

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
MONDAY, DECEMBER 4, 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
President Marlyn Stauffer

In Attendance:

Engineer Chris Toms, C.S. Davidson
Secretary/Treasurer Janny Graham

Absent:

Solicitor Devon Myers, CGA Law Firm
Mayor Jim Sanders

1. CALL TO ORDER AND PLEDGE TO THE FLAG

Vice-President Dave Loeffler called the December 4, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. NOVEMBER 6, 2017 MINUTES

a) President Stauffer made the **motion** to approve the November 6, 2017 Minutes, Councilman Thomas seconded and the motion passed 5-0.

3. PUBLIC COMMENTS

- a) Rental Lot at Shed – Issue regarding the entrance from Cherry Street into the shed lot. Tenant, Sandy Fitzpatrick, was in attendance and stated her position regarding the entrance. Council agreed to allow the area of the entrance to be used by Ms. Fitzpatrick through 2018 and they will re-evaluate the situation for the 2019 contract.
- b) 6 Highland Fence in Right-Of-Way – Mr. and Mrs. Kesecker of 6 Highland Avenue were in attendance to discuss their fence that was erected in the Borough Right-of-Way. Because the Zoning Officer granted the permit according to their drawings, Council agreed that the borough should help with the cost to move the fence. President Stauffer made the **motion** to have the borough pay \$400 toward the total cost of \$800 to move the fence out of the Right-of-Way, Councilwoman Loeffler seconded and the motion passed 4-1 with Councilman Thoman voting no.

4. SOLICITOR'S REPORT

- a) 49 York Street Variance Appeal – Solicitor filed the appeal on November 13 to the Commonwealth Court of PA.
- b) Ordinance No. 2017-06 (No Parking) – Update, on hold.
- c) Ordinance No. 2017-08 (Violation Ticketing) – Update, Solicitor is preparing.
- d) Resolution No. 2017-10 (Opt Out Casino) – Ready for Approval. President Stauffer made the **motion** to approve Resolution No. 2017-10, Councilwoman Loeffler seconded and the motion passed 5-0.
- e) Ordinance No. 2017-07 (2018 RE Tax Rate) – President Stauffer made the **motion** to advertise Ordinance No. 2017-07, Councilman Thoman seconded and the motion passed 5-0.
- f) PennWaste Trash Contract – Vice President Loeffler made the **motion** to approve signing the new PennWaste Trash Contract, President Stauffer seconded and the motion passed 5-0.

5. ENGINEER'S REPORT

- a) 2018 Street Improvements – Reviewed the plan for the Borough Street Improvements. President Stauffer made the **motion** to have the engineer move forward with the bidding preparations for the 2018 Street Improvements, Councilman Thoman seconded and the motion passed 5-0.
- b) Building Windows – Council will continue to research options for window replacements.

Engineer Left – 8:25 pm.

6. PLANNING COMMISSION

- a) No Meeting was held in November.
- b) 19 Starlite Drive – Council has become aware that the residents at 19 Starlite Drive are running a business out of their home that appears to be in violation of the borough zoning ordinance. Councilman Thoman made the **motion** to inform the Zoning Officer and have him look into the matter, President Stauffer seconded and motion passed 5-0.

7. 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, President Stauffer seconded and the motion passed 5-0.
- b) 2018 Budget – Councilwoman Loeffler made the **motion** to approve the 2018 Borough Budget, Councilman Thomas seconded and motion passed 5-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) The meeting scheduled for December 6 has been cancelled. The next meeting will be January 3, 2018.
- b) Borough Term for Jim Sanders – Expires 12/31/2017.

9. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations November Report – Reviewed report.

10. MAYOR’S REPORT

- a) No Report.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Vice President Loeffler met with the representative from ServPro and went through the building. We will receive a report for the different utility locations throughout the building.
 - Winter Preparations – President Stauffer made the **motion** to get rock salt for specific areas within the borough, Councilman Thoman seconded and the motion passed 5-0.
 - Maintenance List – December Reviewed.
 - Lights on Square – Added receptacles have been completed but the LED lights are not currently installed.
 - Basketball Court – Waiting for a call back for estimate.
 - Shed – Received an estimate for painting (outside) of shed. Council members will check on other contact information.
- b) Finance – Chairperson A. Loeffler
 - YATB – Gave Report.
- c) Lights, Water & Gas – Chairperson Thoman.
 - The Square light is out.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC Report.
 - State Police Report – Reviewed PA State Police Report that was sent for the last 12 months.
 - New EMA Radios – Received new Emergency Radios for the office from York County Department of Emergency and they are currently in operation.
 - Spring Grove Ambulance Report – Reviewed November Report.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Violation Letters for Weeds and Trees that were Sent – Vice President Loeffler and Maintenance Person will check to see if residents that received violation letters have complied.
 - Holes on Spruce Street – Spruce Street will be part of 2018 Street Improvement Project.

- g) Borough Projects – D. Loeffler & Z. Thoman
 - Borough Building Windows – Update
 - Borough Building Parking Lot – Update
 - Borough Building Electric Updates – Update

12. NEW BUSINESS

- a) Affidavit of Residency – New Elected and Re-elected Officials are required to submit a notarized affidavit.

13. OLD BUSINESS

- a) Primary & General Elections – Councilman Thoman made the **motion** to require the Primary and General Elections be held in the spare room of the borough building, President Stauffer seconded and the motion passed 5-0.
- b) Tables for Council Room – Vice President Loeffler received a quote for the construction of conference tables from the Pennsylvania Correctional Industries. Council agreed to put the project on hold for the present time.

14. PUBLIC COMMENTS – None

15. CORRESPONDENCE

- a) York County Coordinating Committee – PA One Call System
- b) Spring Grove Borough – Invitation to Borough Office Christmas Party
- c) Springettsbury Township – Recognizing & Honoring Members’ Services
- d) Newly Elected Municipal Officials Boot Camp
- e) PSAB Update – December
- f) PSAB Legislative Update

16. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	Monthly Meeting	Dec. 19 @ 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
YCDDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp	
PSAB	Education Courses: www.classes.boroughs.org	PSAB Courses
PSAB	Webinars: www.boroughs.org	PSAB Training
PSAB	Inside Pennsylvania Boroughs: www.pcselect.com	Nov. 12 @ 5pm Nov. 26 @ 2pm

17. ADJOURNMENT – Councilman Thoman made the **motion** to adjourn at 9:55 pm., Councilwoman Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary