

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**  
MONDAY, NOVEMBER 7, 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:**

Solicitor Devon Myers, CGA Law Firm  
Engineer Cory McCoy, C.S. Davidson  
Secretary/Treasurer Janny Graham

**Absent:**

Mayor Jim Sanders

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

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

**2. OCTOBER 3, 2016 MINUTES**

a) Councilwoman LeVault made the **motion** to approve the October 3, 2016 Minutes, Councilwoman Loeffler seconded the motion, with Councilman Loeffler making the correction in the minutes under **NEW BUSINESS** which read Councilman Loeffler attending YCBA Annual Meeting and should be changed to Councilwoman LeVault. The motion passed 5-0.

**3. PUBLIC COMMENTS**

a) Mr. Allan Brittel with Glatfelter Library was in attendance and gave a report from the Glatfelter Library along with the new programs that they offer.

**4. SOLICITOR'S REPORT**

- a) Ordinance No. 2016-02 (Dangerous Structure Removal) – Council discussed the ordinance as it is written and suggestions that have been heard at seminars. Solicitor will do more research.
- b) Ordinance Violation for 49 York Street Driveway – Resident has applied for a Zoning Variance. A Zoning Hearing has been scheduled for November 30, 2016, at 7:00 pm. Councilman Loeffler made the **motion** to have the borough solicitor attend the Zoning Hearing meeting representing the borough council and to inform the Hearing Board of council's request against approval of the variance, Councilwoman LeVault seconded and the motion passed 5-0.
- c) Ordinance No. 2016-03 (Withdraw from Intermunicipal Agreement for Zoning Officer) – Councilwoman LeVault made the **motion** to approve to advertise Ordinance No. 2016-03, Councilman Loeffler seconded and the motion passed 5-0.
- d) Ordinance No. 2016-04 (2017 RE Tax Rate) – Councilman Loeffler made the **motion** to approve to advertise Ordinance No. 2016-04, Councilwoman LeVault seconded and the motion passed 5-0.
- e) Spring Grove Intergovernmental Coop Agreement for 2017 (Zoning & Code Enforcement) – Council reviewed agreement with Solicitor and approved to have solicitor contact Spring Grove Borough to discuss adjustments to the agreement.
- f) Employee Handbook – Council discussed the need for an employee handbook. Solicitor will look at samples for council to review.
- g) Policy for Centennial Fund – Balance to date for the Centennial Fund is at \$5,544.84. Councilwoman LeVault made the **motion** to put money into a long term CD, Councilwoman Loeffler seconded and the motion passed 5-0.
- h) Policy for Square Fund – Suggestion by Solicitor is to do a resolution to designate a fund that is only for the preservation of the square. Council approve to have Solicitor draw up resolution to preserve funds for the borough square.
- i) Borough Building – Question regarding the “Fall Out Shelter” Sign on building. Council's decision is to remove sign from building.

- j) Public Video, Tape, or Live Face Time of Council Meetings – Sunshine Act Section 11(a): A person attending a meeting of an agency shall have the right to use recording devices to record all the proceedings, but it must be known that they are recording. It is the recommendation of the solicitor to do a resolution or policy to set certain reasonable restrictions.
- k) PennWaste Rate Increase – Secretary will contact PennWaste to get clarification of rate increase.
- l) Act 10 Investments – Solicitor will research.

## 5. ENGINEER'S REPORT

- a) Burns Road Culvert – Northeastern York County Sewer Authority sent quotes for camera and flushing pipes. Councilwoman Loeffler made the **motion** to proceed with the project, Councilwoman LeVault seconded and the motion passed 5-0.
- b) Hanover Street Sidewalk Issue – Councilman Loeffler and Councilwoman LeVault viewed the sidewalk area and their judgement is the areas meet the state specifications and there were no safety issues. Therefore, Councilman Loeffler made a **motion** that the Hanover Street sidewalk project is completed, Councilman Thoman seconded and the motion passed 5-0.
- c) 5 Year Street Improvement Plan – Councilwoman Loeffler made the **motion** to approve the engineer to start the process of preparing the bid specs for 2017 - 2018 Road Projects, Councilwoman LeVault seconded and the motion passed 5-0.
- d) Engineer will inquire cost estimates for survey of borough property.

**Solicitor and Engineer left meeting at 8:54 pm.**

## 6. PLANNING COMMISSION

- a) No October meeting.
- b) Meeting Scheduled for Wednesday, November 16, 2016, at 7:00 pm regarding 49 York Street Zoning Variance.

## 7. TREASURER'S REPORT

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

## 8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – C.S. Davidson has copy of bidding specs for plant additions. Bond is finalized.

## 9. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed.
- b) Ordinance Violations Report – Reviewed.
- c) Ordinance Violation 7 Hanover Street (trees on Spruce Street) – President Stauffer will contact Hersh Concepts to trim trees.

## 10. MAYOR'S REPORT – No Report.

## 11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance Person – Personnel Committee made a recommendation to hire one of the applicants. Councilwoman Loeffler made the **motion** to hire the applicant after the drug test has been done and results are back. Motion died. Councilwoman LeVault made the **motion** to hire the applicant and then require drug test be taken and if he does not pass drug test, then the new hire would be terminated, Councilman Thoman seconded and the motion passed 5-0.
  - Maintenance List – November reviewed.
  - Posts for Circle – Councilman Loeffler will order new posts.
  - Snow Plow Truck – Tie downs are needed for truck and make preparations for spreader.

- Rock Salt & Stones – Need to purchase.
  - Playground Age Limit Signs – Councilman Loeffler made the **motion** to get age limit signs made for playground equipment, Councilman Thoman seconded and the motion passed 5-0.
  - Mulch for Playground Area – Councilwoman LeVault made the **motion** to purchase playground quality mulch for the playground area, Councilwoman Loeffler seconded and the motion passed 5-0. Councilwoman Loeffler made the **motion** to offer \$200 donation to the Lions Club for spreading mulch, Councilwoman LeVault seconded and the motion passed 5-0.
  - Swell at Shed – Finished.
  - Replace Eagle on Dough Boy – President Stauffer talked with Forrest Taylor and discussed options.
  - Bush Hogg – Received \$91.00 for the sale of mower.
  - Security Cameras – Councilwoman Loeffler and the secretary will get more detailed information and report back to council.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
- YATB – Councilwoman Loeffler gave report.
- c) Lights, Water & Gas – Chairperson Thoman
- Outages – No new 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 – Dan Miller has been contacted and is ready.
  - Hanover Street Hidden Driveway Sign – Completed.
  - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

**12. NEW BUSINESS**

- a) 2017 Council Meeting Schedule – Council approved meeting schedule for advertisement.
- b) Council Positions – Openings for 2018-2021 Term are Zach Thoman, Dave Loeffler, Marlyn Stauffer, and Mayor Jim Sanders.

**13. OLD BUSINESS**

- a) Reminder – YCBA Annual Meeting November 12, 2016.
- b) NIMS Certification for Office Files – Update.

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

**15. CORRESPONDENCE**

- a) The York Area Metropolitan Planning Organization – Seeking nominations to fill the term from January 2017 through December 2020. Letter is in packet.

**16. MEETING AND TRAININGS**

Organization	Subject	Date
YCPC	Monthly Meeting	Nov. 15 @7:00pm
PSAB	Inside Pennsylvania Boroughs (PCN TV)	Dec. 11 @ 5:00pm
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	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training

**17. ADJOURNMENT – Councilwoman LeVault made the **motion** to adjourn at 10:35 pm., Councilwoman Loeffler seconded and the motion passed 5-0.**

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary

November 7, 2016 Minutes – Approved 12/5/16