

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
MONDAY DECEMBER 5, 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:

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

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the December 5, 2016, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. NOVEMBER 7, 2016 MINUTES

a) Councilman Loeffler made the **motion** to approve the November 7, 2016 Minutes, Councilwoman LeVault seconded and the motion passed 5-0.

3. PUBLIC COMMENTS – No Comments.

4. SOLICITOR'S REPORT

- a) Ordinance No. 2016-02 (Dangerous Structure Removal) – Solicitor is researching and will address again next meeting.
- b) Zoning Hearing November 30 (Driveway Variance on York Street) – Solicitor attended meeting and supported the Council's reasons for not approving the variance. The Zoning Hearing Board will meet December 28 to give their decision.
- c) Ordinance No. 2016-03 (Withdraw from Intermunicipal Agreement for Zoning Officer) – Ordinance was advertised and is ready for approval. Councilman Loeffler made the **motion** to approve Ordinance No. 2016-03, Withdraw from Intermunicipal Agreement for Zoning Officer, Councilwoman LeVault seconded and the motion passed 5-0.
- d) Ordinance No. 2016-04 (2017 RE Tax Rate) – Ordinance was advertised and is ready for approval. Councilwoman LeVault made the **motion** to approve Ordinance No. 2016-04, 2017 RE Tax Rate, Councilwoman Loeffler seconded and the motion passed 5-0.
- e) Spring Grove Intergovernmental Coop Agreement for 2017 (Zoning & Code Enforcement) – Agreement is ready for advertisement. Councilman Loeffler made the **motion** to advertise the 2017 Agreement with Spring Grove, Councilwoman LeVault seconded and the motion passed 5-0.
- f) Employee Handbook – Solicitor gave a pricing to do handbooks, with a template between \$500 to \$750, otherwise between \$750 to \$1000.
- g) Resolution for Square Fund – Solicitor had a draft of the Resolution. Discussion was to have a separate bank account for the funds and designate in the resolution the name of the account for future clarification.
- h) Policy or Resolution for Guidelines with Public Video of Council Meetings – Review for later.
- i) Appraisal for Building – President Stauffer talked with Mr. Finkelstein with Rock Properties and received a quote for an appraisal of \$695 for the purpose of selling the Borough Building and Lot.
- j) Rosewood Development – Engineer Stahlman has requested if new drawings were submitted with single dwellings instead of duplexes and townhomes would the borough be willing to approve the changes. Council agreed they would be interested in looking at a **sketch plan** to better understand the changes the developer wants to make and proceed from that point.
- k) Hanover Street Sidewalk – Received letter from resident.

5. ENGINEER'S REPORT

- a) Burns Road Culvert – The Northeastern York County Sewer Authority finished the project and the Engineer will pick up the DVD and review it.
- b) 5 Year Street Improvement Plan – Preparations will begin towards starting preliminary work such as testing road material.
- c) E. Sunset View Street – Storm water drainage was discussed for this area and what solutions are available. Engineer will continue to do research.
- d) Borough Property Survey – Engineer's estimate is around \$1000 or less if pins are found.

Solicitor and Engineer left meeting at 8:05 pm.

6. PLANNING COMMISSION

- a) November Meeting Review – Chairman Eiben gave report regarding 49 York Street driveway variance application. The Planning Commission reviewed the application of Seth Rohrbaugh for a dimensional variance for his property at 49 York Street pertaining to the driveway width from the ordinance permitted width of 20 feet to 38 feet. The planning commission reviewed the standards required to authorize a variance as stated in the application and in the opinion of the Borough Planning Commission the standards for granting a variance were not met according to the zoning ordinance.

7. TREASURER'S REPORT

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

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Reviewed.

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 List – December reviewed.
 - Snow Removal – Councilman Loeffler made the **motion** to approve the 2017 Snow Removal Contract with Fred Brokenshire, Councilman Thoman seconded and the motion passed 5-0.
 - Salt Spreader – Repairs are needed to get the large salt spreader working. The small salt spreader is not working at the present and will need repairs.
 - Playground Age Limit Signs – President Stauffer will research information.
 - Mulch for Playground Area – Councilwoman LeVault has been working on it and will continue.
 - Replace Eagle on Dough Boy – President Stauffer will continue to research.
 - Security Cameras and Front Door – Councilwoman LeVault made the **motion** to use the funds that were allocated for the Spring Grove Zoning Officer truck to help purchase the security system for the front door of the building and any funds remaining will be applied to the Borough Truck Fund, Councilwoman Loeffler seconded and the motion passed 5-0.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
 - YATB – Councilwoman Loeffler gave report.
 - Tax Collector Report – President Stauffer reported on Taxes not paid for 2016.

- c) Lights, Water & Gas – Chairperson Thoman
 - Outages – New outage located at the corner of Church Street and Baltimore Street.
- 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
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

12. NEW BUSINESS

- a) Erdman Animal Control Service – Councilman Loeffler made the **motion** to approve the 2017 Erdman Animal Control Service Contract, Councilman Thoman seconded and the motion passed 5-0.
- b) SPCA of York County – Councilman Loeffler made the **motion** to approve the SPCA 2017 Agreement, Councilwoman LeVault seconded and the motion passed 5-0.
- c) RE Tax Collection Fees – Discussion regarding the county is reviewing the pay for Tax Collectors, may be decreased. Councilwoman Loeffler made the **motion** to keep the Borough Tax Collector rate at 5%, there was no second and the motion died. Councilman Thoman made the **motion** to lower the rate to 3%, there was no second and the motion died.
- d) Councilman Loeffler made the **motion** to accept the resignation of Sam Jackson as the alternate to the Zoning Hearing Board, Councilman Thoman seconded and the motion passed 5-0.
- e) Zoning Hearing Board Alternate – 3 Year Term. Council will need to find a resident to fill the alternate position.
- f) Council Wage Increase for 2018 – Discussion by Council, no action taken to change.

13. OLD BUSINESS

- a) NIMS Certification for Office Files – Update.

14. PUBLIC COMMENTS – No Comments.

15. CORRESPONDENCE

16. MEETING AND TRAININGS

	Organization	Subject	Date
	YCPC	Monthly Meeting	Dec. 20 @7:00pm
	PSAB	Inside Pennsylvania Boroughs (PCN TV)	Dec. 11 @ 5:00pm
	YCDES	Qtrly Training: https://yorkcountypa.gov/emergency-services	Jan. 4, 7
	PSAB	2017 Annual Conference – Hershey Lodge	May 7-10, 2017
	YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp	
	PSAB	Education Courses: www.classes.boroughs.org	
	PSAB	Webinars: www.boroughs.org	PSAB Training

17. ADJOURNMENT – Councilwoman LeVault made the **motion** to adjourn at 9:52 pm., Councilman Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary