIL ABSENT:**

Joseph A. Shubert

**Public Comment / Visitors**

Mr. Marlin Barshinger resident as 293 North Main Street questioned the leaf collection schedule. Due to the snow fall during the second weekend of leaf collection, some areas of the Borough were not accessible. The final weekend of pickup is scheduled for December 8 and 9.

Additionally, Mr. Barshinger, questioned the upcoming zoning hearing board meeting on December 11. Mr. Barshinger asked that the complete application be placed on the website. Edward R. Mundorf, made a motion, seconded by Peter E. Partridge, to authorize the Borough Secretary to post any Zoning Hearing Board application and any Land Development application on the Borough website for public review. Motion Carried.

**Approval of Minutes**

**November 2018**

The Minutes of the Regular Council Meeting held November 13, 2018, were presented to Council for their review. Edward R. Mundorf questioned how minutes are prepared and how a decision is made as to what level of detail is included, especially with regards to budget discussions. Solicitor Craley suggested Council members who wish to make changes to the prepared minutes submit said changes in writing during the meeting for review and possible inclusion. Peter E. Partridge, made a motion, seconded by Kim E. Martin, to approve the minutes as presented. Motion Carried.

**West Manchester Township Police Department**

Chief Snyder provided Council with a Calls for Service and Patrol Hours Report for the month of November 2018.

## **Engineer's Report**

Engineer Spangler was not present, however, Secretary Shaffer updated Council on the status of the CDBG Grant funds. To date, the funds have not been released, however York County Planning Commission is encouraging the awarded municipalities to begin design. The consensus of Council was to request an estimate from Engineer Spangler on the design phase of the project and a project timeline.

Additionally, Engineer Spangler suggested that work to stabilize the storm swale by the Borough Office be delayed until late Winter early Spring.

## **Solicitor's Report**

Solicitor Craley will update Council on the status of the Clerk of Courts fines in Executive Session.

Solicitor Craley provided Secretary Shaffer with contact information for the property at 11 North Main Street (gas station) in order to provide a compliance notice with regards to the required installation of ADA ramps on the property.

## **Unfinished Business**

### Refuse Contract

Penn Waste provided Council with a refuse and recycling collection contract price for one year (\$256) per unit, two years (\$261) per unit, three years (\$266) per unit, four years (\$271) per unit, and five years (\$276) per unit. Kim E. Martin, made a motion, seconded by Susan P. Barley to approve the five-year contract price of (\$276) per year per unit with Penn Waste. Motion Carried. It was noted that Republic Services declined to provide a bid.

### 2019 Real Estate Tax Ordinance

Susan P. Barley, made a motion, seconded by Peter E. Partridge, to approve Ordinance 1-2018, which establishes the Real Estate Tax Rate at 1.25 mills for 2019. Motion Carried.

### 2019 Budget

Susan P. Barley, made a motion, seconded by Peter E. Partridge, to approve the 2019 Budget. Motion Carried with a Nay vote from Edward R. Mundorf.

## **New Business**

### 2019 Meeting Notice

After a few changes, Kim E. Martin, made a motion, seconded by Susan P. Barley, to authorize advertisement of the 2019 meeting notice. Motion Carried

## **Financial Statement**

Period Ending November 30, 2018

Peter E. Partridge, made a motion, seconded by Harvey E. Thumma Jr, to approve the financial statement as presented. Motion Carried.

### General Fund

Peoples Bank Savings Account	\$158,084.24
PLGIT Checking Account	\$ 27,543.26
PLGIT 24- Month CD	<u>\$132,128.26</u>
Total General Fund	\$317,755.76

### Highway Aid Fund

PLGIT Checking Account	\$ 17,434.21
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### Sewer Fund

PLGIT Sewer Construction Fund	\$ 13,097.91
Peoples Bank Sewer Fund	\$284,082.44
PLGIT 24- Month CD	<u>\$132,332.52</u>
Total Sewer Fund	\$429,512.87

## **Correspondence and Reports**

### Secretary's Report

Secretary Shaffer provided Council with a draft report following a traffic signal study and timing report as provided per the Memorandum of Understanding with York County. Council did not have any additional comments to provide after reviewing the report.

### Zoning & Code Officer

Mr. McLucas provided the Permit and Code Violation Reports to Council for the month of November 2018.

### Mayor's Report

Mayor Lloyd reported on a downed limb on a wire in November at the intersection of Robin Hood Drive and Trinity Road. Mayor Lloyd made multiple calls to the property owner until the issue was addressed.

Mayor Lloyd also wished everyone a Merry Christmas and Happy New Year.

### Committee Reports

The Sidewalk Committee provided updated pictures of the curb and sidewalk at 11 North Main Street and 3 South Main Street. Susan P. Barley, made a motion, seconded by Peter E. Partridge, to have Secretary Shaffer send enforcement notices to the property owners along with pictures and specifications on how to repair the sidewalk, curb, and ADA ramps. Motion Carried

### Around the Table

None

At this time, 8:21 PM, Council moved into Executive Session to discuss potential litigation.

Council reconvened at 8:32 PM

Fine and Forfeitures Agreement – West Manchester Township

Peter E. Partridge, made a motion, seconded by Edward R. Mundorf, to approve the agreement and authorize Vicki M. Rohrbaugh to sign the agreement once approved by West Manchester Township. Motion Carried.

Hearing no further business, the meeting was adjourned until the Council Meeting to be held Tuesday, January 8, 2019 at 7:00 P.M.

Adjournment was at 8:36 PM

Respectfully submitted, Andrew N. Shaffer, Secretary