

BOROUGH OF JEFFERSON
COUNCIL ORGANIZATION MEETING
 MONDAY, JANUARY 6, 2020
 P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311
 York County • Pennsylvania

OATH OF OFFICE – NEWLY ELECTED BOROUGH OFFICIALS AND TAX COLLECTOR:

The following newly elected and appointed officials were given the Oath of Office conducted by the Mayor of Jefferson, Jim Sanders. Anne Loeffler elected for a 4 year term for council, Frank Thomas elected for a 4 year term for council, Daniel Kauffman elected for a 2 year term for council to finish the position that was previously held by Marlyn Stauffer, Diana Kauffman elected for a 2 year term for tax collector to finish the position that was previously held by Darlene Stauffer, Janny Graham appointed for the current year as Secretary/Treasurer.

1. **CALL TO ORDER:** The Honorable Jim Sanders, Mayor, called the Organization Meeting of the governing body to order at 7:03 pm.
2. **ROLL CALL:** The Honorable Jim Sanders, Mayor, took roll call of Council Members:

In Attendance-Council Role Call:

Anne Loeffler
 Zachary Thoman
 Dave Loeffler
 Frank Loeffler
 Dan Kauffman

In Attendance-Other:

Mayor Jim Sanders
 Engineer Cory McCoy, C.S. Davidson
 Secretary/Treasurer Janny Graham

Absent:

Devon Myers, CGA Law Firm

3. **PLEDGE OF ALLEGIANCE:** Led by Mayor Sanders.
4. **NOMINATION & ELECTION OF PRESIDENT** – Mayor Sanders opened the nominations for Council President. Councilman Thomas nominated Dave Loeffler for President and no other nominations were give so the nominations were closed. The nomination of Dave Loeffler **PASSED** by the following vote: Yeas – 5, Nays – 0.
5. **NOMINATION AND ELECTION OF VICE PRESIDENT** – Councilman Thoman nominated Frank Thomas for Council Vice-President and no other nominations were given so the nominations were closed. The nomination of Frank Thomas **PASSED** by the following vote: Yeas – 5, Nays – 0.
6. **NEWLY ELECTED PRESIDENT PRESIDES** – Council President Loeffler assumed the Presidency and presided over the remaining meeting.
7. **NOMINATION AND ELECTION OF PRESIDENT PRO TEM** – Councilwoman Loeffler nominated Dan Kauffman for President Pro-Tem. No other nominations were given so the nominations were closed. The nomination of Dan Kauffman **PASSED** by the following vote: Yeas – 5; Nays – 0.
8. **RESOLUTION NO. 2020-01 (APPOINTMENTS)** – Councilman Thoman made the **motion** to approve Resolution No. 2020-01, Councilwoman Loeffler seconded and the motion passed 5-0.

APPOINTMENT

Vacancy Board Chairperson (1 Yr)
 Planning Commission (4 Yr Term)
 Zoning Hearing Board (3 Yr Term)
 Zoning Hearing Board, Alternate (3 Yr)

MEMBER

Kevin Baum
Tom Yingling
Philip Shepp, Jr.
Larry Linebaugh

TERM

12/31/20
12/31/23
12/31/22
12/31/22

<u>APPOINTMENT</u>	<u>MEMBER</u>	<u>TERM</u>
Secretary/Treasurer	<u>Janny Graham</u>	<u>1/4/2021</u>
Open Records Officer	<u>Janny Graham</u>	<u>1/4/2021</u>
Open Records Assistant	<u>Dave Loeffler</u>	<u>1/4/2021</u>
YATB Representative	<u>Anne Loeffler</u>	<u>12/31/20</u>
YATB Alt. Representative	<u>Daniel Kauffman</u>	<u>12/31/20</u>
YATB TCC Representative	<u>Anne Loeffler</u>	<u>12/31/20</u>
YATB TCC Alt. Representative	<u>Daniel Kauffman</u>	<u>12/31/20</u>
Engineer	<u>Chris Toms, C.S. Davidson</u>	<u>12/31/20</u>
Solicitor	<u>Devon Myers, CGA Law Firm</u>	<u>12/31/20</u>
Auditor	<u>Smith Elliot Kearns & Co.</u>	<u>12/31/20</u>
Sewage Enforcement Officer	<u>Douglas Stambaugh, GHI Engineers</u>	<u>12/31/20</u>
Alternate SEO	<u>John Klinedinst, C.S. Davidson</u>	<u>12/31/20</u>
Zoning Hearing Solicitor	<u>Timothy Shultis, Shultis Law Firm</u>	<u>12/31/20</u>
Zoning/Code Enforcement Officer	<u>Spring Grove Borough</u>	<u>12/31/20</u>
Emergency Management Coord.	<u>David Meiler</u>	<u>12/31/20</u>
Animal Control Service	<u>Kim Erdman</u>	<u>12/31/20</u>
Bank	<u>People's Bank</u>	<u>12/31/20</u>

9. DECEMBER 2, 2019 MINUTES

- a) Councilwoman Loeffler made the **motion** to approve the December 2, 2019 Minutes, Councilman Thoman seconded and the motion passed 5-0.

10. SOLICITOR'S REPORT – No Report

11. ENGINEER'S REPORT

- a) Hanover/Cedar Street Creek Grant Funding – Original grant application was declined so we will attempt to look for other options.
- b) Burns Road Manhole Repairs – Decision to do temporary fix and then do more phone quotes in the spring.
- c) Jefferson Street – Discussed the possibility of improving Jefferson Street.
- d) Questions regarding the Water Quality Management Permit Application by C.S. Davidson.

Engineer left meeting 8:00 pm.

12. PLANNING COMMISSION

- a) No Meeting was held in December.

13. 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 Kauffman seconded and the motion passed 5-0.
- b) Councilman Thomas made the **motion** to move funds from the General Account into the Reserve Account to be designated for the Borough Parking Lot in the amount of \$50,000, Councilwoman Loeffler seconded and motion passed 5-0.

14. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Water Quality Management Permit Application – C.S. Davidson. Reviewed the purpose of application.
- b) Next meeting is January 8, 2020.

15. ZONING/PERMIT REPORT

- a) Permit Report & Ordinance Violations – December report was reviewed.
- b) Ordinance Compliance Officer – Reviewed the Job Duties that would be required by the new borough position. Councilwoman Loeffler made the **motion** to appoint Todd Ziegler as the Ordinance Compliance Officer, his hours will be as needed at \$25.00 per hour, Councilman Kauffman seconded and the motion passed 4-1, Councilman Thoman voted no.
- c) Property Maintenance Code – Councilwoman Loeffler discussed the importance and purpose of having property maintenance code. The next meeting for committee will meet January 14 to review the code from Spring Grove.

16. MAYOR’S REPORT – No report.

17. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List for January – Reviewed.
 - Cannon Carriage Repairs – Cannon wheel has been repaired and painted.
- b) Finance – Chairperson A. Loeffler
 - YATB – No Meeting to report.
- c) Lights, Water & Gas – Chairperson Thoman.
- d) Public Safety and Welfare – Chairperson Thomas
 - JVFC Report – No Report.
- e) Solid Waste and Sewer – Chairperson Kauffman
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - 12/16/19 Circle Incident – State Police was contacted.

18. NEW BUSINESS

- a) 2020 W4 – New Employee’s Withholding Certificate forms.

19. OLD BUSINESS

- a) Walnut Trees by Play Ground – Trees have been handled by home owners at 19 Starlite Drive.
- b) Shrub in Front of Borough Building – Decision was made to replace the shrub by front walkway.
- c) Personnel Manual Review – Distributed for council to review for next meeting.

20. PUBLIC COMMENTS – None

21. CORRESPONDENCE

- a) PSAB Update

22. MEETING AND TRAININGS

	Organization	Subject	Date
	JCJSA	Sewer Authority Meeting	Jan. 8, 7:00 pm
	YCPC	Monthly Meeting	Jan. 21, 7:00 pm
	PSAB	Annual Conference	June 7-10, 2020
	YCDES	NIMS Training and Exams http://www.fema.gov/nims-training	NIMS Courses
	PSAB	Education Courses: www.classes.boroughs.org	PSAB Courses
	PSAB	Webinars: www.boroughs.org	PSAB Training

23. ADJOURNMENT – Councilman Thomas made the **motion** to adjourn at 9:40 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary