

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, OCTOBER 6, 2014

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

Residents In Attendance:

Mr. & Mrs. Tyson, 33 Hanover St.
Mr. Stahl, 35 Hanover St.

In Attendance:

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

Residents In Attendance:

Representative for Bethlehem UM Church
Mrs. Wright, 45 Hanover St.

1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the October 6, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. SEPTEMBER 2, 2014 MINUTES

Councilman Loeffler made the **motion** to approve the September 2, 2014 minutes, Councilman Heltzel seconded and the motion passed 6-0.

Solicitor joined meeting at 7:06 pm.

3. PUBLIC COMMENTS

- a) Hanover Street Sidewalk Project – Committee for the sidewalk project recommended to council that the properties located at 41-43 and 45 Hanover Street will be required to replace their sidewalks because of tripping hazards, and the borough will pay for the advertising, removal of old sidewalk, curbing, engineering fees, and street restoration for the properties that are replacing sidewalks. The remaining properties would not be required to replace their sidewalks at this time because they would be able to make repairs to eliminate tripping problems. It is recommended that residents that live on the north side of Hanover Street from 33 Hanover Street to 47 Hanover Street may choose to be part of this project but council needs to be notified of their decisions, preferably before next council meeting. Mr. and Mrs. Tyson gave verbal request during this meeting that they do want to be included in this project. Council will send letters to the 7 property owners prior to the next council meeting, November 3, 2014, to invite them to attend and to let them know that Council will vote on a plan of action for the Hanover Street Sidewalk Project at the next council meeting.
- b) Councilwoman Roser reported information and a contact name she received from a resident regarding some possible grant money through USDA. President Stauffer will contact them and report back.

4. SOLICITOR'S REPORT

- a) Parking at Yellow Curb – Signs are necessary for enforcement of no parking and an ordinance would be required. Council will review and discuss at the next month's meeting.
- b) Borough Vehicle Accidents – Solicitor did not find any requirements under borough code or any other requirements that specifies contacting State Police for all Municipal Vehicle accidents.

- c) York County Solid Waste and Refuse Authority – Amendment No. 1 to Extension of Agreement Regarding Waste Management Services. Solicitor reviewed and approved Agreement for signature.

5. ENGINEER'S REPORT

- a) 2014 Street Improvements – Engineer is waiting to receive final information from Stewart and Tate. Councilman Loeffler made the **motion** to pay 90% of the invoice received, Councilman Jackson seconded and the motion passed 6-0.
- b) Hanover Street Sidewalk Project – Discussed previously.
- c) 5-Year Plan – Reviewed repairs needed on streets.
- d) PA One Call – Borough will work on mapping storm drains for PA One Call markings.
- e) Block Grant – Engineer update, borough is on the short list.

Solicitor & Engineer left meeting at 8:35 pm.

6. PLANNING COMMISSION

- a) Meeting scheduled for October 15 at 7:00 for Sign Variance.
- b) Planning Commissioner Eisenhart Vacancy – Term ends 12/31/16. Council will review and defer till next meeting.

7. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for September – Councilman Loeffler made the **motion** to approve the Treasurer's Report, Councilman Heltzel seconded and the motion passed 6-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Billings are now done by Spring Grove and first billings were sent out at the beginning of this month.

9. ZONING/PERMIT OFFICE

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

10. MAYOR'S REPORT

Nothing to report

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
 - Maintenance Position – Will call an executive session at end of meeting.
 - Cell Phone for Maintenance Position – It is necessary for Maintenance Person have a cell phone.
 - MetEd Agreement & Maintenance Company for Banners – Waiting for MetEd to send Agreement.
 - Insurance on Artifacts – We received the replacement value for the Doughboy from Forrest Taylor and we are waiting to receive replacement values for the other artifacts.
 - Cannon & Gun Pads on Square – Pads have been poured and paid. Kinsley Concrete donated the concrete for the pads.
 - Accidents to Circle – Committee will review costs and update list. Review at next council meeting.
 - Repairs to Light Box on Circle – The light for the Flag has been installed.
 - Time Capsule – The time capsule from 1966 was removed from square and is still sealed. It has been stored and will be opened at a later time.

- b) Finance – Chairperson A. Loeffler
 - Donation Project for the Square/Cannon – The Loeffler’s, of 9-11 York Street, will be making a \$5000.00 donation to be used for the plaque with the donation names to be hung in the building, the plaque with donation names on the square and the 2016 celebration.
 - YATB – Received monthly report.
- c) Lights, Water & Gas – Chairperson Roser
 - Raber Drive Light Pole – Replacement items are on back order.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC Report – Councilwoman Loeffler gave report. It is requested that the Mayor schedule to attend the second Monday in January each year to give the Oath of Office to the Fire Company Volunteers.
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Trees Needing Trimmed & Weed Control – Final notices were sent and the next step will be filing with the magistrates office.

12. NEW BUSINESS

- a) Borough received an invitation from Hanover Jaycees to participate in the Hanover Halloween Parade October 30.
- b) November 1 Newsletter – The newsletter will include the information about the new Snow Removal Ordinance. Councilwoman Loeffler proposed that we mail this Newsletter to the residents.
- c) Office Closed – Secretary will be out of office from October 13 through 17.

13. OLD BUSINESS

- a) 2015 Budget Reviewed – Council will review and be ready to propose advertising at November Council meeting.

14. PUBLIC COMMENTS

15. CORRESPONDENCE

1. YCPC – Winter Maintenance Courses, Oct. 7, Nov. 18, Dec. 9. (www.ltap.state.pa.us)
2. YCPC – Review Period for York County 2014 Economic Development Plan and comments must be submitted by October 23. Plan is on a CD for review or you may go online to YCPC website (<http://www.ycpc.org/public-participation-opportunities.html>)
3. YCPC – Public Hearing to discuss the proposed 2015-2019 Consolidated Plan and 2015 Annual Action Plan. Oct. 7 – Hanover, Oct. 8 – Red Lion, Oct. 9 – Manchester.
4. Auditor General – Received Liquid Fuel Tax Fund Two Year Audit Report. Report is in the office for your review.
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. York County Assessment Office – Notice of Assessment Hearing for 65 Baltimore Street, Oct. 16.
7. PSAB Fall Leadership Conference – in Gettysburg, October 17th – 19th
8. Glatfelter Memorial Library – Antique Appraisal Clinic Oct. 23rd.
9. PennDot Maintenance Winter Partnership Meeting – At York County Dept of Emergency Services Center, Oct. 28, 1:00 pm – 3:00pm.
10. YCBA – Annual Meeting, Saturday November 1 (Register by 10/20/14).
11. PSAB Municipal Planning Education 2014 Courses – If interested look online www.classes.boroughs.org for more information of classes that are available.
12. PSAB WEBINARS:
 - Internal Control Basics and Understanding Audits – Oct. 8

- New Developments in Municipal Finance Law – Oct. 15
- Rethinking Our Historic Places as Community and Economic Assets – Oct. 30
- The Open Records Act – Nov. 5

Councilman Jackson left meeting at 9:50.

16. EXECUTIVE SESSION

- a) President Stauffer called for an Executive Session to discuss the vacancy of the Borough Maintenance Position at 9:50 pm.

17. MEETING RESUMED

- a) Regular meeting called to order at 10:17 pm.
- b) Councilwoman Loeffler made the **motion** that the committee will make the final decision to hire the applicant for the Maintenance Position based on the responses to the references. If the decision is to not hire applicant, then borough will re-advertise the position, Councilman Heltzel seconded and motion passed 5-0.

18. ADJOURNMENT

Councilwoman Loeffler made the **motion** to adjourn at 10:21 pm., Councilwoman Roser seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary