

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**  
MONDAY, OCTOBER 2, 2017  
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 Frank Thomas  
Councilwoman Anne Loeffler  
Councilman Zachary Thoman

**In Attendance:**

Mayor Jim Sanders  
Solicitor Devon Myers, CGA Law Firm  
Secretary/Treasurer Janny Graham  
Eng. Chris Toms, C.S.Davidson, arrived @7:30  
Conrad Eiben, Planning Commission Chairman  
Jed Beckman, Developer

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

President Marlyn Stauffer called the October 2, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. SEPTEMBER 5, 2017 MINUTES**

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

**3. PUBLIC COMMENTS – No Comments.**

**4. SOLICITOR’S REPORT**

- a) 49 York Street Variance Appeal – Waiting for response from Judge.
- b) 2018 Refuse & Recycling New Contract Bid – Due Nov. 3 at the Solicitor’s Office. Bids will be presented to Council at the November 6 Meeting.
- c) Ordinance No. 2017-06 (No Parking) – Traffic Study is scheduled to be done by next council meeting.
- d) Ordinance Violation – 6 Highland Road (Fence and Trees within Right-of-Way). Councilman Thoman made the **motion** to have our Solicitor write letter to resident to inform them of the violation. If resident does not comply, then solicitor will proceed to file with the Magistrate Judge. The motion was seconded by Councilwoman Loeffler and council passed it 5-0.

**5. ENGINEER’S REPORT**

- a) 2018 Street Improvements – Council discussed choosing the option to upgrade the storm drainage for E. Sunset the entire way when doing the 2018 Street Improvement job.
- b) President Stauffer discussed the swell and drainage issue in front of borough shed. Will review possible solutions with Engineer and contractor that did the black top on driveway.
- c) Council member(s) will meet with Engineer to discuss “No Parking Sign” qualifications that may be required along the curbs around the circle.

**Solicitor left meeting at 7:35.**

**Engineer left meeting at 7:45.**

**6. PLANNING COMMISSION**

- a) There was no meeting in September due to no agenda items. The next Planning Commission Meeting will be October 18. Item to discuss is information requested by Jed Beckman for a possible Subdivision and Land Development Plan at 21 Senft Road.

## **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, Councilman Thomas seconded and the motion passed 5-0.
- b) 2018 Budget – Councilwoman Loeffler made the **motion** to advertise the 2018 Budget, Councilman Thoman seconded and the motion passed 5-0.

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

- a) Operations – Next meeting is Wednesday, November 1 at 7:00 pm.

## **9. ZONING/PERMIT REPORT**

- a) Permit & Ordinance Violations August Report – Reviewed report.
- b) Zoning Hearing Board – ZH#2017-01 Decision was given on September 13, 2017, by the Jefferson Borough Zoning Hearing Board approved a special exception to continue a pre-existing non-conforming commercial use at property located at 33 York Street in the Borough of Jefferson to be a wholesale paintless auto dent repair and auto cosmetics business.

## **10. MAYOR'S REPORT**

- a) Mayor received a request from a borough resident to repair the holes located on Spruce Street. The Borough will work on making repairs.

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

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – October Reviewed.
  - Lights on Square – Councilman Loeffler re-emphasized that each pole light on the square needs a hot receptacle with timers and a separate one for the cameras.
  - Basketball Court – Update
  - Drain culvert on Burns Road – Councilman Loeffler will work with Maintenance Person to make repairs.
  - Shed – Waiting to get estimates for painting.
  - Purchasing a Bobcat Equipment – Council discussed pros and cons compared to the tractor that is currently used. At this time the cost is a factor.
- b) Finance – Chairperson A. Loeffler
  - YATB – Gave a September report.
- c) Lights, Water & Gas – Chairperson Thoman.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report – Councilman Thomas will attend meetings for the borough representative.
  - Additional Cameras for the Circle – Secretary will contact company and get cost for adding cameras to the circle.
  - Police Officers Speeding through the Borough – Mayor will contact the Chief of SWRP regarding the problem of officers speeding through borough.
  - Spring Grove Ambulance Report – No report.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Weeds and Trees on W Sunset View Street – Letters will be sent to residents in violation of the borough ordinances. If they do not comply then the borough will make arrangements to trim trees and weeds and invoice residents for the cost.
- g) Borough Projects – C. Loeffler & Z. Thoman
  - Windows for Borough Building – Will discuss at November Council Meeting.

## **12. NEW BUSINESS**

- a) YCBA Annual Meeting – November 11 at The Great American Saloon. Those planning to attend, Councilwoman Loeffler and Councilman Loeffler, and Mayor and Spouse.

- b) Legislative and Congressional Redistricting – Councilman Loeffler made the **motion** to do a “Resolution of Support of a Citizens Commission for Legislative and Congressional Redistricting in Pennsylvania,” Councilman Thoman seconded and the motion passed 5-0.
- c) Halloween – October 31, 6:00 pm to 8:00 pm.

**13. OLD BUSINESS**

- a) International Property Maintenance Code – The Committee for the Jefferson Borough International Property Maintenance Code will be Conrad Eiben, Dave Loeffler and Anne Loeffler. If others from the community would like to participate it would be welcomed.
- b) Jefferson Volunteer Fire Company Fire Tax Credit – President Stauffer and Councilman Loeffler will lead the committee to establish the guidelines and policy for the Tax. The borough will not be ready to implement the tax for the 2018 tax year.

**14. PUBLIC COMMENTS – None**

**15. CORRESPONDENCE**

- a) Notice of Estimated Allocation for Municipal Liquid Fuels – PennDot
- b) Erdman Animal Control Services – August Report
- c) Notification of Intent to Remediate and Final Reporting – Growmark FS, LLC
- d) NIMS – Certification Reminder

**16. MEETING AND TRAININGS**

Organization	Subject	Date
YCPC	Monthly Meeting	Oct. 17 @ 7 pm
YCDES	Qtrly Training: WebEOC Exercise	Oct. 4
PSAB	Fall Leadership Conference – Kalahari, Pocono Manor	Oct. 13-15
SCPRS	South Central PA Regional Summit – Sheraton Harrisburg Hershey Hotel	Oct. 18 @8:30-4:00
PA One Call	Board Meeting, Lancaster PA	Oct. 25 @9am-1 pm
YCBA	YC Borough Assoc. Annual Meeting	Nov. 11 (Sat.) 6 pm
YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslist.asp">http://www.training.fema.gov/IS/crslist.asp</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
PSAB	Inside Pennsylvania Boroughs: <a href="http://www.pcselect.com">www.pcselect.com</a>	Oct. 8 @ 5pm Oct. 29 @ 2pm

**17. ADJOURNMENT** – Councilman Loeffler made the **motion** to adjourn at 10:00 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary