

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, JANUARY 6, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## In Attendance:

President Marlyn Stauffer  
Vice President Dave Loeffler  
President Pro-Tem Sam Heltzel  
Councilwoman Anne Loeffler

Mayor Jim Sanders  
Solicitor Glenn Miller  
Engineer Chris Toms  
Secretary/Treasurer Janny Graham

## Vacant Positions:

Two Vacant Council Positions

### 1. PLEDGE TO THE FLAG

Honorable Mayor Sanders called the January 6, 2014, regular meeting of the governing body to order at 7:00 p.m. and led the Pledge of Allegiance.

### 2. OATH OF OFFICE

The Mayor conducted the Oath of Office for elected Council members Marlyn Stauffer, Dave Loeffler, and Tax Collector Darlene Stauffer.

### 3. NOMINATIONS FOR PRESIDENT & VICE PRESIDENT

Councilman Loeffler nominated Marlyn Stauffer for Council President. Councilman Heltzel nominated Dave Loeffler for Council Vice President. The nomination passed 4-0.

## ELECTED COUNCIL PRESIDENT PRESIDES

### 4. VACANT COUNCIL POSITIONS

Two council positions are vacant due to the prior council members moved out of the Borough. One position is for a two year term and the other for a 4 year term. Council agreed to advertise throughout the borough to let the public know prior to the next council meeting, February 3. Interested residents may contact the borough office. Sam Jackson, 14 Burns Road, volunteered from the audience for one of the positions. Council will look at all interested residents and made the decision at the February Meeting.

### 5. NOMINATION AND ELECTION OF PRESIDENT PRO TEM

Vice President Loeffler nominated Councilman Heltzel for President Pro-tem. The nomination passed 4-0.

### 6. APPOINTMENTS – RESOLUTION NO. 2014-01

Councilwoman Loeffler made the **motion** to accept Sam Jackson as Zoning Hearing Board Alternate, Councilman Heltzel seconded and the motion passed 4-0.

President made the motion to accept all other appointments under Resolution No. 2014-01 and the motion passed 4-0.

### 7. DECEMBER 2, 2013 MINUTES

Councilwoman Loeffler made the **motion** to approve the December 2, 2013 minutes, Councilman Heltzel seconded and the motion passed 4-0.

### 8. PLANNING COMMISSION REPORT

No new action to report.

### 9. SOLICITOR'S REPORT

- a) **Subcontract Agreement Form** – Solicitor drew up an employment agreement titled “Casual At-Will Employment Agreement, which conforms better to our borough requirements.
- b) **Property between 38 & 40 Baltimore St.** – Small piece of property located between 38 & 40 Baltimore Street shows to be owned by a bank according to the Tax Records. Councils’ decision is to take no action due to the cost of researching and taking any legal action to rectify the boundaries.
- c) **Steps on North Side of Building** – Solicitor recommended to check with Zoning Officer and have him check the building code requiring railings for outside emergency steps, etc.
- d) **22 Berlin Street** – Property received notice for Sheriff Sale scheduled for April 14.

#### 10. ENGINEER’S REPORT

- a) **Street Work Report** – Sign on east end of circle has not been repaired and Engineer will contact PennDot.
- b) **Floodplain Meeting** – Representatives from C.S. Davidson will be attending.
- c) **Pave Demonstration/5 Year Plan** – Engineer submitted a road plan report for council to review. Vice President Loeffler made the **motion** to put together a bid package for 2014 road repairs for the February Meeting, Councilman Heltzel seconded and the motion passed 4-0.
- d) **59 & 61 Berlin Street Alley** – Question regarding status of alley-way between 59 and 61 Berlin Street. Council will research.
- e) **York Water Requesting Road Paving Schedule for 2014 & 2015** – Engineer will contact YW gather and relay information to them.
- f) **Cherry Street Sink Hole** – Decision to add repairs to the work scheduled for this year.

#### **7:50 Solicitor and Engineer left meeting.**

#### 11. PUBLIC COMMENTS

President Stauffer gave report on the Uncollected Real Estate Taxes for 2013 within the Borough.

President Stauffer read a letter received from former Councilwoman Pat Roser thanking the council for their retirement gift to her.

#### 12. TREASURER’S REPORT

Cash Flow Report, December Income & Expense Reports – Reports were reviewed. Councilwoman Loeffler made the **motion** to approve the Treasure Report, Councilman Heltzel seconded and the motion passed 4-0.

#### 13. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

Marlyn gave an updated report and the operations of the plant were turned over to Spring Grove Borough as of January 1, 2014.

#### 14. ZONING/PERMIT OFFICER

- a) **Permit Report** – Reviewed by council.
- b) **Ordinance Violations Report** – Reviewed by council.
- c) **Parking Violations** – A few parking issues were turned into the borough so council will be looking into those issues.

#### 15. MAYOR’S REPORT

No business to report.

#### 16. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) **Building, Property and Supply** – Chairperson Sam Heltzel
  - Maintenance List – January list reviewed and updated.
  - Cannon Restoration & Carriage – Received bids and reviewed. Councilwoman Loeffler made the motion to accept the bid from Forrest Taylor for an Aluminum Carriage for the price of \$12,950.00 which will be taken from the Capital Improvement Fund which will be replaced by donations. Councilman Heltzel seconded and the motion passed 4-0.

- Small WWI Gun – The gun will be stored at Forrest Taylor’s business until we are ready to display it.
  - Hot Water Heater – Councilman Loeffler reported that there is a rusted bulge on the side of heater. We will keep an eye on it.
  - Disposing of Computers – We will dispose of old computer and the hard drives.
  - Salt Shed – Discussion regarding storing salt and decision to continue to use cinders for the roads.
  - Marking Curbs – Councilman Heltzel has reflective tape for curbs but will need to wait for warmer weather to apply.
  - Truck Repairs – Fumes are collecting in the cab. Councilman Loeffler will take truck in to get repairs.
- b) **Finance** – Chairperson Loeffler
- d) **Lights, Water & Gas** – Chairperson
- Lights in Office – Waiting for information and quotes.
  - Shed Lighting – Councilman Loeffler will work on the lights in the shed.
- e) **Public Safety and Welfare** – Chairperson Anne Loeffler
- Emergency Operating Plan – Updating information. Key box has been installed and waiting to get keys from churches.
  - JVFC – No meeting to report.
- f) **Solid Waste and Sewer** – Chairperson
- g) **Streets and Sidewalks** – Chairperson Dave Loeffler
- Snow Removal Report – Discussed issues and complaints.
  - PennDot Curb Marking Guidance Flyer – Reviewed information in flyer.
  - Hanover Sidewalks – Discussed options for replacing the sidewalks on Hanover Street and the best way to communicate with the property owners.

## 17. NEW BUSINESS

Nothing to report.

## 18. OLD BUSINESS

Discussion regarding the progress of the new townhomes and the plants.

## 19. CORRESPONDENCE

- YC Planning Commission – 2014 Meeting Schedule
- Spring Grove Ambulance – MICU 4 Inspected and goes into operation 12/29/13
- FEMA – Meeting to discuss NFIP, FIRM, and FIS, January 7, 2:00 pm York County Dept. of Emergency Services (C.S. Davidson will attend).
- PSAB Annual Conference – April 6-9 at The Penn Stater, State College
- Tax software – Tax Collector will be attending a demonstration and learn more about the software.

## 20. ADJOURNMENT

Vice President Loeffler made the **motion** to adjourn at 10:00 pm, Councilman Heltzel seconded and the motion passed 4-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary