

**BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING**

MONDAY, OCTOBER 1, 2018

P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311

York County • Pennsylvania

In Attendance-Council:

Vice President Dave Loeffler
President Pro-Tem Frank Thomas
Councilwoman Anne Loeffler
Councilman Zachary Thoman

In Attendance-Guests:

Lieutenant Joseph Spingler, PA State Police
Chief Gregory Bean, SWRP
Robert Whyland, SWRP Board Member

In Attendance:

Mayor Jim Sanders
Solicitor Devon Myers, CGA Law Firm
Engineer Chris Toms, C.S. Davidson
Secretary/Treasurer Janny Graham
Mike Wallen, Borough Maintenance Person

In Attendance-Resident:

Conrad Eiben, ZHB Chairman

1. CALL TO ORDER AND PLEDGE TO THE FLAG

Vice-President Loeffler called the October 1, 2018 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag. Councilwoman Loeffler made the **motion** to adopt the agenda with flexibility, Councilman Thomas seconded and the motion passed 4-0.

2. PUBLIC COMMENTS

- a) Lieutenant Joseph Spingler, Station Commander with the PA State Police Troop J, was in attendance and gave an update on their incident report for the borough.
- b) Chief Gregory Bean of the Southwestern Regional Police Department and Mr. Robert Whyland, Board Member, were in attendance to offer police service to the borough. They described how it would be operated and the flexibility of the program.

3. PRESIDENT STAUFFERS' RESIGNATION

Council received a written resignation from President Stauffer resigning from borough council at the end of September. The council did not accept President Stauffer's resignation at this time. They will reopen the issue at the next meeting.

4. SEPTEMBER 4, 2018 MINUTES

- a) Councilwoman Loeffler made the **motion** to approve the September 4, 2018 Minutes, Councilman Thoman seconded and the motion passed 4-0.

5. SOLICITOR'S REPORT

- a) 49 York Street Violation – The Rohrbaughs have applied for a permit to the Zoning Officer to make changes to comply with borough ordinances. The Zoning Officer is working with them.
- b) PIB Loan for Street Improvements – Waiting for confirmation of disbursement of funds from PIB.
- c) Property on North West corner of South Burns Road and Raber Drive – Tax Assessment office shows it is owned by and attached to 10 Burns Road. Solicitor will check to verify.

6. ENGINEER'S REPORT

- a) 2018 Street Improvements – H&H will start working this month on the storm drain.
- b) Contract Extension with H&H General Excavating, Inc. – Councilman Thoman made the **motion** to extend the contract to May 31, 2019, Councilman Thomas seconded and the motion passed 4-0.
- c) Raber Drive Subdivision Sketch Plan – Zoning Officer sent sketch plan to the Engineer who reviewed the plan and gave his recommendations to meet borough ordinances. The sketch plans will be reviewed by the Planning Commission.
- d) Culvert on Burns Road. – Engineer will examine the culvert before we proceed.

Solicitor and Engineer Left Meeting – 8:33 pm.

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 Thoman seconded and the motion passed 4-0.
- b) Councilman Thoman made the **motion** to add Councilman Thomas as a signer for the borough accounts, Councilwoman Loeffler seconded and the motion passed 4-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Received copy of letter from C.S. Davidson, Inc. applying for NPDES Permit.
- b) Next meeting is scheduled for November 7, 2018.

9. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations – Reviewed September report.

10. MAYOR’S REPORT

- a) Councilwoman Loeffler made the request to have the Mayor monitor the borough for violations and report to council and help assist to inform the borough of code violations.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List – October was reviewed.
 - Culvert on Burns Road – Received quote from H&H Excavating. Discussed under Engineers Report.
 - Shed Painting – Ready to start.
 - Shed Parking Lot – Received quote from H&H Excavating. Councilwoman Loeffler made the **motion** to accept the quote from H&H Excavating, Councilman Thoman seconded and motion passed 4-0.
 - Borough Windows – Waiting for estimates.
 - Cannon Touch Up – Councilwoman Loeffler will research for information.
 - Dump Truck, Salt Spreader and Plow – Being placed online for bidding.
- b) Finance – Chairperson A. Loeffler
 - YATB – Next meeting is October 29. Reviewed Monthly EIT Report.
- c) Lights, Water & Gas – Chairperson Thoman.
 - Raber Drive Light Pole – Received quote from Engles & Fahs. Vice President Loeffler will contact the Rohrbaughs to discuss the quote.
 - Circle Lights – LED lights were installed.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC – Councilman Thomas attended the last meeting and gave a brief report.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler

12. NEW BUSINESS

- a) 2019 Budget – Councilman Thomas made the **motion** to advertise the 2019 budget, Councilman Thoman seconded and the motion passed 4-0.
- b) Tax Collector – Councilman Thoman made the **motion** to issue the Tax Collector, Darlene Stauffer, a Key Card for accessing the building’s front door, Councilwoman Loeffler seconded and the motion passed 4-0.

13. OLD BUSINESS

- a) York County Stormwater Authority Implementation Plan (LGC Meeting) – Councilman Thomas attended the previous meeting and gave a report on their progress and challenges. The next meeting is Thursday, October 18.
- b) 2018 PSAB Fall Leadership Conference (Oct. 12-14) @ Seven Springs Mountain Resort. Vice President Loeffler and Councilwoman Loeffler will be attending.
- c) Planning Commission Vacancy – Need to fill 1 position, term ending 12/31/19.
- d) Zoning Hearing Board Member Vacancy – Need to fill 1 position, term ending 12/31/18

14. PUBLIC COMMENTS – None

15. CORRESPONDENCE

- a) PSAB Update – Newsletter

16. MEETING AND TRAININGS

	Organization	Subject	Date
	YCPC	Monthly Meeting	Oct. 16, 7:00 pm
	PSAB	2018 Fall Leadership Conf. (Seven Springs Mtn Resort)	Oct. 12-14
	JCJSA	Sewer Authority Meeting (Wednesday)	Nov. 7, 7:00 pm
	YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp http://www.	
	PSAB	Education Courses: www.classes.boroughs.org	PSAB Courses
	PSAB	Webinars: www.boroughs.org	PSAB Training
	PA LTAP	Local Technical Assistance Program – Classes Available (PennDot)	LTAP Website

17. ADJOURNMENT – Councilwoman Loeffler made the **motion** to adjourn at 10:25 pm., Councilman Thomas seconded and the motion passed 4-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary