

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, NOVEMBER 3, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## **In Attendance:**

President Marlyn Stauffer  
Vice President Dave Loeffler  
Councilwoman Dawn Roser  
Councilwoman Anne Loeffler  
President Pro-Tem Sam Heltzel  
Councilman Sam Jackson

## **Residents In Attendance:**

Mr. & Mrs. Tyson, 33 Hanover St.  
Mr. Stahl, 35 Hanover St.  
Carla Rebert, 43 Hanover St.  
Mr. Wagner, 37 Hanover St.

## **In Attendance:**

Solicitor Glenn Smith  
Engineer Chris Toms  
Mayor Jim Sanders  
Secretary/Treasurer Janny Graham

## **Residents In Attendance:**

Representative for Bethlehem UM Church  
Mr. Wright, 45 Hanover St.  
Conrad Eiben, Planning Commission Chairman

## **1. PLEDGE TO THE FLAG**

President Marlyn Stauffer called the November 3, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

## **2. OCTOBER 6, 2014 MINUTES**

Councilman Loeffler made the **motion** to approve the October 6, 2014 minutes, Councilman Heltzel seconded and the motion passed 6-0.

## **3. PUBLIC COMMENTS**

- a) Hanover Street Sidewalk Project – Committee recommendation for the Hanover Street Sidewalk Project was presented to council that the properties located at 41, 43 and 45 Hanover Street will have to replace the sidewalks and the property at 39 Hanover Street will have to put in a ADA approved curb ramp at their driveway. The property at 47 Hanover Street, Bethlehem UM Church will have to put in ADA approved ramps at the corner of Arch Street and Hanover Street and possibly on the other side of their property. The Borough will finance to remove existing sidewalks in preparation of laying curbs and sidewalks, to place curbs, blacktop, PennDot permits and engineering fees for the properties that agree to participate in the Hanover Street Sidewalk Project. Property owners will be responsible for all work done from inside the curb towards their homes. The Borough will waive permit fees for the property owners but they are required to obtain a permit for their work.
- b) Residents that have given verbal acknowledgment that they want to be part of this project are Mr. & Mrs. Tyson, 33 Hanover St., Mr. Stahl, 35 Hanover St. and Mr. Wagner, 37 Hanover St. We will allow the Church, 47 Hanover St., till January 1 to make a final decision. The property owner of 39 Hanover St., does not want to participate in the project.
- c) When the engineer has the preliminary drawings done then the Borough will have a meeting with residents to review the drawings.
- d) Engineer will draft a proposed schedule for starting and ending dates for council's next meeting.
- e) Councilman Loeffler made the **motion** to approve the Hanover Street Sidewalk Project which would require the replacement of the sidewalks and driveway of the properties located at 41, 43 and 45 Hanover Street and ADA ramp at the property located at 47 Hanover Street which is adjacent to the corner of Arch Street and driveway ramps at 39 Hanover Street. The additional properties that would like to participate in the project are located at 33, 35 and 37 Hanover Street.

The Borough has agreed to finance the removal of the existing sidewalks in preparation of the work, placing curbs, blacktop, PennDot permits and engineer fees. Councilman Jackson seconded the motion. Floor was open for further discussion.

- f) Councilman Loeffler made the **motion** to amend his previous motion to mandate that the property located at 39 Hanover Street be required to participate in the project so the Hanover Street Sidewalk Project will include all properties from North Emerson Street to Arch Street, Councilman Jackson seconded and the motion passed 6-0.

#### **4. SOLICITOR'S REPORT**

- a) No Parking Signs at Marked Yellow Curb – Councilman Heltzel made the **motion** to purchase “No Parking” signs which will be placed at the areas which have painted yellow curbs, Councilwoman Loeffler seconded and the motion passed 6-0.
- b) An ordinance will need to be adopted to specify which streets the signs will be placed. Committee will do a list of street names in preparation of the ordinance. Signs are not needed at hydrants.
- c) Ordinance 2014-02 Tax Rate for 2015 – Councilwoman Loeffler made the **motion** to approve Ordinance 2014-02 (2015 Tax Rate) for advertising, Councilman Jackson seconded and the motion passed 6-0.
- d) Animal Control Services Contract – Solicitor will contact Michelle Klugh and discuss some changes to the contract and report back next month.

#### **5. ENGINEER'S REPORT**

- a) 2014 Street Improvements – Councilman Loeffler made the **motion** to authorize final payment to Stewart & Tate when we are notified from Engineer Toms that project has been completed, Councilman Heltzel seconded and the motion passed 6-0.
- b) 5-Year Plan – Plan has been updated per Engineers November Report.
- c) Hanover Street Sidewalk Project Survey – Councilman Loeffler made the motion to approve the engineer to proceed with the survey for the Hanover Street Sidewalk Project, Councilman Heltzel seconded and the motion passed 6-0.

#### **Solicitor left meeting at 8:35 pm.**

- d) Block Grant – Commission will make decision this week regarding the ADA Ramp Block Grants.
- e) Storm Drain Clean Out on State Roads – PennDot is not responsible for storm water systems in boroughs. President Stauffer will check with Spring Grove for maintenance assistance.

#### **Engineer left meeting at 8:45 pm.**

#### **6. PLANNING COMMISSION**

- a) Meeting October 15 Report – Chairman Conrad Eiben for the Planning Commission gave a report for the Meeting held on October 15 for a sign variance for Codorus Service Center located at 2 Hanover Street which the Planning Commission approved and gave their recommendation to the Zoning Hearing Board on October 29, 2014.
- b) Planning Commissioner Eisenhart Vacancy – Term ends 12/31/16.

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

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for October – Councilwoman Loeffler made the **motion** to accept, Councilman Jackson seconded and the motion passed 6-0.
- b) CD Maturity – Councilman Heltzel made the **motion** to renew the CD for one year, Councilwoman Loeffler seconded and the motion passed 6-0.
- c) Allocation for 2015 Liquid Fuels – Received the notice for the estimated allocation for 2015 for the amount of \$19,608.47.

## 8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Nothing new to report.

## 9. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed.
- b) Ordinance Violations Report – Reviewed.

## 10. MAYOR'S REPORT

Nothing to report

## 11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
  - Maintenance Position – President Stauffer explained how the random drug test will be handled. President Stauffer made the motion to hire Sam Jackson for the Borough Maintenance position at \$13.00 per hour and a maximum of 20 hours per month, Councilwoman Loeffler seconded and the motion passed 5-0. Councilman Jackson abstained.
  - Councilman Heltzel will get a track phone for Maintenance Position.
  - Winter Preparations:
    - ✓ Tractor power steering does not work.
    - ✓ Tractor has no license.
    - ✓ Tarp for dump truck.
    - ✓ Snow blower needs serviced.
    - ✓ Curb Stakes for snow.
    - ✓ Cinder barrels.
  - Insurance on Artifacts – Waiting for quotes.
  - Square Progress – Pads are complete, working on plaque ideas.
  - Accidents to Circle – Charge 1/2 hour for administration, include time for Maintenance Person and any materials required for repairs.
  - Trimming Bushes in Circle – Wait to hear from decorating committee.
- b) Finance – Chairperson A. Loeffler
- c) Lights, Water & Gas – Chairperson Roser
  - Raber Drive Light Pole – Finished.
  - Light on Square – Fixed and finished.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - Anne and Dave Loeffler fixed the building emergency lights.
  - JVFC Report – Councilwoman Loeffler gave report.
- e) Solid Waste & Sewer – Chairperson Jackson
  - 15 Hanover Street property still needs to have final inspection of sewer issue in back yard.
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Trees Needing Trimmed & Weed Control – All done but one property.
  - Dirt & Gravel Road ESM Training Course – Attended by President Stauffer.
  - Street Repairs at 13 Monticello – Columbia Gas must finish repairs.
  - Street Repairs by Fire Hall – York Water has not completed the road work.
  - Speed Limit Monitor Machine – Discussed.

## 12. NEW BUSINESS

- a) 2015 Meeting Schedule – Councilwoman Loeffler made the **motion** to approve advertisement of the 2015 Borough Council Meeting schedule, Councilman Heltzel seconded and the motion passed 6-0.

### 13. OLD BUSINESS

- a) 2015 Budget Reviewed – Councilman Heltzel made the motion to approve advertisement of the 2015 Budget, Councilwoman Loeffler seconded and the motion passed 6-0.

### 14. PUBLIC COMMENTS

### 15. CORRESPONDENCE

1. YCPC – Winter Maintenance Courses Nov. 18 & Dec. 9. ([www.ltap.state.pa.us](http://www.ltap.state.pa.us))
2. YCPC – “Recognizing Blight in York County” & Storm Water Basins (Newsletters in Packet).
3. Habitat for Humanity – Sampere Family Build located in Spring Grove sponsored by People’s Bank and Glatfelter, scheduled for spring of 2015, volunteers needed.
4. YCDES – York County Dept. of Emergency Services Quarterly Training (In Packet).
5. GFOA PA – Government Finance Officers Assoc. Annual Statewide Conference April 26 – 28, 2015
6. PSAB Municipal Planning Education 2014 Courses – If interested look online [www.classes.boroughs.org](http://www.classes.boroughs.org) for more information of classes that are available.
7. PSAB WEBINARS:
  - The Open Records Act – Nov. 5
  - Intermediate Government Accounting – Nov. 13
  - The ABC’s of Environmental Advisory Council – Nov. 20

### 16. ADJOURNMENT

Councilwoman Loeffler made the motion to adjourn at 10:12 pm., Councilwoman Roser seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary