

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, NOVEMBER 4, 2013

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

Marlyn Stauffer, President
Dawn "Pat" Roser, Vice-President
Dave Loeffler, President Pro-Tem
Sam Heltzel, Councilman
Anne Loeffler, Councilwoman
Jennifer Ritz, Councilwoman
Jon Ritz, Jr. Councilman

Jim Sanders, Mayor
Glenn Miller, Solicitor
Janny Graham, Secretary/Treasurer

Absent:

Chris Toms, Engineer
Councilman Dave Ritz

1. PLEDGE TO THE FLAG

President Stauffer called the November 4, 2013 regular meeting of the governing body to order at 7:00 pm and led the Pledge of Allegiance.

2. MINUTES

Councilwoman Loeffler made the **motion** to approve the October 7, 2013 minutes, Councilwoman Roser seconded and the motion passed 6-0.

3. PLANNING COMMISSION REPORT

No action to report.

4. SOLICITOR'S REPORT

- a) **8 Hanover Street** – Certified letter was sent with sewer hook-up requirements to new owner of property. If owner has not responded by November 18th, borough secretary will notify that legal action will proceed.
- b) **Subcontract Agreement** – Solicitor reviewed the agreement that was given to us by our insurance agent. Solicitor will review the agreement further and will discuss at our next meeting.
- c) **Ordinance 2013-02** – Councilwoman Loeffler made the **motion** to advertise Ordinance 2013-02 Tax Rate for 2014, Councilwoman Ritz seconded and the motion passed 6-0.

5. ENGINEER'S REPORT

- a) **Street Work Report** –
 - **York Street & Duke Street Repairs** – President Stauffer will be checking with Yohe Paving to find out when project will begin.
 - **12 Hanover Street & S. Pine Street** – President Stauffer will be checking with Yohe Paving to find out when project will begin.
 - **Cherry Street** – Problem with sinking spot has returned. Will need to revisit the situation in the future.
- b) **15 Hanover Street** – Zoning Officer has sent notice regarding ordinance violation for sewer issue.

6. PUBLIC COMMENTS

No Comments

Solicitor left meeting at 7:30 pm.

7. TREASURER'S REPORT

- a) **Cash Flow Report, Income & Expense Reports for October** – Reports were reviewed. Councilwoman Ritz made the **motion** to approve the Treasure Report, Councilwoman Rose seconded and the motion passed 6-0.
- b) **People's Bank Loan (Roof & Gutter)** – Maturity date is 11/25/13 with the balance at \$58,166.05. President Stauffer will check with bank to verify procedure for renewal.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Spring Grove Borough has taken over the administration for the Authority as of October 1, 2014.

9. ZONING/PERMIT OFFICER

- a) **Permit Report** – Reviewed by Council.
- b) **Ordinance Violations Report** – Reviewed by Council

10. MAYOR'S REPORT

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

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) **Building, Property and Supply** – Chairperson Sam Heltzel
 - Maintenance List – November list reviewed and updated.
 - Cannon Restoration –
 - 1) The Council recognized the donation from Codorus Service Center towards the Cannon Restoration Fund and would like to thank them for their contribution.
 - 2) Council discussed the cannon carriage and getting the information needed to begin phone bids.
 - 3) Councilwomen Loeffler and Roser have been working towards ideas for requesting donations regarding the cannon restoration project. Councilman Loeffler made the **motion** to send letters to solicit for donations for the restoration, protection and maintenance of the historical items on the square, Councilwoman Ritz seconded and the motion passed 6-0.
 - Small WWI Gun – Gun is still being repaired.
 - Carpet Cleaning Office & Council Room – Carpet cleaning is scheduled for Friday, November 8 and council members will help move items prior to Friday.
 - Head Start Room – Council will be working towards cleaning out the room.
 - Road Salt – Councilwoman Ritz agreed to order a skid (49 bags) of salt for the borough in preparation of snow.
 - Council thanked Dave and Anne Loeffler for their volunteer work on the circle to repair the posts that were recently knocked down.
- b) **Finance** – Chairperson Jennifer Ritz
 - YATB is requesting members to “RSVP” for the January meeting to assure a quorum.
- c) **Lights, Water & Gas** – Chairperson Dawn Rose
 - Nothing to report
- d) **Public Safety and Welfare** – Chairperson Anne Loeffler
 - Jefferson Volunteer Fire Company – Chairperson Loeffler reported that Councilwoman Roser attended the September meeting. A list of activities that the Fire Company will be involved in from September 2013 through August 5th, 2014 was given to the council.
 - Councilwoman Loeffler made the motion to notify the Fire Police requesting their assistance with “Santa on the Square” for December 20th, Councilwoman Roser seconded and the motion passed 6-0.
 - Secretary was asked to contact insurance agent and get clarification on who should maintain current “active firefighters list”.

- e) **Solid Waste and Sewer** – Chairperson Dave Ritz
 - Nothing to report.
- f) **Streets and Sidewalks** – Chairperson Dave Loeffler
 - Hanover Street Sidewalks – Decision by council will be to wait till after winter to take action with repairs.
 - Maintenance of Right-of-Ways in Borough – Put on December meeting agenda to discuss with solicitor.
 - Snow Removal – Secretary will send contracts for the backup Heavy Snow Removal.

12. NEW BUSINESS

- a) **Right-to-Know Officer** – Councilman Loeffler made the **motion** to appoint Janny Graham as the Borough’s Right-to-Know Officer, Councilman Heltzel seconded and the motion passed 6-0.
- b) **SPCA 2014 Agreement** – Councilman Loeffler made the **motion** to approve the 2014 Animal Care & Housing Agreement, councilman Heltzel seconded and the motion passed 6-0.

13. OLD BUSINESS

- a) **PSAB Leadership Conference** – President Stauffer attended the conference and gave an informative report of topics discussed.

14. CORRESPONDENCE

- York County Economic Alliance – Economic Club Breakfast November 13th at 7:30 am.
- York County Planning Commission Alternative Energy Committee – Providing a model ordinance for Wind Energy Systems.
- York County Borough Association – Annual Banquet Saturday, November 9, 2013 (Social 6:00 pm and Dinner 6:30 pm)

15. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 9:55 pm, Councilwoman Ritz seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary