

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, DECEMBER 1, 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

## **In Attendance:**

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

## **Resident In Attendance:**

Amy LeVault, 50 Baltimore St.

## **Non-Resident In Attendance:**

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

President Marlyn Stauffer called the December 1, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

### **2. NOVEMBER 3, 2014 MINUTES**

Councilman Heltzel made the **motion** to approve the November 3, 2014 minutes, Councilman Loeffler seconded and the motion passed 6-0.

### **3. PUBLIC COMMENTS**

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

- a) "No Parking" Sign Ordinance – Committee will prepare the street names for the "No Parking" ordinance for next council meeting. Solicitor will then draft an ordinance.
- b) Ordinance 2014-02 Tax Rate – Councilman Heltzel made the **motion** to adopt Ordinance 2014-02 Tax Rate for 2015, Councilwoman Loeffler seconded and the motion passed 6-0.
- c) Budget 2015 – Councilman Heltzel made the **motion** to adopt the 2015 Budget, Councilwoman Loeffler seconded and the motion passed 6-0.
- d) Animal Control Services Contract for 2015 – Mr. Kim Erdman attended and gave a report of his services that he offers. Council will review his contract before council's next meeting.
- e) Blight Properties – Concerns regarding some properties within the borough that could be considered a public nuisance or dangerous to the public and as a borough council are there any legal avenues available to protect our residents. There is an Act called Municipal Housing Code Avoidance which might offer assistance to the problem but probably would not help with the situation at hand. Another Act called Neighborhood Blight Reclamation and Revitalization Act does empower municipalities to take legal action against owners of deteriorating properties. Council will continue to review the situation.
- f) The New Borough Code Book ("Title 8") – Solicitor reviewed some revisions to the Borough Code Book. New copies are in the office.
- g) Brokenshire Snow Plowing Agreement – Councilman Loeffler made the **motion** to approve agreement, Councilman Heltzel seconded and the motion passed 6-0.

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

- a) 2014 Street Improvements – Still waiting for the final paper work from contractor.
- b) 5-Year Plan – Plan has been updated per Engineers November Report. Adjustments may be needed when we finalize the Hanover Street Sidewalk Project.
- c) ADA Block Grant – The York Planning Commission voted on the list and we are on short list.

- d) Hanover Street Sidewalk Project – Contract time schedule was reviewed. Engineer will prepare draft plans and we will set up a meeting with the residents to look at the plans with our engineer. We will arrange two meetings for Tuesday January 6, one at 4:00 pm and 6:00 pm, and we will notify the residents by mail.
- e) Utility Partnership Seminar – C.S. Davidson is sponsoring a seminar to share information between Municipalities and our local utilities.

**Solicitor & Engineer left meeting at 8:33 pm.**

## **6. PLANNING COMMISSION**

- a) Planning Commission Vacancy – Councilman Heltzel made the **motion** to appoint Dan Gibson to the Borough Planning Commission to fill the vacancy position which ends 12/31/16, Councilwoman Roser seconded and the motion passed 6-0.

## **7. TREASURER’S REPORT**

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for November – Councilman Heltzel made the **motion** to accept the Treasurer’s Report, Councilwoman Loeffler seconded and the motion passed 6-0.
- b) Certificate of Deposit – The Centennial Funds (CD) have been renewed for 10 months at .55% (Maturity Date 9/10/15).

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

- a) Operations Update – Rates will be increase starting January 1, 2015.

## **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
  - Pick-up Truck needs Alignment – Councilman Heltzel made the **motion** to have the borough truck alignment done, Councilman Loeffler seconded and the motion passed 6-0.
  - Training New Maintenance Person – Reviewed
  - Winter Preparations:
    - ✓ Tractor power steering does not work. We will wait till after January 1 to get repairs.
    - ✓ Cinder barrels will need to be placed in the borough.
  - Insurance on Artifacts – Waiting for quotes.
  - Square Progress – Update, working on plaque ideas.
- b) Finance – Chairperson A. Loeffler
  - Finance committee needs to meet around the first of year to look at any money surplus that could be used towards the Hanover Street Sidewalk Project.
- c) Lights, Water & Gas – Chairperson Roser
  - Outlets on Square – Discussed ways of keeping the outlets safe and working.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report – Councilwoman Loeffler gave report.
  - Met-Ed – Rate change classification was changed for the Fire Company but they need to get the Met-Ed Account changed from the Jefferson Borough as the customer to the Jefferson Volunteer Fire Company Account.
- e) Solid Waste & Sewer – Chairperson Jackson

f) Streets & Sidewalks – Chairperson D. Loeffler

- Street Repairs by Fire Hall – York Water did not complete repairs by the Hydrant next to the Fire Hall. They claim that they are not responsible for the damage.
- Speed Limit Monitor Machine – Need to research.
- Storm Drain Clean Out – Spring Grove Borough will do the job for \$50.00 per hour. They recommend that we do not do it in the winter and wait for spring. We need to check the drawing for the storm drains on Hardwood Terrace going into the Codorus Estate Development. It appears to have some problems.

**12. NEW BUSINESS –**

- a) Junior Councilman – We would like to fill the position if possible. We will advertise in our next newsletter.

**13. OLD BUSINESS**

**14. PUBLIC COMMENTS**

**15. CORRESPONDENCE**

1. YC Assessment Office – 2015 Assessment Values
2. YCEA – The Rising Role of York County in State Politics Dec. 2
3. PSAB – December Updates (News & Notes) In Packet
4. Habitat for Humanity – Sampere Family Build located in Spring Grove sponsored by People’s Bank and Glatfelter, scheduled for spring of 2015, volunteers needed.
5. YCDES – York County Dept. of Emergency Services January Quarterly Training Jan. 3 & Jan. 7
6. YCPC LTAP SUMMER SCHEDULE – Schedule is in the Office
7. GFOA PA – Government Finance Officers Assoc. Annual Statewide Conference April 26 – 28, 2015
8. 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.
9. PSAB WEBINARS:
  - Rethinking Our Historic Places as Community and Economic Assets – Dec. 4
  - New Developments in Municipal Finance Law – Dec. 10

**16. ADJOURNMENT**

Councilman Heltzel made the **motion** to adjourn at 9:20 pm., Councilman Jackson seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary