

**BOROUGH OF JEFFERSON**  
**COUNCIL REORGANIZATION MEETING**  
TUESDAY, JANUARY 2, 2018  
P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311  
York County • Pennsylvania

**OATH OF OFFICE – NEWLY ELECTED BOROUGH OFFICIALS AND TAX COLLECTOR:**  
Dave Loeffler, Marlyn Stauffer, Zachary Thoman, Frank Thomas, Darlene Stauffer

- 1. **CALL TO ORDER:** The Honorable Jim Sanders, Mayor, called the Reorganization Meeting of the governing body to order at 7:00 pm.
- 2. **ROLL CALL:** The Honorable Jim Sanders, Mayor, took roll call of Council Members. In attendance was Anne Loeffler, Dave Loeffler, Marlyn Stauffer, Zachary Thoman, Frank Thomas.

**Others In Attendance:**

Solicitor Devon Myers, CGA Law Firm	Darlene Stauffer, Tax Collector
Engineer Chris Toms, C.S. Davidson	Conrad Eiben, Zoning Hearing Board
Secretary/Treasurer Janny Graham	Daniel Gibson, Planning Commission

- 3. **PLEDGE OF ALLEGIANCE:** Led by Mayor Sanders.
- 4. **NOMINATION & ELECTION OF PRESIDENT** – Mayor Sanders opened the nominations for Council President. Councilwoman Loeffler nominated Marlyn Stauffer. Councilman Thoman nominated Dave Loeffler. Nominations were closed. The nomination of Marlyn Stauffer **PASSED** by the following vote: Yeas – Councilwoman Loeffler, Councilman Loeffler and Councilman Stauffer – 3; Nays – Councilman Thoman, Councilman Thomas – 2.
- 5. **NOMINATION AND ELECTION OF VICE PRESIDENT** – Newly elected President Stauffer nominated Dave Loeffler for Council Vice-President. Nominations were closed. The nomination of Dave Loeffler **PASSED** by the following vote: Yeas – Councilwoman Loeffler, Councilman Thoman, Councilman Thomas, Councilman Loeffler, Councilman Stauffer – 5; Nays – 0.
- 6. **NEWLY ELECTED PRESIDENT PRESIDES** – Council President Stauffer assumed the Presidency and presided over the remaining meeting.
- 7. **NOMINATION AND ELECTION OF PRESIDENT PRO TEM** – Councilwoman Loeffler nominated Frank Thomas for President Pro Tem. Nominations were closed. The nomination of Frank Thomas **PASSED** by the following vote: Yeas – 5; Nays – 0.
- 8. **APPOINTMENT OF VACANCY BOARD CHAIR** – Councilwoman Loeffler nominated Daniel Kauffman. Councilman Thoman nominated Kevin Baum. Nominations were closed. The nomination of Daniel Kauffman **PASSED** by the following vote: Yeas – Councilwoman Loeffler, Councilman Loeffler, President Stauffer – 3; Nays – Councilman Thoman, Councilman Thomas – 2.
- 9. **RESOLUTION NO. 2018-01 (APPOINTMENTS)** – Councilman Loeffler made the **motion** to approve Resolution No. 2018-01, Councilman Thomas seconded and the motion passed 5-0.

Zoning Hearing Board (3 yr)	<u>Conrad Eiben</u>	<u>1/4/2021</u>
Planning Commission (4 yr)	<u>Dan Gibson</u>	<u>1/3/2022</u>
Planning Commission (4 yr)	<u>Philip Lippy</u>	<u>1/3/2022</u>
JCJ Sewer Authority (5 yr)	<u>Jim Sanders</u>	<u>1/3/2023</u>
Secretary/Treasurer	<u>Janny Graham</u>	<u>1/7/2019</u>
Open Records Officer	<u>Janny Graham</u>	<u>1/7/2019</u>
Open Records Assistant	<u>Marlyn Stauffer</u>	<u>1/7/2019</u>

President Pro Tem	<u>Frank Thomas</u>	<u>1/7/2019</u>
Vacancy Board Chair	<u>Dan Kauffman</u>	<u>1/7/2019</u>
Engineer	<u>Chris Toms, C.S. Davidson</u>	<u>12/31/18</u>
Solicitor	<u>Devon Myers, CGA Law Firm</u>	<u>12/31/18</u>
Auditor	<u>Smith Elliott &amp; Kerns &amp; Co.</u>	<u>12/31/19</u>
Sewage Enforcement Officer	<u>Douglas Stambaugh, GHI Engineers</u>	<u>12/31/18</u>
Alternate SEO	<u>John Klinedinst, C.S. Davidson</u>	<u>12/31/18</u>
Zoning Hearing Solicitor	<u>Timothy Shultis, Shultis Law Firm</u>	<u>12/31/18</u>
Zoning/Code Enforcement Officer	<u>John McLucas, Spring Grove Borough</u>	<u>12/31/18</u>
Emergency Management Coord.	<u>Carldene Stough</u>	<u>12/31/18</u>
Animal Control Service	<u>Kim Erdman</u>	<u>12/31/18</u>
Bank	<u>People's Bank</u>	<u>12/31/18</u>

## 10. DECEMBER 4, 2017 MINUTES

- a) Councilwoman Loeffler made the **motion** to approve the December 4, 2017 Minutes, Councilman Thomas seconded and the motion passed 5-0.

## 11. PUBLIC COMMENTS – No Comments

## 12. SOLICITOR'S REPORT

- a) 49 York Street Variance Appeal – The appeal was filed in December with the Commonwealth Court. The Court has sent it back to the lower court for an explanation of their ruling.
- b) 6 Highland Avenue (Right-of-Way Violation) – Solicitor will draft an agreement between the Borough Council and the Keseckers regarding the promises exchanged between the parties at the December 4, 2017, regular meeting of the borough.
- c) Ordinance No. 2017-06 (No Parking) – Engineer Toms had dimensions and drawings for the solicitor to help draft an ordinance for “no parking”. Council will review engineer’s dimensions and drawings before next month’s meeting.
- d) Ordinance No. 2017-08 (Violation Ticketing) – Council was given several examples of ordinances to review and make adjustments that would be more compatible for the borough. Council will readdress the matter at next month’s meeting.
- e) Ordinance No. 2017-07 (2018 RE Tax Rate) – Councilman Loeffler made the **motion** to approve Ordinance No. 2017-07 (2018 RE Tax Rate), Councilman Thoman seconded and the motion passed 5-0.

## 13. ENGINEER'S REPORT

- a) 2018 Street Improvements – Meeting will be scheduled with PennDot Representative Josh Kopp to help with the finance portion of the Street Improvements. Engineer would like the deadline for submitting bids by March 1 and then they would be presented at March 5 Council Meeting.

## Engineer & Solicitor Left Meeting 7:45 pm.

## 14. PLANNING COMMISSION

- a) No Meeting was held in December.
- b) Vacancy on Planning Commission – Al Groth will be resigning from the Planning Commission in March. There are two vacancy positions that need to be filled.

## 15. 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 Thoman seconded and the motion passed 5-0.

## **16. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT**

- a) Operations – Reviewed
- b) Meetings are scheduled quarterly – Next meeting is January 3, 2018.

## **17. ZONING/PERMIT REPORT**

- a) Permit Report & Ordinance Violations – December report was reviewed.

## **18. MAYOR’S REPORT**

- a) The Mayor reported the possibility of two houses being built on Burns Road.

## **19. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List for January – Reviewed.
  - Shed Painting – Councilman Thoman is waiting to receive a phone call back.
  - Basketball Court – Hold until spring.
  - Building Windows – Waiting for more information.
  - Borough Parking Lot – Discussed the possibility of adding to the 2018 Street Improvements but separate the parking lot bid from the street improvement bid. We will get engineer’s approval.
  - Borough Building Electrical Updating – Decision was made to wait until it is needed.
- b) Finance – Chairperson A. Loeffler
  - YATB – Reviewed report.
- c) Lights, Water & Gas – Chairperson Thoman.
  - St. Light across from fire house is out.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report – Councilman Thomas attended the meeting and gave a report.
  - Spring Grove Ambulance Report – Reviewed report for December.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Violation Letters for Weeds and Trees – Councilman Loeffler gave his approval of work completed.

## **20. NEW BUSINESS**

- a) Vacancy on Zoning Hearing Board – Mr. Richard Yingling turned in his resignation on the Zoning Hearing Board with his term ending 12/31/18.
- b) President Stauffer gave a report from the Tax Collector regarding 2017 tax collection and the Lien List.

## **21. OLD BUSINESS**

- a) Keystone Purchasing Network – The borough has a membership to use Keystone Purchasing Network.

## **22. PUBLIC COMMENTS – None**

## **23. CORRESPONDENCE**

- a) CGA Municipal Law News
- b) Leadership York – Leadership Training
- c) Comcast’s Commitment to Open Internet and Net Neutrality
- d) York County Transportation Coalition – Meeting Information

## 24. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	Monthly Meeting	Jan. 16 @ 7 pm
YCTC	Transportation Coalition Meeting	Jan. 18 @ 9 am
DCNR	Dept. of Conservation & Natural Resources – Grant Workshops and Webinars	January thru April 2018
YAMPO	YAMPO Meeting	Feb. 1 @ 9:00 am
PSAB	Newly Elected Officials Boot Camp, York County	Feb. 9 & 10
PSAB	PSAB Resolutions Process – Deadline to submit Resolutions	April 11, 2018
PSAB	Annual Conference – 2018 Hershey Lodge	June 10 – 13, 2018
YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslst.asp">http://www.training.fema.gov/IS/crslst.asp</a> <a href="http://www.">http://www.</a>	
PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	PSAB Courses
PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training

**25. ADJOURNMENT** – Councilman Loeffler made the **motion** to adjourn at 9:35 pm., Councilman Thomas seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary