

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, JANUARY 5, 2015

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

President Marlyn Stauffer
Vice President Dave Loeffler
Councilwoman Dawn Roser
Councilwoman Anne Loeffler
President Pro-Tem Sam Heltzel
Councilman Sam Jackson

In Attendance:

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

1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the January 5, 2015 regular meeting of the governing body to order at 7:03 p.m. and led the pledge to the flag.

2. APPOINTMENTS – BY RESOLUTION NO. 2015-01

Councilman Loeffler made the **motion** to approve Resolution No. 2015-01, Appointments for 2015, Councilwoman Loeffler seconded and the motion passed 6-0.

3. FEE SCHEDULE – RESOLUTION NO. 2015-02

Councilwoman Loeffler made the **motion** to approve Resolution No. 2015-02, Fee Schedule, which supersedes Resolution No. 2013-02, Councilman Jackson seconded and the motion passed 6-0.

4. DECEMBER 1, 2014 MINUTES

Councilwoman Loeffler made the **motion** to approve the December 1, 2014 Minutes, Councilwoman Roser seconded and the motion passed 6-0.

5. PUBLIC COMMENTS

Nothing to Report.

6. SOLICITOR'S REPORT

- a) Street Names and Measurements for Ordinance Draft “No Parking Signs” – Table until next meeting.
- b) Animal Control Services – Councilwoman Loeffler made the **motion** to approve the 2015 Animal Control Services Contract with Kim Erdman, Councilwoman Roser seconded and the motion passed 6-0.
- c) Blight & Sewer Issue at 22 York Street (Front & Back) – Solicitor will get an estimate of cost to implement a new Ordinance for the International Property Maintenance Code for the Borough.
- d) 2015 Bidding Thresholds – Changes for 2015:
 - Under \$10,500 requires no formal bidding or phone quotes.
 - Greater than \$10,500 and less than \$19,400 require three phone quotes.
 - Greater than \$19,400 require the formal public bidding process.

7. ENGINEER'S REPORT

- a) **5-Year Plan** –
 - Plan has been updated per Engineers November Report. York Water will delay their abandonment of the lines on N. Walnut and W. Monticello until a few months prior to these projects being scheduled.

- Improvements to Spruce Street and W. Jefferson Street may qualify for Dirt, Gravel & Low Volume Roads funding.
- b) 2014 Street Improvements – Waiting for work to be completed before making final 10% payment.
- c) Hanover Street Sidewalk Project – Survey is complete and draft plans and sketches are being prepared for the January 6 meeting with Hanover Street Residents. PennDot Highway Occupancy Permit has begun.

Solicitor & Engineer left meeting at 8:05 pm.

8. PLANNING COMMISSION

Nothing to Report.

9. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for December – Councilwoman Loeffler made the **motion** to accept the Treasurer’s Report, Councilman Heltzel seconded and the motion passed 6-0.
- b) Lien list for 2014 has been completed and submitted by Tax Collector.

10. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – There are concerns with the property located at 22 York Street.

11. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed.
- b) Ordinance Violations Report – Reviewed.

12. MAYOR’S REPORT

Nothing to report.

13. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
 - Pick-up Truck Repairs – Repairs were made, alignment was done and tires were purchased.
 - Maintenance Position Wages – Councilman Heltzel made the **motion** to approve a 3% wage increase for the Maintenance Person starting 1/1/2015, Councilman Loeffler seconded and the motion passed 6-0.
 - Winter Preparations:
 - ✓ Tractor power steering needs repaired.
 - ✓ Cinder Barrels have been placed.
 - Insurance on Artifacts – Waiting for quotes.
 - Square Progress – Update, working on plaque ideas.
- b) Finance – Chairperson A. Loeffler
 - YATB – Borough has received their portion from the 2013 operating funds.
- c) Lights, Water & Gas – Chairperson Roser
 - Outlets on Square – Not working.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC Report – Councilwoman Loeffler gave report.
 - Council will need the Calendar of Events from Fire Company for approval.
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Repairs by Fire Hall – Hold till Spring.
 - Storm Drain Clean Out (\$50.00/Hrly) – Hold till Spring.

14. NEW BUSINESS

- a) PSAB Annual Conference – Councilman Heltzel made the **motion** to approve Council President to attend the PSAB 2015 Annual Conference for April 26-29 at Lancaster, PA, Councilwoman Loeffler seconded and motion passed 6-0.
- b) Elections for 2015 – Borough Council has three positions on the board that will become open at the end of 2015.
- c) Mail Box placement issues – Discussion regarding some problems of mail box placements and getting a copy of the guidelines from the Postal Service.

15. OLD BUSINESS

- a) C.S. Davidson Electric Suppliers Meeting was attended by Councilman and Councilwoman Loeffler.
- b) Mayor is attending the York Area Metropolitan Planning Organization Quarterly Meetings.

16. PUBLIC COMMENTS

17. CORRESPONDENCE

1. YCDES – York County Dept. of Emergency Services January Quarterly Training: Jan. 3 & Jan. 7 (EOC Management), Apr. 1 & Apr. 18 (Hazard Mitigation & Leadership)
2. PENNDOT/LTAP COURSES – Winter Maintenance (1/14), Traffic Calming (2/4), Storm Water Maintenance (2/5), Risk Management (2/18)
3. PSAB – Annual Conference April 26 – 29, 2015 (Lancaster)
4. GFOA PA – Government Finance Officers Assoc. Annual Statewide Conference April 26 – 28, 2015
5. Habitat for Humanity – Sampere Family Build located in Spring Grove sponsored by People’s Bank and Glatfelter, scheduled for spring of 2015, volunteers needed.
6. PSAB Municipal Planning Education 2014 Courses – If interested look online www.classes.boroughs.org for more information of classes that are available.
7. PSAB WEBINARS:
 - Duties & Responsibilities of Council – January 7
 - Parliamentary Procedures – January 14
 - Running Effective Public Meetings – January 14 (Evening)

18. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 9:15 pm., Councilman Heltzel seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary