

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**  
MONDAY, NOVEMBER 6, 2017  
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

**Absent:**

President Marlyn Stauffer

**In Attendance:**

Mayor Jim Sanders  
Solicitor Devon Myers, CGA Law Firm  
Engineer Chris Toms, C.S. Davidson  
Secretary/Treasurer Janny Graham  
Conrad Eiben, Planning Commission Chairman

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

Vice-President Dave Loeffler called the November 6, 2017 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. OCTOBER 2, 2017 MINUTES**

a) Councilwoman Loeffler made the **motion** to approve the October 2, 2017 Minutes, Councilman Thomas seconded and the motion passed 4-0.

**3. PUBLIC COMMENTS**

a) Lt Nicole Palmer of the PA State Police attended meeting to introduce herself and give a report of Borough activities that have been reported. One of the services offered by the State Police are house checks, if a resident will be leaving for some period of time they may contact the department and the police will do periodical house checks for them.

**4. SOLICITOR'S REPORT**

- a) 49 York Street Variance Appeal – Decision from Judge was received and the ruling was against the Borough's Appeal. Discussion on options available and councils' concerns for residents complying to the borough ordinances. Councilman Thoman made the **motion** to take no further action against the appeal, Councilman Thomas seconded and the vote was 2-2, Vice President Loeffler and Councilwoman Loeffler voted nay. Mayor Sanders voted to break the tie with a nay vote, motion failed. Councilwoman Loeffler made the **motion** to approve to have the solicitor to proceed and file an appeal of the decision of the Court of Common Pleas of York County, Vice President Loeffler seconded and the motion passed 3-1, Councilman Thoman voted nay.
- b) Refuse & Recycling 2018, Contract Bid – Two bids were received by Solicitor from Penn Waste, Inc. and Republic Services of Pennsylvania, LLC. Bids were reviewed by council and lowest bid was chosen. Councilwoman Loeffler made the **motion** to accept the bid from Penn Waste, Inc. for Jefferson Borough's refuse and recycling hauler for 2018, 2019, 2020, Councilman Thomas seconded and the motion passed 4-0.
- c) Ordinance No. 2017-06 (No Parking) – Engineer did a draft for the traffic study to be reviewed. Council accepted the study and Engineer Toms will issue a final report for next meeting. We will wait to advertise No Parking Ordinance at the same time we advertise for a Ticketing Ordinance which the solicitor is working to provide for council.
- d) 6 Highland Avenue Right-of-Way Violation – Solicitor sent enforcement notice to Mr. & Mrs. Kesecker with the information of the ordinance violation and requirement to comply within 30 days of date on notice. Councilman Thoman made the **motion** to approve the solicitor to file a complaint with the District Magistrate Judge if the Kesecker's have not complied within the 30 days to the notice, Councilwoman Loeffler seconded and the motion passed 4-0.

- e) Gaming Expansion – Municipal Opt-Out Resolution. Councilman Thoman made a **motion** to have the solicitor do a Resolution for the Municipal Opt-Out Gaming Expansion, Councilwoman Loeffler seconded and motion passed 4-0.

## **5. ENGINEER’S REPORT**

- a) 2018 Street Improvements – Council discussed the options that Engineer Toms presented for funding the borough 2018 Street Improvement Projects. Council was in agreement to do the E. Sunset View Storm Drainage and E. Sunset View Street work. The fund option that was chosen would be to use the Liquid Fuels that the borough currently is holding in the bank and the balance of the work would be using PIB Loan which is borrowing against the borough’s future liquid fuels allocation at a lower interest rate.
- b) Building Windows – Engineer will get information together for Bidding Specs for replacement of the borough building windows.

**Solicitor & Engineer left at 9:10 pm.**

## **6. PLANNING COMMISSION**

- a) Planning Commission Meeting October 18 – Planning Commission Chairman Conrad Eiben gave a report of the meeting on October 18. The meeting was in regards to a development idea off of Senft Road and the interested parties are gathering information to decide whether to proceed.

## **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, Councilman Thomas seconded and the motion passed 4-0.
- b) 2018 Budget – Budget was not advertised after previous meeting because of the need to shift funds from Miscellaneous Expenses to the Reserve Account. Councilman Thomas made the **motion** to advertise the 2018 Budget, Councilman Thoman seconded and motion passed 4-0.

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

- a) Operations – Received letter from C.S. Davidson regarding the submission of a Water Quality Permit Amendment Application to DEP.
- b) Next meeting is scheduled for November 8 and December 4 at 7:00 pm.
- c) Borough Term for Jim Sanders Expires 12/31/2017 – Borough will need to fill the 5 year position.

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

- a) Permit & Ordinance Violations October Report – Council reviewed the report.

## **10. MAYOR’S REPORT**

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

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – November Reviewed.
  - Lights on Square – Masimore is working on the updates.
  - Basketball Court – Update
  - Shed – Estimate for Painting (Outside). In progress.
  - ServPro – Vice President Loeffler will meet with representative on November 16 to go through building and mark where the utilities are located coming into the building.
  - 49 York Street – Loeffler’s and Maintenance Person worked on the drain in the back of the property located at 49 York Street. They made repairs that were needed.
- b) Finance – Chairperson A. Loeffler
  - YATB – Report was given.
- c) Lights, Water & Gas – Chairperson Thoman.
  - One light outage was reported in the Borough Circle.

- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report.
  - Spring Grove Ambulance Report – Received October Report and reviewed.
  - Security Cameras – Received quote (\$2940) from Markle Security for two more cameras on the square. Councilwoman Loeffler made the **motion** to accept the quote and purchase the additional cameras from 2017 funds, Councilman Thomas seconded and the motion passed 4-0.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Weeds and Trees on W. Sunset View Street – Residents made improvements and will continue to monitor.
  - Holes on Spruce Street – Update
  - Entrance to Shed Lot on Cherry Street – Entrance has been blocked and council agreed to keep entrance opened.
- g) Borough Projects – D. Loeffler & Z. Thoman
  - Borough Building – Council decided to move forward with repairs to current borough building and drop the interest in building a new one. Cost of new building would be substantial verses current building repairs.
  - Correspondence Received – Vanguard Modular Building Systems
  - Borough Building Windows – Working on Specs.
  - Borough Building Electric Updates – Report

## 12. NEW BUSINESS

- a) Council President Request – President Stauffer made a request by memo to council to give Vice President Loeffler the same wage rate that Council President receives while he is filling in for Council President and President Stauffer will receive regular council wage while he recuperates from surgery. Councilman Thoman made the **motion** to accept President Stauffer’s request, Councilman Thomas seconded and the motion passed 3-0 and Vice President Loeffler abstained.
- b) Borough Council Meetings for 2018 – Councilman Thoman made the **motion** to advertise the Borough Council Meeting schedule for 2018, Councilwoman Loeffler seconded and the motion passed 4-0.
- c) Zoning Hearing Board Appointment – Term for Tom Baum expires at the end of 2017. The Borough received two appointment requests which were from borough residents, Tom Baum and Conrad Eiben. Conrad Eiben was in attendance and made a request in person for consideration for the appointment to the Zoning Hearing Board. He then left the meeting. Councilman Thoman made the **motion** to appoint Tom Baum for the three-year term to the Zoning Hearing Board, Councilman Thomas seconded and a vote was taken, two yes votes and two nay votes. The nay votes were Councilwoman Loeffler and Vice President Loeffler. Mayor Sanders voted to break the tie with a nay vote. Motion failed. Vice President Loeffler made the **motion** to appoint Conrad Eiben to the three-year term to the Zoning Hearing Board, Councilwoman Loeffler seconded and a vote was taken, two yes votes and two nay votes. The nay votes were Councilman Thomas and Councilman Thoman. Mayor Sanders voted to break the tie with a yes vote. Motion passed.
- d) SEK&Co – Auditor’s Engagement Letter for 2017, 2018 and 2019. Councilwoman Loeffler made the **motion** to accept Smith Elliott Kearns & Company, LLC Auditor’s Engagement Letter, Councilman Thomas seconded and the motion passed 4-0.
- e) Hersh Concepts – 2018-2019 Mowing Contract. Vice President Loeffler made the **motion** to accept the mowing contract from Hersh Concepts for 2018 and 2019, Councilman Thoman seconded and the motion passed 4-0.
- f) Brokenshire Snow Removal – 2018 Contract. Councilman Thoman made the **motion** to accept the 2018 Snow Removal Contract from Fred Brokenshire, Councilwoman Loeffler seconded and the motion passed 4-0.

- g) Fitzpatrick Lot Rental – New Contract beginning 2018. Councilman Thoman made the **motion** to approve the new lot rental contract with Sandra Fitzpatrick with the understanding that the driveway entrance on Cherry Street needs to remain open, Councilwoman Loeffler seconded and the motion passed 4-0.
- h) Elliott Productions Lot Rental – New Contract beginning 2018. Vice President Loeffler made the **motion** to approve the new lot rental contract with Elliott Productions, Councilman Thoman seconded and the motion passed 4-0.

**13. OLD BUSINESS**

- a) Personnel Manual – Additional pages for review by council include Disciplinary Actions, Grievance Procedures and Maintenance Personnel “Call In” Procedure.

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

**15. CORRESPONDENCE**

- a) Erdman Animal Control Services – Report
- b) York County Transportation Coalition Meeting – Follow up information
- c) York County Growth Management Plan – Draft is available for public review.
- d) PSAB Update – November
- e) York County Community Foundation – Municipal Outreach

**16. MEETING AND TRAININGS**

Organization	Subject	Date
YCBA	YC Borough Association Meeting – The Great American Saloon	Nov. 11 (Sat.) 6:00pm
YCPC	Monthly Meeting	Nov. 21 @ 7 pm
DCNR	Dept. of Conservation & Natural Resources – Grant Workshops and Webinars	January thru April 2018
PSAB	Annual Conference – 2018 Hershey Lodge	June 10 – 13, 2018
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>	Nov. 12 @ 5pm Nov. 26 @ 2pm

**17. ADJOURNMENT** – Councilwoman Loeffler made the **motion** to adjourn at 11:00 pm., Councilman Thomas seconded and the motion passed 4-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary