

BOROUGH OF JEFFERSON
REORGANIZATION MEETING & COUNCIL REGULAR MEETING
MONDAY, JANUARY 4, 2016
P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311
York County • Pennsylvania

In Attendance-Council:

President Marlyn Stauffer
Vice President Dave Loeffler
President Pro Tem Amy LeVault
Councilwoman Anne Loeffler
Councilman Zachary Thoman

In Attendance:

Mayor Jim Sanders
Solicitor Glenn Smith, CGA Law Firm
Engineer Chris Toms, C.S. Davidson
Secretary/Treasurer Janny Graham

1. CALL TO ORDER AND PLEDGE TO THE FLAG

The Honorable Jim Sanders called the January 4, 2016 Reorganization Meeting and the Regular Meeting of the governing body to order at 7:06 p.m. and led the pledge to the flag.

2. AFFIDAVIT OF RESIDENCY & OATH OF OFFICE

Newly elected Borough Officials have submitted Affidavit of Residency and the Mayor Jim Sanders gave the Oath of Office to Councilwomen Anne Loeffler and Amy LeVault and Councilman Zachary Thoman and Constable Daniel Kauffman.

3. NOMINATION AND ELECTION OF PRESIDENT

a) Nominations were opened for Council President. Councilwoman Loeffler nominated Marlyn Stauffer, Councilman Loeffler seconded the nomination and the vote was unanimous.

4. NOMINATION AND ELECTION OF VICE PRESIDENT

a) Nominations were opened for Council Vice President. President Stauffer nominated Dave Loeffler, Councilwoman LeVault seconded the nomination and the vote was unanimous.

5. NEWLY ELECTED PRESIDENT

a) President Stauffer was asked to preside over the remaining meeting.

6. NOMINATION AND ELECTION OF PRESIDENT PRO TEM

a) Nominations were opened for President Pro Tem. President Stauffer nominated Amy LeVault, Councilman Loeffler seconded the nomination and the vote was unanimous.

7. APPOINTMENT OF VACANCY BOARD CHAIR

a) Nominations were opened for Vacancy Board Chair. President Stauffer nominated Daniel Kauffman, Councilman Loeffler seconded nomination and the vote was unanimous.

8. APPOINTMENTS – RESOLUTION NO. 2016-01

Zoning Hearing Board (3 yr)	<u>Richard Yingling</u>	<u>12/31/18</u>
Planning Commission (4 yr)	<u>Conrad Eiben</u>	<u>12/31/19</u>
Planning Commission (4 yr)	<u>Al Groth</u>	<u>12/31/19</u>
Secretary/Treasurer	<u>Janny Graham</u>	<u>12/31/16</u>
Open Records Officer	<u>Janny Graham</u>	<u>12/31/16</u>
Open Records Assistant	<u>Marlyn Stauffer</u>	<u>12/31/16</u>
Engineer	<u>Chris Toms, C.S. Davidson</u>	<u>12/31/16</u>
Solicitor	<u>CGA Law Firm</u>	<u>12/31/16</u>
Auditor	<u>Smith Elliott & Kerns & Co.</u>	<u>12/31/16</u>
Sewage Enforcement Officer	<u>Douglas Stambaugh, GHI Engineers</u>	<u>12/31/16</u>
Alternate SEO	<u>John Klinedinst</u>	<u>12/31/16</u>

Zoning Hearing Solicitor
Vacancy Board Chair

Timothy Shultis
Daniel Kauffman

12/31/16
12/31/16

- a) Councilman Loeffler made the **motion** to adopt Resolution No. 2016-01 for Borough Appointments, Councilwoman LeVault seconded and the motion passed 5-0.

9. FEE SCHEDULE – RESOLUTION NO. 2016-02

- a) Councilwoman LeVault made the **motion** to approve the Resolution No. 2016-02 Fee Schedule and Councilwoman Loeffler seconded and the motion passed 5-0.

10. DECEMBER 7, 2015 MINUTES

- a) Councilman Loeffler made the **motion** to approve the December 7, 2015 Minutes, Councilwoman Loeffler seconded and the motion passed 5-0.

11. PUBLIC COMMENTS

12. PLANNING COMMISSION REPORT

Dollar General Store Update – Planning Commissioner Chairman Conrad Eiben gave report of the Planning Meeting held December 16, 2015. The purpose of the meeting was to review the Dollar General Store application for land development at 63-65 Baltimore Street. Chairman Eiben gave a written report regarding requirements that need to be met. Plans are not ready to be finalized.

13. SOLICITOR’S REPORT

- a) Attorney Glenn Smith made the announcement that he will be leaving CGA Law Firm for another position and CGA will be assigning another attorney to the borough.
b) Solicitor’s hourly rates will increase from \$100 to \$110, which has not been increased for 10 years.

14. ENGINEER’S REPORT

- a) Engineer rates will increase by approximately 2% for their services. The meeting attendance rate will stay the same at \$65.

Engineer and Solicitor left meeting at 8:05 pm.

15. TREASURER’S REPORT

- a) President Stauffer asked Council if they wanted to re-open the 2016 Budget for any discussion. The 2016 Budget will stay as approved.
b) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for December – Councilwoman Loeffler made the **motion** to accept the Treasurer’s Report, Councilwoman LeVault seconded and the motion passed 5-0.
c) Councilwoman Loeffler made the **motion** to distribute end of year excess money into specific funds as stated below, Councilwoman LeVault seconded and the motion passed 5-0.

\$40,000 to distribute to projects:

- | | |
|---------------------------|----------|
| ➤ Security Camera Fund: | \$7,000 |
| ➤ Window Fund: | \$20,000 |
| ➤ New Carpet Balance: | \$2,000 |
| ➤ Borough Vehicle: | \$5,000 |
| ➤ Capital Improvement: | \$5,000 |
| ➤ Paint & Labor for Hall: | \$1,000 |

16. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Refinancing the loan is in progress.

17. ZONING/PERMIT OFFICE

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

18. MAYOR’S REPORT – Nothing to Report

19. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson
 - Maintenance List – January list was reviewed.
 - Insurance on Artifacts – Received quotes and they have been sent to insurance company to set policy with an itemized list for the Borough Circle.
 - Park Area – Court & Play Equipment needs repairs. (Slide needs removed for safety reasons) Councilman Loeffler will take the slide into York Tech to see if they could make repairs.
 - Carpet for Office & Council Rooms – Installation has been delayed.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
 - YATB – Report is filed in office.
- c) Lights, Water & Gas – Chairperson Thoman
 - Outside lights on building – Repairs have been made and lights are working.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Cameras on Square – Continue to gather information.
 - JVFC – Report was given and Fire Company has been instructed from Growmark F.S. that if their facility burns the fire company is not to attempt to put it out due to the chemicals and runoff. It has been suggested that the Fire Company should get that in writing.
- e) Solid Waste & Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Storm Drain Map Layout – In progress.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

20. NEW BUSINESS

21. OLD BUSINESS

- a) Mail Box Placement Issues – Will be setting public meeting for 2016.
- b) SWRP Coverage – Will be setting public meeting for 2016.

22. PUBLIC COMMENTS – No Comments

23. CORRESPONDENCE

Organization	Subject	Date
PSAB	Newly-Elected Municipal Officials Boot Camp	Jan. & Feb. Dates
YCPC	Monthly Meeting	Jan. 19, (7 pm)
YCDES	Quarterly Training – EMC	Jan. 6 (9 am)
YCDES	Elected Officials Seminar (Winter Weather Preparedness	Feb. 6 (9 am)
PA ONE CALL	Board Meeting	Jan. 27 (9am–11:30am)
PSAB	Annual Conference	June 5-8
PSAB	Education Courses: www.classes.boroughs.org	
PSAB	Webinars: www.boroughs.org	

24. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 9:30 pm., Councilwoman LeVault seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary

January 4, 2016 Minutes – Approved 2/1/16