

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for January 7, 2013

Present

President Marlyn Stauffer
Mayor James Sanders
Vice President Dawn Roser
President Pro-Tem Dave Loeffler
Councilman Wilson Heltzel
Councilwoman Anne Loeffler
Councilwoman Jennifer Ritz
Junior Council Person Jon Ritz

Also Present

Secretary Treasurer Deborah Corbin
Attorney Glenn Smith

Absent

Councilman Dave Ritz
Engineer Chad Clabaugh

I. Pledge to the Flag

President Stauffer led the January 7, 2013 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:00 p.m. President Stauffer inquired with Council if there was anyone that would like to step up into the President position for the 2013 calendar year. No Council members were interested.

II. Minutes

President Stauffer asked Council to review the December 3, 2012 regular meeting minutes. Mrs. Roser made a motion to adopt the meeting minutes. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

III. Planning Commission Report

Mr. Eiben was present to report on the December 19, 2012 Planning Commission meeting. All Council members were given a copy of the Planning Commission Report for review.

A. CFR Development Berlin Street & York Street Corner Plans

Mr. Eiben reported that the full Commission, the Borough Engineer, Zoning Officer and President, Mr. Blaine Markle of James Holley & Associates, and Mr. DeBrabender, the developer, were present to review the development plans. There was a discussion on the storm water issues, specifically about a pipe and drain located on the property that are dysfunctional due to being filled with silt. The developer's wish is to eliminate this drain and pipe during the development. Council discussed the issue with Mr. Eiben and decided a letter to Penn DOT informing them of the closure of the drain was needed. Mr. Eiben advised that the developer's engineer be the one to submit said letter. The Council requested that the Borough Secretary relay this wish to our Borough Engineer so that the detail would be addressed by the developer's engineer. The developer also discussed issues concerning utility easements and sewer connections if each townhouse was treated as a separate property, and issues with the parking arrangement in the rear of the properties. Mr. Eiben reported that the developer wished to rethink some of these issues and submit a revised plan in the January Planning Commission meeting. Mr. Eiben then reported on four waiver requests that were discussed. 1; The first order of business was a request to treat the reverse subdivision plan and the subdivision plan as one plan. This was accepted as appropriate by all parties. 2; The Borough Ordinance requires a drawing scale on submitted plans of 1"=50'; the developer would like to submit plans with a scale of 1"=20'. The Commission felt this was acceptable. 3; The SALDO restricts the application of a development directly to a final plan (without a preliminary plan) to four units; this plan is for five units. The Planning Commission recommended allowing for this waiver due to the condensed area of the project. 4; A waiver was sought to not widen the Cedar Street cart way to the allowable right-of-way, but instead to pave the current cart way width. The Commission also recommended this waiver. The Planning Commission tabled the plan due to the developer's wish to revise the plan. Mr. Eiben recommended that Council table any action on the waivers until a revised plan is reviewed. Council agreed.

IV. Solicitor's Report

A. 39/41 Baltimore Street

Council discussed the progress on 39/41 Baltimore Street. As per the November 21st Planning Commission meeting where the reverse subdivision plan was reviewed, new drawings were needed to finalize the approval of the reverse subdivision plan. A letter was received by Mr. and Mrs. Betzel's Attorney Richard Konkel requesting an extension to the 90-day resubmission of plans. After review, Attorney Glenn Smith recommended tabling the matter until February. The 90-day submission time period was not January 18th but February 18th. Therefore, if plans are delayed past the February Council meeting a motion to extend submission may be granted at that time. President Stauffer requested that the Secretary Treasurer convey the reason for Council's non action at this time to the Betzel party.

B. Act 73

Attorney Smith reviewed the parameters of Act 73 and explained to the Borough that the issue dealt with an Authority's use of donated funds. The Act 73 does not pertain to Boroughs.

C. Capital Improvement Spending Parameters

Attorney Smith reported that the new Borough Code did have reference to appropriate Capital Reserve Fund Expenditures on page 98 in Section twenty-two. The Council was able to reference the parameters in the Code to realize the appropriate uses for the Fund.

D. Bidding Parameters

Attorney Smith reported to Council concerning the inflation adjustments to the bid submission regulations for Pennsylvania government entities. No bids need be obtained for projects estimated to be less than \$10,200.00. Three phone bids must be obtained and documented for projects estimated to cost between \$10,200.00 and \$18,900.00. Finally, proper bids must be advertised for any projects estimated to cost more than \$18,900.00.

E. Fee Schedule Changes

Attorney Smith presented Council with the Attorney fee changes to be incorporated into the schedule of fees. These fees were last updated in 2008. Attorney Smith had reviewed the entire schedule and also recommended that the tax collector's fees increase to \$25.00 per tax certification. Sewage Enforcement fees were also updated while other fees remained constant.

F. Proof of Citizenship

The Secretary inquired with the Attorney regarding the Borough's responsibility in proving citizenship or filing certain forms and documentation when hiring part-time employees or contractual employees. Attorney Smith replied that he would review the Borough's responsibilities and report back to Council.

G. Resolution 2013-1 Appointments

The Council was given a copy of all annual and additional appointments in Resolution 2013-1. Attorney Smith recommended one change in the Resolution wording. Mr. Loeffler made a motion to adopt Resolution 2013-1 with the wording change. Mr. Heltzel seconded the motion. The motion passed with all yeah votes.

H. Resolution 2013-2 Fee Schedule

Mrs. Ritz made a motion to adopt the new Resolution 2013-2 Fee Schedule with recommended changes. Mrs. Roser seconded the motion. The motion passed with all yeah votes.

Attorney Smith left the meeting at 7:59 p.m.

V. Engineer's Report

A. Ordinance Update List

Mr. Clabaugh sent the Secretary Treasurer a small list of noted updates that would need to be made to the ordinances in the Jefferson Borough Code Book. The listed details would need to be made amendments to current Ordinances in the Codification of Ordinances. Mr. Eiben reported that the Planning Commission was working to evaluate the Borough's proposed lighting ordinance needs and review the draft ordinance submitted by the Light Water & Gas Committee Chair, Mrs. Roser. Mr. Eiben suggested that the amendments Mr. Clabaugh submitted be coupled with the Lighting Ordinance for decreased fees in advertising and administrative costs. This allows for the new lighting ordinance

and other issues in the current Codification of Ordinances to be checked against the Municipal Planning Code (MPC) documentation.

VI. Residents

No residents were present.

VII. Treasurer's Report

A. Treasurer's Report 1/7/2013

The Secretary Treasurer submitted the expenses, deposits, and the budget versus actual report to Council. The Borough Funds were as follows;

Checking / Savings

01.100.000. General Fund	\$68,517.90
30.100.000. Capital Improvement Fund	\$13,309.68
05.100.000. Parks & Recreation Fund	\$65.80
35.100.000. Highway Fund	\$19,402.43
18.109.000. CD - Centennial Fund	\$7,349.22
Total Checking / Savings	\$108,645.03

Debt

HVAC Peoples Bank Loan	\$30,343.26
Roof & Gutter Loan Peoples Bank	\$66,386.48
DCED HVAC Loan	\$31,688.75
Total Debt	\$128,418.49

Total Assets **-\$19,773.46**

Mr. Loeffler made a motion to accept the Treasurer's Report. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

A. Flat Rate Fee Increase

The JCJSA increased the flat rate fee as of January 1, 2013 for combination billing customers from \$27.50 to \$30.25. Flat rate only customers' fees increased from \$35.00 to \$37.75.

B. Nutrient Credit Lease

The JCJSA has entered into offering Nutrient Credits to other Sewage Treatment Facilities in need of leasing excess credits to meet DEP standards. The Jefferson Codorus Waste Water Treatment Plant is currently operating at 10% of total capacity. The lease agreements are annual agreements that allow for the JCJSA to realize badly needed revenue while providing development projects openings for EDU purchase. Enough EDU availability will be set aside for any small projects that may occur within a calendar year.

IX. Zoning Officer Report

A. Permits

Two permits were issued in December 2012, totaling \$374.00.

B. Violations

The Zoning Officer documented eight current violation actions. Among the notices were issues with dumpster trash, unregistered vehicles and tree and grass trimming.

C. Sewer Hook-Up

The Zoning Officer had approached the Borough Office to explain that citations must have an individual responsible to which the citation is sent. There are three properties currently owned by large banks. The Zoning Officer indicated that the Solicitor may have to be involved in those cases the District Magistrate is unable to serve. Council would discuss the issue after the Sewer Authority was able to look at how they would obtain the hook-up fees.

X. Mayor's Report

A. State Police Report

Council received a copy of the state police reports for November and December. There were thirteen (13) incidents reported in November and twelve (12) incidents reported in December.

XI. Committee Reports

A. Building Property & Supply Committee Mr. Heltzel/ Chair Mr. Loeffler/Member

1. Maintenance List

A copy of the January 7, 2013 maintenance list was submitted for Council to review. No new additions were made.

2. Power Washer

Mr. Heltzel reported that Sam's Club had the power washer that was appropriate for the Borough and he will see to the purchase of the power washer when he is able.

3. Plastic Barrels

President Stauffer informed Council that the Zoning Officer may be able to find the plastic barrels the Borough needs to use for the cinders around town. Mr. Heltzel said he could get the vests and shovels for the truck operators.

B. Finance Committee –Mrs. Ritz/ Chair Mrs. Loeffler/Member

1. TCC & TATB Meeting December 12

The Secretary Treasurer reported that the Committee had voted on an Auditor. The Auditor chosen was not the least expensive. However, the Auditor chosen had the best services for the Committee and the Bureau.

2. TCC & Bureau Representatives and Alternates

Mrs. Roser made a motion to appoint Mrs. Ritz and Ms. Corbin to the Tax Collection Committee and the York Adams Tax Bureau Board as Representative and Alternate respectively. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

3. Appropriation of Funds

Mr. Loeffler proposed to Council that a portion of the undesignated reserve General Fund be used to pay down one loan instead of being transferred to the Capital Improvement Fund. Council felt it was important to consider the options in the Committee and report back with ideas.

C. Light Water & Gas Committee – Mrs. Roser / Chair Mrs. Ritz / Member

1. Retro-Fitting Florescent Light Fixtures in the Borough Building

President Stauffer addressed Council concerning the need to refit the Borough building with new light fixtures as the present florescent fixture bulbs were now officially unlawful to produce. The entire building will need to be retro-fitted at some point. Several estimates would be sought to complete the job.

2. Light Pole Ownership Buyout Program

Mrs. Loeffler reminded the Secretary Treasurer that the contact from the fall PSAB conference was interested in talking with the Borough about the Light Pole Ownership Buyout Program. The Secretary Treasurer was to inquire about possible street lighting project and retro-fitting project.

D. Public Safety & Welfare Committee – Mrs. Loeffler/Chair Mrs. Roser/ Member

1. Fire Company Meeting

Mrs. Loeffler reported to Council that the Fire Company had twenty-six responses in December, sixteen of which were medical responses and that there were twenty-four apparatus responses. Officers had been elected by ballot and most offices stayed the same. Mrs. Loeffler expressed concern that no meeting minutes had been recorded for the Fire Company meetings for several months. Mrs. Loeffler also reported that the Fire Company had hired an external resource to keep the Company's books, and that the new legislation on games and lotteries in Pennsylvania was severely affecting non-profit organizations like the Fire Company.

2. Ambulance Calls for 2012

Mrs. Loeffler had a copy of the Ambulance Calls for 2012 report from the Spring Grove Ambulance Club. This information would be needed to review budget donation amounts for the 2014 year.

E. Solid Waste & Sewer Committee – Mr. Ritz /Chair Mr. Heltzel/Member

No Report.

F. Streets & Sidewalks Committee – Mr. Loeffler/ Chair Mr. Ritz/ Member

1. Roadside Vegetation Control Seminar

President Stauffer felt it was not necessary to attend this seminar. However, the Committee would need to decide how to tend the roadside vegetation in the Borough where flood stone had been placed for the growing season.

2. Winter Maintenance Meeting

Mr. Loeffler reported that the battery on the new salt spreader had died. The company replaced the battery, and the Borough purchased a trickle charger to keep the salt spreader ready for operation. Mr. Loeffler also reported that Mr. Thoman had driven with the two back-up snow removal personnel to show them where the stakes were on the rolled curbs in the Borough.

G. Web Site Committee – Mr. Jon Ritz/ Chair

No report.

XII. New Business

A. Appointment Resolution

This item was voted on under the Solicitor's Report.

B. Fees Resolution

This item was voted on under the Solicitor's Report.

C. York County Boroughs Association

President Stauffer reported to Council that the next two quarterly YCBA meetings would be held on March 21, 2013 and June 27, 2013.

XIII. Old Business

No Old Business Items were listed for the January 7, 2013 meeting.

XIV. Communication

A. PSAB Up-Date & Training-Elected Officials Professional Development February 1, 2013

B. Borough List/Meeting List

C. JCJSA List

D. DEP Letter for CFR Partners Exemption

E. Leadership York Executive Connections

F. Jr. Council Member Borough News Magazine

G. Mr. Heltzel's Break of Contract

F. Pipeline Safety/ Sunoco Logistics

XV. Adjournment

Mr. Heltzel made a motion to adjourn the meeting at 9:44 p.m. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough