

**BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING**

MONDAY, JANUARY 2, 2017

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 Devon Myers, CGA Law Firm
Engineer Chris Toms, C.S. Davidson
Secretary/Treasurer Janny Graham

In Attendance:

Resident – Seth Rohrbaugh

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the January 2, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. RESOLUTION NO. 2017-01 – Councilman Loeffler made the **motion** to approve Resolution 2017-01 for the 2017 appointments, Councilman Thoman seconded and the motion passed 5-0.

3. DECEMBER 5, 2016 MINUTES

a) Councilman Loeffler made the **motion** to approve the December 5, 2016 Minutes, Councilwoman LeVault seconded and the motion passed 5-0.

4. PUBLIC COMMENTS – No Comments.

5. SOLICITOR'S REPORT

- a) Ordinance No. 2016-02 (Dangerous Structure Removal) – Solicitor is researching and will address again next meeting.
- b) Zoning Hearing November 30 (Driveway Variance on York Street) – The Zoning Hearing Board granted the variance for the 38 foot width driveway to the applicant at 49 York Street. Councilwoman LeVault made the **motion** to appeal the Zoning Hearing Boards decision, Councilwoman Loeffler seconded. The motion was opened for discussion. A vote was taken and the motion passed with 4 yeas and one no by Councilman Thoman.
- c) Councilwoman LeVault made the **motion** to request a 90 day extension on the appeal from Mr. Rohrbaugh and the Zoning Hearing Board, Councilman Loeffler seconded and the motion passed 5-0.
- d) Spring Grove Intergovernmental Coop Agreement for 2017 (Zoning & Code Enforcement) – Ordinance No. 2017-01 (Approving Agreement) – Councilwoman Loeffler made the **motion** to approve Ordinance No. 2017-01 for the Spring Grove Intergovernmental Coop Agreement, Councilwoman LeVault seconded and the motion passed 5-0.
- e) Resolution 2016-09 (Donation Funds received for Artifacts in the Square) – Councilman Loeffler made the **motion** to approve Resolution 2016-09, Councilwoman LeVault seconded and the motion passed 5-0.
- f) Policy or Resolution for Guidelines with Public Video of Council Meetings – Council agreed to not have a policy or resolution at this time.
- g) Employee Handbook – We will continue to research.
- h) Councilman Thoman presented a problem at the end of Starlite Drive and some issues with vehicles blocking the turn around.

6. ENGINEER'S REPORT

- a) Dollar General Store – Councilman Loeffler made the **motion** to release the Letter of Credit that the Borough holds, Councilman Thoman seconded and the motion passed 5-0.
- b) 5 Year Street Improvement Plan – Engineer gave report regarding his recommendations for the 5 Year Street Improvement Plan.
- c) Burns Road Culvert & E. Sunset View St. Storm Water Drainage – Engineer reviewed DVD of the pipe that runs through the back yards along York Street. Discussion was regarding ways to make improvements for the drainage of the storm water. Engineer's recommendation is not to abandon the pipe. Engineer will have an estimate for the cost to redo Church Street and E. Sunset View Street and to lay storm water pipeline down alongside of E. Sunset View.
- d) Mapping of the Storm Water Drains – Project was completed and engineer will have mapping of the borough for viewing next meeting.

Solicitor and Engineer left meeting at 9:10 pm.

7. PLANNING COMMISSION

- a) Chairman Eiben attended meeting, there was no meeting in December.

8. 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, Councilwoman LeVault seconded, motion was opened for discussion. President Stauffer recommended distributing to the Reserve Account \$10,000 for Borough Vehicle, \$10,000 for replacing windows in the borough building, and pay the balance owing for People's Bank Loan Number ending in 81000. Councilwoman Loeffler made a **motion** to amend the Treasurer's Report to include the transfer of funds stated by President Stauffer, Councilwoman LeVault seconded and the motion passed 5-0.
- b) Councilwoman LeVault made the **motion** to get an appraisal on the Borough Building from a commercial realtor that will not exceed \$1000.00, Councilman Thoman seconded and the motion passed 5-0.

9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Reviewed.

10. ZONING/PERMIT OFFICE

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

11. MAYOR'S REPORT – No Report.

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List – January reviewed.
 - Shed Insulation Quote – Councilwoman LeVault made a **motion** to proceed with insulating the borough shed for the estimated amount of \$5,000, Councilman Loeffler seconded and the motion passed 5-0.
 - Playground Age Limit Signs – President Stauffer will get estimate prices.
 - Mulch – Spring Grove Borough will finish spreading when weather permits.
 - Salt Spreader – Both have been repaired.
 - Nets for Basketball Court – Councilwoman LeVault will try to acquire chain/metal nets.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
 - YATB – Councilwoman Loeffler gave report. There was no meeting in December.
- c) Lights, Water & Gas – Chairperson Thoman
 - Borough needs to get the timer on the square unconnected to the cameras.

- Street Light Outages Reported:
 - ✓ Baltimore & Church St.
 - ✓ Monticello St.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Attended meeting for JVFC and gave report. Meeting has nominations of officers.
 - Spring Grove Ambulance Report – Reviewed written report.
- e) Solid Waste and Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

13. NEW BUSINESS – No new business.

14. OLD BUSINESS – No old business to discuss.

15. PUBLIC COMMENTS – No Comments.

16. CORRESPONDENCE

1. Columbia Gas of Pennsylvania – Natural Gas Pipelines & Public Safety
2. DEP Increases Drought Warning to Eight Counties

17. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	Monthly Meeting	Jan. 17 @7:00pm
YCDES	Qtrly Training: https://yorkcountypa.gov/emergency-services	Jan. 4, 7
PSAB	2017 Annual Conference – Hershey Lodge	May 7-10, 2017
YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp	
PSAB	Education Courses: www.classes.boroughs.org	
PSAB	Webinars: www.boroughs.org	PSAB Training

18. ADJOURNMENT – Councilwoman Loeffler made the **motion** to adjourn at 10:28 pm., Councilwoman LeVault seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary