

**MINUTES**  
**NORTH YORK BOROUGH COUNCIL MEETINGS**  
**January 10, 2023**

A public hearing was supposed to be held on the vacating portion of Reynolds Way at 6:30 p.m. The interested party forgot to attend so the public hearing was not held.

The Council meeting was called to order at 7:10 pm by President Hightman. President Hightman asked Mayor Brunk to lead the moment of silence and the Pledge of Allegiance to the Flag.

**Roll Call of Council Members and Mayor by Roxanne Schroeder:** Members in attendance were Vivian Amspacher, Gary Braham, Seth Hightman, Dhani Thomas, M.J. Collier, Tracey Knouse, and Solicitor Walt Tilley.

**Announcements:** There was an executive session held tonight at 5:30 pm to discuss pending litigations and personnel matters.

**Public Comment:** (on agenda items only): None

**Approval of Minutes:**

Ratifications and approval of minutes from council meeting held on December 13, 2022.

1. Approval of the minutes of the Borough Council meeting of November 9, 2022. Motion by Seth Hightman, second by Gary Braham and unanimously carried.
2. Approve the maintenance bond reduction for Parkview Apartments to 15% of the original, \$65,882.81. Motion by Seth Hightman, second by Dhani Thomas and unanimously carried.
3. Approve the Intergovernmental Cooperation Agreement Ordinance with Manchester Township for the development of a joint comprehensive plan. Motion by Seth Hightman, second by Vivian Amspacher and unanimously carried.
4. Schedule a hearing for January 10, 2023, at 6:30 P.M. and advertise the hearing and ordinance on the Petition of Inch & Company to vacate Reynolds Way. Motion by Seth Hightman, second by Dhani Thomas and unanimously carried.
5. Approval of the following Resolutions:

Reappoint David Bolton as Borough Manager at a salary of \$65,000 per year.  
Motion by Seth Hightman, second by Dhani Thomas and “no” vote by Vivian Amspacher.

Set the 2023 municipal tax rate, unchanged from 2022.  
Motion by Seth Hightman, second by Tracey Knouse and unanimously carried.

Appoint the York County Treasurer as the Borough Tax Collector for 2023.  
Motion by Seth Hightman, second by Gary Braham and unanimously carried.

Approve the Resolution Declaring Appointments for 2023.  
Voted on Individually –

Police Department: Motion by Vivian Amspacher, second by Gary Braham, unanimously carried.

Fire Department: Motion by Vivian Amspacher, second by Gary Braham, unanimously carried.

Solicitor: Motion by Vivian Amspacher, second by Gary Braham, unanimously carried.

Engineer: Motion by Vivian Amspacher, second by Gary Braham, unanimously carried.

Emergency Management Coordinator: Motion by Vivian Amspacher, second by Tracey Knouse, unanimously carried.

Codes Enforcement PMCA: Motion by Seth Hightman, no second was presented, so the motion died.

Secretary/Treasurer Sonya Grim: Motion by Vivian Amspacher, second by Gary Braham, unanimously carried.

Administrative Assistant Roxanne Schroeder: Motion by Vivian Amspacher, second by Gary Braham, unanimously carried.

Zoning Officer Tom Arnold: Motion by Vivian Amspacher, second by Gary Braham, unanimously carried.

Public Works Director Charles Brashears: Motion by Vivian Amspacher, second by Tracey Knouse, unanimously carried.

Public Works, Robert Sier, Dan McClain, Rick Shank & Wendy Brashears: Motion by Vivian Amspacher, second by Dhani Thomas and unanimously carried.

Parks and Recreation Wendy Brashears: Motion by Vivian Amspacher, second by Gary Braham and unanimously carried.

Approve the Resolution Setting General Administration Fees for 2023. Motion by Seth Hightman, second by Gary Braham and unanimously carried.

Approve the Resolution setting the Zoning Fees for 2023. Motion by Seth Hightman, second by Gary Braham and unanimously carried.

Approve the Resolution setting the SALDO Fees for 2023. Motion by Seth Hightman, second by Vivian Amspacher and unanimously carried.

Set the meeting dates for 2023 and authorize them to be advertised. Motion by Seth Hightman, second by Dhani Thomas and unanimously carried.

Approve the quote form Diversified Technology for Sewer Accounting software for sewer billing. Motion by Seth Hightman, second by Dhani Thomas and unanimously carried.

Adopt the 2023 budget, amending the Manager Salary line item to \$75,000 and the police line item to \$515,000. Motion by Seth Hightman, second by Dhani Thomas and unanimously carried.

Approve the Treasurer's report through November 30, 2022. Motion by Seth Hightman, second by Gary Braham and unanimously carried.

Approve/ratify paying the bills as presented through December 13, 2022. Motion by Seth Hightman, second by Dhani Thomas and unanimously carried.

Approve adjournment of the December 13, 2022, meeting at 9:31 p.m. Motion by Seth Hightman, second by Vivian Amspacher and unanimously carried.

**Approval of Minutes:** The minutes for the December 13, 2022 meeting were approved on a motion from Gary Braham, second by Dhani Thomas and unanimously carried.

**Mayor's Report:** The Mayor attended the December 20, 2022, Northern York County Regional Commissioners' meeting. Alexis Haggerty was sworn in as a new officer. The month of November calls decreased by 15 calls from the same time in 2021. The Borough had 157 calls for the month of November 2022. Overall, for 2022 we had 12 less calls than the same time in 2021. Again, a reminder if you see something call 911 and report it. Going on social media and saying something that just happened will not result in getting the issue resolved.

**Police:** 2021 Murder suspect was arrested. Patrol is picking up suspicious actors in the Borough. We are looking to hire more police officers.

**Fire:** Chief Slegger reported only 1 significant event for the year, a structure fires at 1012 N George St. that was confined to the rear of the structure. Units kept the fire from extending into the structure. Most calls were medical in nature. The department responded to 85 calls for service in 2022. The was 10 less than 2021. The department is looking to hire 10 employees for the year. The next academy starts in February 2023. There was a question about fire pits. North York Boroughs code says 15 feet from any structure. He also thanked the borough for the invitation to our Christmas lunch.

**Emergency Management Coordinator:** None

**Engineering Report:** MS4 report will be presented at the February meeting.

**Solicitor:** Approval for \$4,000 in funds to be released to Parkview York LLC for park easement was approved on a motion by Gary, second by Dhani Thomas and unanimously carried. Approval for \$4,000 in funds to be released to Solid Stone Investments for park easement was approved on a motion by Vivian Amspacher, second by Gary Braham and unanimously carried. The Employee Handbook item was tabled until next month on a motion by Gary Braham, second by Vivian Amspacher and unanimously carried. The Ordinance to Vacate the Portion of Reynolds Way was withdrawn as no one showed up for the hearing,

**Staff Reports – Borough Manager:** Working with staff to meet day-to-day goals.

**Treasurer’s Report:** There was a motion from Gary Braham, second by Vivian Amspacher and unanimously carried to accept the Treasurer’s Reports.

Recreation:	\$150.96
Sewer:	\$90,875.94
Payroll:	\$22,576.31
General:	\$178,435.66

Bills to approve and ratify through December 13, 2022 were approved on a motion by Vivian Amspacher, second by Dhani Thomas and unanimously carried.

**Borough Correspondence – Sonya Grim, Borough Secretary:** None

**Public Works:** The mapping of the sewer and storm water has been done. A survey of sewer system/ laterals should be completed. Someone would need to be hired to do this. More storm drains need to be added to help with flooding on 9<sup>th</sup>. Met with Lucas Ensor from James R. Holley & Associates at Sigsbee and George. There is still nothing on the doors for the Public Works Building. Public Works is still removing and replacing signs in the borough and patching holes in the roads.

**Code and Zoning Enforcement:** For the year 2022, there were 133 violations for snow, grass, trash, and parking tickets. \$3,275 was collected for the 133 violations. Those that did not respond to the violations will be taken to District Justice Clancy for further action. There were 7 citations filed with the DJ office in 2022. There were also 4 condemned properties in 2022. Since January of 2021, there have been 62 vehicles removed from the borough streets and property. There were 24 permits for the year, most of which are for street openings from York Water or Columbia Gas. I have attended several meetings with Manager Bolton regarding the eventual sports complex to be constructed at the old Central York High Football Field. Also, there have been several meetings with Manchester Township regarding the Comprehensive plan. I have attended several electronic classes in the last month for continuing education. Annual registration letters will be going out and due back to the office by January 31, 2023. Inspections and Registrations will be tracked by using spreadsheets.

**Committees and Organizations:**

**Building and Grounds:** None

**Finance:** 2023 Budget was passed and ratified.

**Parks and Recreation:** The Christmas Party went well. Wendy is waiting for information regarding food truck events for 2023, no schedule yet. The Recreation Committee will be holding a meeting in February 2023. The Book Nook at the park has been completed.

**Personnel:** Two public works employees were on vacation

**Sanitation:** None

Streets and Sidewalks: Manager Bolton and Kinsley Representative are working on the Bump-outs on the 7th and 9<sup>th</sup>. Also, conversations were held about the PennDOT upgrade plan. Will investigate grants for these two items.

Unfinished Business: None

New Business: Draft Agenda should be available the Friday before the meeting. Formulate a policy for when the folders are ready and available for Council members. Solicitor Tilley informed the council that if information from the folders gets disseminated to the public and it is public information, there is nothing the council can do about it.

Public Comment: Question about a home at Duke and Meade turning into a boarding house. The Zoning Officer will investigate this issue. Lincoln Intermediate Unit has a School Resource Officer on duty during each school day. Sandy Hinkle presented questions that were on Facebook.

Announcements: Next regular council meeting is February 14<sup>th</sup> at 6:30 p.m.

On a motion by Gary Braham, second by Tracey Knouse and unanimously carried Council adjourned into Executive Session at 9:09 p.m.

Respectfully submitted,

*Roxanne Schroeder*, Administrative Assistant  
*Sonya Grim*, Secretary/Treasurer