

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**  
MONDAY, OCTOBER 3, 2016  
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  
Engineer Chris Toms, C.S. Davidson  
Secretary/Treasurer Janny Graham

**Absent:**

Solicitor Devon Myers, CGA Law Firm

**1. CALL TO ORDER AND PLEDGE TO THE FLAG**

President Marlyn Stauffer called the October 3, 2016 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. SEPTEMBER 6, 2016 MINUTES**

- a) Councilwoman LeVault made the **motion** to approve the September 6, 2016 Minutes, Councilwoman Loeffler seconded and the motion passed 5-0.

**3. PUBLIC COMMENTS**

- a) Mr. Allan Brittel with Glatfelter Library was on the agenda but unable to attend.

**4. SOLICITOR'S REPORT**

- a) Ordinance No. 2016-02 (Dangerous Structure Removal) – Draft was prepared for council to review.
- b) Ordinance Violation for 49 York Street Driveway – Letter was sent by solicitor.
- c) Policy for Square Fund – Council approved for the Borough to purchase remaining Sesquicentennial T-Shirts and Bags from the Centennial Fund. We will wait another month before setting up new Centennial Fund.
- d) Zoning Officer Advisory Committee – Letter from Jefferson Borough was sent to withdraw from agreement at the end of December 31, 2016. Seven Valleys also sent letter to withdraw from agreement at the end of December 31, 2016.

**5. ENGINEER'S REPORT**

- a) Dollar General Store – They are progressing.
- b) Burns Road Culvert – Councilwoman LeVault made the **motion** to have President Stauffer contact the Northeastern York County Sewer Authority to run cameras into the Burns Road Culvert to determine the condition of the drainage pipes, Councilman Thoman seconded and the motion passed 5-0.
- c) Hanover Street Sidewalk Issue – Contractor repaired sealant and cleaned and repaired broken cement corner.
- d) Storm Drain Map – Councilwoman LeVault made the **motion** to hire C.S. Davidson interns to do the mapping of storm drains, Councilman Loeffler seconded and the motion passed 5-0.

**Engineer left meeting at 7:35 pm.**

**6. PLANNING COMMISSION – No September meeting or report.**

## **7. TREASURER'S REPORT**

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for September – Councilwoman Loeffler made the **motion** to accept the Treasurer's Report, Councilwoman LeVault seconded and the motion passed 5-0.
- b) 2017 Budget – Councilwoman LeVault made the **motion** to advertise the Proposed 2017 Budget, Councilwoman Loeffler seconded and the motion passed 5-0.

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

- a) Annual Audit completed for 2015
- b) Operations Update – Bond has been approved and finalized.

## **9. ZONING/PERMIT OFFICE**

- a) Resolution No. 2016-02 – Fee Schedule. Councilman Loeffler made the **motion** to amend the Fee Schedule portion titled BUILDING AND ZONING PERMITS, to change the title UCC Permits to Jefferson Borough Permits and/or UCC Permits, and include a portion of Ordinance No. 93-1 regarding Permits required, Councilwoman Loeffler seconded and the motion passed 5-0.
- b) Permit Report – Reviewed.
- c) Ordinance Violations Report – Reviewed.

## **10. MAYOR'S REPORT – No Report.**

## **11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance Person – Placed an ad in the Merchandiser for the Maintenance Position.
  - Maintenance List – Discussed issues with the boiler. Will schedule to have Davidson H & C come and service it.
  - Replace Eagle on Dough Boy – President Stauffer will look into getting a quote.
  - Bush Hogg – Councilman Thoman will try to take it to Wehrly's Auction Service.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
  - YATB – Councilwoman Loeffler gave the report.
- c) Lights, Water & Gas – Chairperson Thoman
  - Outages – Councilman Thoman reported that 2 York Street Light was working. He will check on other possible outages.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - Attended meeting for JVFC and gave report.
- e) Solid Waste and Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Snow Removal – Councilman Loeffler will contact Dan Miller in preparation for snow removal.
  - Swell at Shed – Council will contact Jackson LeVault to see if he could schedule to help work on the swell.
  - Hanover Street Hidden Driveway Sign – Councilman Loeffler will contact Spring Grove Borough to use their service to put in the signs for the Hidden Driveway on Hanover Street.
  - Storm Drain Map Layout – Will be done by C.S. Davidson's interns this winter.
  - Street Names & Measurements for Ordinance Draft of "No Parking Signs" – In progress.

## **12. NEW BUSINESS**

- a) York County Borough Association Annual Meeting – November 12, 2016. Those that will be attending are Mayor Sanders plus 2 guests, Councilwoman Loeffler, Councilwoman LeVault, and President Stauffer and spouse.

## **13. OLD BUSINESS**

- a) NIMS Certification for Office Files – Update.

**14. PUBLIC COMMENTS** – No Comments.

**15. CORRESPONDENCE**

- a) Received Note of Recognition from Senator Bab Casey for Sesquicentennial.

**16. MEETING AND TRAININGS**

Organization	Subject	Date
YCDES	Damage Reporting Training Session	Oct. 1 & 5 @9:00am-11:00am
YAMPO	YAMPO Meeting	Oct. 6 @ 9:00 am
YCDES	Quarterly Training	Oct. 5 @6:00pm-9pm Oct. 8 @9:00am-12pm
PSAB	Inside Pennsylvania Boroughs (PCN TV)	Oct. 9 @ 5:00pm
PA PennDot	Winter Partnership Meeting	Oct. 13 (1pm to 3pm)
PSAB	Fall Leadership Conference (Gettysburg)	Oct. 14-16
APA-PA	American Planning Assoc.-2016 Annual Conference	Oct.16-18 (Allentown)
YCBA	Annual Meeting	Nov. 12 @ 6:00
PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	
PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training

**17. ADJOURNMENT**

Councilman Loeffler made the **motion** to adjourn at 8:32 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary