

BOROUGH OF JEFFERSON COUNCIL MEETING

MONDAY, DECEMBER 7, 2015

P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311

York County • Pennsylvania

In Attendance-Council:

President Marlyn Stauffer
Vice President Dave Loeffler
Councilwoman Dawn Roser
Councilwoman Anne Loeffler
President Pro Tem Amy LeVault

In Attendance:

Mayor Jim Sanders
Solicitor Glenn Smith, CGA Law Firm
Engineer Chris Toms, C.S. Davidson
Secretary/Treasurer Janny Graham

Absent:

Councilman Sam Jackson

1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the December 7, 2015 Public Hearing and the Regular Meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. PUBLIC HEARING

a) Amending Zoning Ordinance – Ordinance No. 2015-01 (Accessory Uses and Structures). Meeting was opened for public discussion regarding the fencing of swimming pools on lots with more than one front yard. Some questions were addressed and answered. Councilman Loeffler made the **motion** to adopt Ordinance No. 2015-01, Amending the Zoning Ordinance, Accessory Uses and Structures, Councilwoman Roser seconded and the motion passed 5-0. Public Hearing was closed and the Borough Regular Meeting was opened.

3. NOVEMBER 2, 2015 MINUTES

a) Councilwoman Roser made the **motion** to approve the November 2, 2015 Minutes, Councilman Loeffler seconded. Councilwoman Loeffler made notice of a correction needed to the minutes under the Finance Committee comments the YATB Tax Collection Fee is not being increased from 2% to 2 ½% as the draft minutes stated. That will be omitted from the final minutes. The motion passed 5-0.

4. PUBLIC COMMENTS

Residents were in attendance to question Police Coverage. Council will be scheduling a meeting for the public in the spring of next year for discussion.

5. SOLICITOR'S REPORT

- a) Amending Zoning Ordinance #2015-01 – Adopted.
- b) Ordinance No. 2015-02 – Councilman Loeffler made the **motion** to adopt Ordinance No. 2015-02, 2016 RE Tax Rate with no rate increase, Councilwoman LeVault seconded and the motion passed 5-0.
- c) Old Bush Hogg – Selling requirements for borough property items that are valued \$1000 or more need to be advertised and have bids. Bush Hogg's value is below \$1000.
- d) 2016 Zoning Hearing Board Solicitor – Discussion regarding appointment of a new solicitor for the 2016 Zoning Hearing Board. Council will review and collect more information.
- e) Solicitor 2016 Rates – Council reviewed borough solicitor's hourly fee increase for 2016.

6. ENGINEER'S REPORT

a) Engineer 2016 Rates – Council reviewed borough engineer's fee increases for 2016.

- b) Engineer will attend the December 16 Planning Commission meeting. He will send his report regarding the Dollar General Store to the office prior to the meeting for members to review.

Engineer and Solicitor left meeting at 7:26 pm.

7. 2016 BUDGET

- a) 2016 Budget – Councilwoman Loeffler made the **motion** to adopt the 2016 Budget for the borough, Councilwoman LeVault seconded and motion passed 5-0.

8. PLANNING COMMISSION

- a) Planning Commission Chairman Eiben attended meeting and reported that he met with the borough Zoning Officer Smith and reviewed the information regarding the Dollar General Store in preparation for the December 16 Meeting.
- b) Planning Commission Members Term Ending – Planning Commission members, Conrad Eiben and Al Groth, terms end 1/4/16. Both members have agreed to accept another 4 years on the planning commission.

9. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for November – Councilwoman Loeffler made the **motion** to accept the Treasurer’s Report, Councilwoman LeVault seconded and the motion passed 5-0.

10. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Sewer rates will increase in January 2016. Refinancing the loan is in progress.

11. ZONING/PERMIT OFFICE

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

12. MAYOR’S REPORT – Nothing to Report

13. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson
- The engraved stone slab with the donation names, has been placed on the circle.
 - Maintenance List – December list was reviewed.
 - Insurance on Artifacts – Letter has been sent to Mr. Taylor for quotes of value for artifacts. President Stauffer will contact Mr. Taylor to get quotes.
 - Square Progress –
Councilwoman LeVault presented a picture and a quote for 4 cement pillars.
Councilwoman Loeffler made the motion to purchase the cement pillars for the amount of \$380, Councilwoman LeVault seconded and the motion passed 5-0.
 - Swell at Maintenance Shed (Straw) – Will still need to be fixed at some point.
 - Park Area – Chain link back stop has been repaired.
 - Park Area – Court & Play Equipment needs repairs. (Slide needs removed for safety reasons)
 - Carpet for Office & Council Rooms – Installation has been delayed.
 - Building Interior Walls – Repairs are completed, ready for paint. Paint will need to be purchased and council agreed to have the maintenance person do the painting.
 - Bush Hogg – Councilwoman Loeffler made the **motion** to take the Bush Hogg to McGrew Auctions at Seven Valleys to sell, Councilwoman Roser seconded and the motion passed 5-0.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
- YATB – Report is filed in office.

- c) Lights, Water & Gas – Chairperson Roser
 - Electric Outlets on Square – Outlets have been repaired. Light on front of building needs repaired or replaced. President Stauffer will look into getting it fixed.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Cameras on Square – Continue to gather information.
 - JVFC – Councilwoman Loeffler gave report. Mayor will contact Fire Company to arrange for the swearing in of the fire fighters for 2016.
- e) Solid Waste & Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Storm Drain Map Layout – In progress.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

14. NEW BUSINESS

- a) SEK&Co. – Auditor Appointment for 2016. Councilwoman Loeffler made the **motion** to appoint SEK&Co. as Borough Auditors for the year 2016, Councilwoman LeVault seconded and the motion passed 5-0.
- b) Zoning Hearing Board Member Term Ending – Richard Yingling’s 3 year term is ending 1/4/2016 and he has agreed to accept another 3 year term.
- c) Vacancy Board Position – Daniel Kauffman volunteered to accept the Vacancy Board Position which will be appointed at the January meeting.
- d) Zach Thoman attended the meeting to let council know he has been contacted by the county and he was elected for the 2 year council position. He will take office at the January meeting.
- e) Daniel Kauffman attended the meeting to let council know he has been contacted by the county and he was elected Borough Constable and he will take office at the January meeting.

15. OLD BUSINESS

- a) Mail Box Placement Issues – Will be setting public meeting for 2016.
- b) SWRP Coverage – Will be setting public meeting for 2016.

16. PUBLIC COMMENTS – No Comments

17. CORRESPONDENCE

Organization	Subject	Date
PA COSTARS	Adding Services to COSTARS – Infor. in Packet	
YCPC	Planning Perspectives: Newsletter – Infor. In Packet	
YCDES	Quarterly Training – EMC	Jan. 6 (9 am)
YCDES	Elected Officials Seminar (Winter Weather Preparedness	Feb. 6 (9 am)
PA ONE CALL	Board Meeting	Jan. 27 (9am–11:30am)
PA ONE CALL	Annual Meeting	Following Board Mtg
PSAB	Education Courses: www.classes.boroughs.org	
PSAB	Webinars: www.boroughs.org	

18. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 8:28 pm., Councilwoman LeVault seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary