

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, DECEMBER 2, 2013

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

President Marlyn Stauffer

President Pro-Tem Dave Loeffler

Councilwoman Anne Loeffler

Councilman Jon Ritz

Solicitor Glenn Miller

Mayor Jim Sanders

Vice-President Dawn "Pat" Roser

Councilman Sam Heltzel

Councilwoman Jennifer Ritz

Secretary/Treasurer Janny Graham

Engineer Chris Toms

Absent:

1. PLEDGE TO THE FLAG

President Stauffer called the December 2, 2013, regular meeting of the governing body to order at 7:05 p.m. and led the Pledge of Allegiance.

2. COUNCIL COMMENTS & BOROUGH BUSINESS

- a) President Stauffer on behalf of the Council thanked Anne and Dave Loeffler for the volunteer work they did in cleaning out items from the building. The project was a large task but a job well done.
- b) Thanks and appreciation was given to Jon Ritz for his service as Jefferson's First Junior Councilman for the Borough and was awarded a plaque of recognition.
- c) The Borough accepted the resignation of Dave Ritz from the Borough Council. Councilwoman Loeffler made the **motion** to appoint Jon Ritz to the vacant council position until the end of the term which expires 12/31/15, Councilman Heltzel seconded and the motion passed 6-0. Mayor Sanders performed the Oath of Office for newly appointed Councilman Jon Ritz.
- d) Special thanks and appreciation to Councilwoman Pat Roser for her 16 years of service who will be leaving her council position at the end of her term, 12/31/13. The Council Borough gave her a stool with an attached metal plate with her name and dates of service. The members of the council wrote personal messages and signed the stool also.

3. MINUTES

Councilman Loeffler made the **motion** to approve the November 4, 2013 minutes, Councilwoman Roser seconded and the motion passed 7-0.

4. PLANNING COMMISSION REPORT

No action to report.

5. SOLICITOR'S REPORT

- a) **Subcontract Agreement Form** – Discussed and reviewed options. Solicitor will redo an agreement for the borough to use for work done by non employees.
- b) **Ordinance 2013-02 Tax Rate for 2014** – Councilman Loeffler made the **motion** to adopt Ordinance 2013-02, Tax Rate for 2014, Councilman Heltzel seconded and the motion passed 7-0.
- c) **2014 Budget** – Councilman Heltzel made the **motion** to approve the 2014 Budget, Councilwoman Loeffler seconded and the motion passed 7-0.
- d) **Resolution 2013-09 Disposition of Public Records** – Councilman Loeffler made the **motion** to approve Resolution 2013-09, Disposition of Public Records, Councilman Ritz seconded and the motion passed 7-0.

- e) **Maintenance of Right-of-Ways** – Discussion regarding Right-of-Ways and the violations of not maintaining them. Borough Ordinance Chapter 171, Section 171-5 & 171-7 clearly states that is the duty of persons in Jefferson Borough to maintain the Right-of-Ways and the violation is in Section 171-8 and enforcement of Ordinance Section 171-9. The Solicitor stated that if the borough takes care of a property violation issue they may invoice the owner of the property for the cost of taking care of the violation and charge an additional 10% to the invoice.
- f) **Cannon Carriage Bid** – Solicitor stated because of the uniqueness of the project it would not require bids.

6. ENGINEER'S REPORT

- a) **CFR Partners/Townhomes** – C.S. Davidson has been providing inspections on items listed on the public improvements security estimate, and the majority of the work is complete.
- b) **2013 Street Improvements**
- c) **Pave Demonstration/5 Year Plan** – Engineer will prepare a 5 year plan for street improvements within the borough.
- d) **Street Work Report**
 - Cherry Street Sink Hole – We will keep on agenda until we are able to repair the road.

Solicitor Smith left meeting at 8:10 p.m.

7. COUNCIL PRESIDENT REPORT

Gray Subdivision – President Stauffer is asking council for approval to set up a meeting with Mr. Gray or Representatives for him to discuss possibilities of developing the land that initially was approved for developing. Borough Engineer would not be involved with the first meeting but if necessary any following meetings. Council approves and President Stauffer will contact Mr. Gray.

8. PUBLIC COMMENTS

Amy LeVault reported about people hitting the curb and causing flat tires next to Borough parking lot. Council approved to put curb reflector strips on curb.

Engineer Toms left meeting at 8:35 p.m.

9. TREASURER'S REPORT

- a) Cash Flow Report, November Income & Expense Reports – Reports were reviewed. Councilman Heltzel made the **motion** to approve the Treasure Report, Councilwoman Roser seconded and the motion passed 7-0.
- b) Council approved establishing a Reserve Fund for miscellaneous operating expenses and future projects. Deposits will come from donations for projects and the discretion of the Council. Checks will not be written from account but when funds are needed they will be transferred to the General Account for disbursement.

10. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) **Update on Administrative Changes & WWTP Operations** – Spring Grove Borough has control of the office administration. Treatment Plant will be taken over by Spring Grove Borough by January 1, 2014.
- b) **Borough Representative for 2014-2018 Term Position 2** – Councilwoman Loeffler made the **motion** to appoint Amy LeVault as the Borough Representative for the Jefferson Codorus Joint Sewer Authority, Councilwoman Roser seconded and the motion passed 7-0.

11. ZONING/PERMIT OFFICER

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

12. MAYOR'S REPORT

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

13. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) **Building, Property and Supply** – Chairperson Sam Heltzel
 - Maintenance List – December list reviewed and updated.
 - Cannon Restoration & Carriage – Updated previously in meeting.
 - Small WWI Gun – Needed extra work on wheels. When it is done it will be stored until the square is ready to secure it.
 - Spreader – Hoist needed to put spreader onto truck. Marlyn will check into purchasing one.
 - Shed – There needs to be better lighting inside the shed. Councilman Heltzel made the **motion** to get a quote for lights in the shed, Councilman Loeffler seconded and the motion passed 7-0.
 - Spreader – Question regarding whether salt should be left in spreader, Marlyn will call dealer to get information.
- b) **Lights in Office & Council Room** – Councilman Heltzel made the **motion** for new lights to be put in for the office and the council room depending on price, Councilwoman Loeffler seconded and passed 7-0. President Stauffer will check regarding pricing.
- c) **Finance** – Chairperson Jennifer Ritz
 - Nothing to report
- d) **Lights, Water & Gas** – Chairperson Dawn Rose
 - Nothing to report
- e) **Public Safety and Welfare** – Chairperson Anne Loeffler
 - JVFC
 - Fire Police has been contacted to help with the Santa on the square event.
 - Report of incidents and responses were given.
 - Issues were discussed at their meeting, nominations of officers took place, flashing lights on garage for warning a problem for some people, Dutch Supper parking problems.
 - Annual Fowl Party Dec. 6. – Councilwoman Loeffler made the **motion** to approve the Fire Company's Annual Fowl Party, Councilwoman Roser seconded and the motion passed 7-0.
- f) **Solid Waste and Sewer** – Chairperson Jon Ritz
 - GHI Sewage Enforcement Services – Councilman Loeffler made the **motion** to approve the reappointment of GHI Engineers for Sewage Enforcement Services for the Borough, Councilman Heltzel seconded and the motion passed 7-0.
- g) **Streets and Sidewalks** – Chairperson Dave Loeffler
 - Snow Removal Back-ups
 - Contract Received from Brokenshire.
 - Employee forms sent to Thoman and Miller for signatures.
 - Barrels were requested and placed in the borough.

14. NEW BUSINESS

- a) **SEK & Co Agreement for 2013 Audit** – Councilwoman Ritz made the **motion** to approve Smith Elliott Kearns & Company to do the borough's 2013 Audit, Councilman Heltzel seconded and the motion passed 7-0.

15. OLD BUSINESS – Nothing to report.

16. CORRESPONDENCE

- YC Planning Commission – Received YC Watershed Implementation Plan (WIP)
- PSAB – Borough News Subscriptions
- PSAB – Financial Assistance available through sustainable neighborhood assessment (www.globalgreen.org) click “news”.
- PSAB – Council Reorganization Meeting set for January 6, 2014.
- PSAB – Elected Officials Seminar (2/8/14 – 9 a.m. to noon)
- PSAB – Newly Elected Municipal Officials Training (2 day training, cost \$200 for members, details found at 222.boroughs.org click “training”.
- YC Planning Commission – Received Schedule of Fees for 2014
- YC Planning Commission – 2014 Annual Action Plan has been approved.

17. ADJOURNMENT

Councilman Heltzel made the **motion** to adjourn at 10:10 pm, Councilman Ritz seconded and the motion passed 7-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary