

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, OCTOBER 7, 2013

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## In Attendance:

President Marlyn Stauffer

President Pro-Tem Dave Loeffler

Councilwoman Anne Loeffler

Jr. Councilman Jon Ritz

Solicitor Glenn Miller

Mayor Jim Sanders

Vice-President Dawn "Pat" Roser

Councilman Sam Heltzel

Councilwoman Jennifer Ritz

Secretary/Treasurer Janny Graham

Engineer Chris Toms

## Absent:

Councilman Dave Ritz

## 1. PLEDGE TO THE FLAG

President Stauffer called the October 7, 2013 regular meeting of the governing body to order at 7:00 pm and led the Pledge of Allegiance.

## 2. MINUTES

Councilman Heltzel made the **motion** to approve the September 3, 2013 minutes, Councilwoman Roser seconded and the motion passed 6-0.

## 3. PLANNING COMMISSION REPORT

No action to report.

## 4. SOLICITOR'S REPORT

- a) **Ordinance 2013-01** – Sewer Ordinance 2013-01 to amend Sewer Specifications has been advertised and is now presented to council for approval. Councilman Loeffler made the **motion** to approve Ordinance 2013-01, Councilwoman Ritz seconded and the motion passed 6-0.
- b) **Nextel Invoice** – No response to invoice sent. Councils' decision is to require payment of invoice prior to issuing any permits that are required for the construction of the tower.
- c) **8 Hanover Street** – Councils' decision is to have borough secretary send a certified letter with sewer hook-up requirements to new owner of property with a 10 day to respond. If no response then we will turn matter over to solicitor.

## 6. ENGINEER'S REPORT

- a) **Street Work Report** – Received invoice and completion paper work from Yohe Paving for 2013 Street Improvement project for Locust and South Emerson Streets. Councilman Loeffler made the **motion** to pay the invoice in the amount of \$23,244.74, Councilwoman Ritz seconded and the motion passed 6-0.
- b) **Duke Street Repairs** – Estimated work to be done from Yohe Paving is around \$2800. Councilman Loeffler made the **motion** to make repairs along with the crack on Duke Street, Councilwoman Ritz seconded and the motion passed 6-0.
- c) **12 Hanover Street** – S. Pine Street area of street needs repaired from resident sewer hook-up. Owner was notified by Zoning Officer 6/26/13 but has not made repairs. Councilman Heltzel made the **motion** to send a notice to the property owner that the borough will make arrangements for the repairs and then owner will need to reimburse the borough for expenses incurred, Councilman Loeffler seconded and the motion passed 6-0.
- d) **CFR Development** – Discussion regarding water that has collected on the property and concerns of drainage. Council will monitor the situation.

- e) **PA Municipal Planning Code (MPC)** – Solicitor and engineer will check to see if they can locate a copy for the office.

## 7. PUBLIC COMMENTS

- a) **Resident Amy LeVault** asked about plants that would be acceptable in the area between the curb and sidewalk for the use of a sound barrier. Borough ordinances will not allow tall growing plants in the area requested.

## 8. TREASURER'S REPORT

- a) Cash Flow Report, August Income & Expense Reports – Reports were reviewed. Councilwoman Ritz made the **motion** to approve the Treasure Report, Councilwoman Loeffler seconded and the motion passed 6-0.

## 9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) The council was updated regarding sewer information. Sewer rates will be increased for 2014 and CFR Development Lawsuit against the authority is progressing.
- b) The borough needs to appoint a resident to the sewer authority, position 2, for a five year term, 2014 through 2018. Resident Amy LeVault informed the council that she would be interested.
- c) The sewer authority has requested the service of the borough secretary to help with their administration transfer to the Spring Grove Borough Office. Councilwoman Loeffler made the **motion** to approve the assistance of the secretary at the borough hourly rate and to invoice the authority for the time spent, Councilwoman Ritz seconded and the motion passed 6-0.

## 10. ZONING/PERMIT OFFICER

- a) **Permit Report** – reviewed by council.
- b) **Ordinance Violations Report**
- 15 Hanover Street – Possible sewer hook-up violation. Have the zoning officer contact our SEO to take action and clarify situation.
  - Borough Rental Property – Letter was sent regarding the shed placed on the lot and ordinance violations.
  - Ordinance Violations – List of weeds, shrubs and tree ordinance violations will be sent to zoning officer for action.

## 11. MAYOR'S REPORT

- a) **State Police Incidents** – No report at this time.

## 12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) **Building, Property and Supply** – Chairperson Sam Heltzel
- Maintenance List – October list reviewed and updated.
  - Cannon Restoration – Cannon is in progress of restoration. Looking into acquiring donations to help towards a carriage for the cannon.
  - Small WWI Gun – Councilwoman Loeffler made the **motion** to have the gun refurbished by the same person that is repairing the cannon for a cost of \$2800, Councilwoman Roser seconded and the motion passed 6-0.
  - Shampoo Office and Council Room Carpet – Received estimated cost of \$731.40 for both rooms. Councilman Heltzel made the **motion** to have the carpets cleaned, Councilman Loeffler seconded and the motion passed 6-0.
  - Antique Addressograph with Metal Plates – Councilman Loeffler made the motion to give the Addressograph and plates to the Codorus Valley Historical Society, Councilwoman Loeffler seconded and the motion passed 6-0.

## 12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS - *CONTINUED*

- b) **Finance** – Chairperson Jennifer Ritz
  - Jefferson Volunteer Fire Fighters – The borough has purchased Workers’ Compensation Insurance through the state which will cover the “**active**” firefighters that are on duty for the year 2014. Councilwoman Roser will be attending their next meeting.
- c) **Lights, Water & Gas** – Chairperson Dawn Rose
  - Nothing to report
- d) **Public Safety and Welfare** – Chairperson Anne Loeffler
  - Jefferson Volunteer Fire Company – Chairperson Loeffler gave the report from the Fire Company.
  - “No Solicitation and Permits Required” Signs – Councilman Loeffler made the **motion** to purchase “No Solicitation” and “Permits Required” signs to be posted within the borough, Councilwoman Loeffler seconded and the motion passed 6-0.
- e) **Solid Waste and Sewer** – Chairperson Dave Ritz
  - Nothing to report.
- f) **Streets and Sidewalks** – Chairperson Dave Loeffler
  - Hanover Street Sidewalks – Council made the decision to send registered letters to owners that would be affected and have them attend a meeting. President Stauffer and Councilman Loeffler will check sidewalk and do a list of owners that will be sent letters.
  - Cedar Street Weeds – President Stauffer will contact Hersh Concepts to have them come and cut down the weeds and dispose of them.

## 13. NEW BUSINESS

- a) **Office Computer** – Received quote for a Dell Laptop for office. Councilwoman Loeffler made the **motion** to purchase the laptop and for the service to setup and download the files from the current computer, Councilwoman Ritz seconded and the motion passed 6-0.
- b) **2014 Meeting Schedule** – Reviewed and approved for advertising.

## 14. OLD BUSINESS

- a) **2014 Budget** – Councilman Loeffler made the **motion** to advertise the proposed 2014 Budget with the 4.2 millage rate increased to 4.5, Councilman Heltzel seconded and the motion passed 6-0.

## 15. CORRESPONDENCE

- Winter Maintenance Course – York County Planning Commission
- Regional Chesapeake Bay Pollution Reduction Plan – York county Planning Commission
- Damage Reporting Class – York County Department of Emergency
- Earthquake Drills – York County Department of Emergency
- Quarterly Training – York county Department of Emergency
- Hope in Crisis Workshop – York County Volunteer Organization Active in Disaster
- Report for Collections and Receipts for August & Year-to-Date – York Adams Tax Bureau
- PSAB October Update Newsletter
- Winter Partnership Meeting – PennDot
- National Flood Insurance Program Changes – York County Planning Commission

## 16. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 10:14 pm, Councilwoman Ritz seconded and the motion passed 6-0.

Respectfully Submitted, \_\_\_\_\_  
Janny Graham, Jefferson Borough Secretary