

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**

MONDAY, DECEMBER 2, 2019

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

York County • Pennsylvania

**In Attendance-Council:**

President Dave Loeffler  
Vice-President Frank Thomas  
Pro-Tem Daniel Kauffman  
Councilwoman Anne Loeffler  
Councilman Zach Thoman

**In Attendance:**

Devon Myers, CGA Law Firm  
Engineer Chris Tom, C.S. Davidson  
Secretary/Treasurer Janny Graham

**Absent:**

Mayor Jim Sanders

**In Attendance-Other:**

Brenda Thoman – Resident

**1. CALL TO ORDER AND PLEDGE TO THE FLAG**

President Loeffler called the December 2, 2019 regular meeting of the governing body to order at 7:04 p.m. and led the pledge to the flag.

**2. NOVEMBER 4, 2019 MINUTES**

Councilwoman Loeffler made the **motion** to approve the November 4, 2019 Minutes, Councilman Thomas seconded and the motion passed 5-0.

**3. PUBLIC COMMENTS**

a) No comments.

**4. SOLICITOR'S REPORT**

- a) Resolution No. 2019-09 (2020 RE Tax Rate) – Councilman Thoman made the **motion** to approve Resolution 2019-09, 2020 RE Tax Rate, Councilman Kauffman seconded and the motion passed 5-0
- b) Resolution No. 2019-10 (The Sale of the 1989 Ford Truck) – Councilwoman Loeffler made the **motion** to approve Resolution No. 2019-10, The Sale of the 1989 Ford Truck, Councilman Thomas seconded and the motion passed 5-0.
- c) 1989 F250 Ford Truck Bid – Councilwoman Loeffler made the **motion** to accept the bid for the 1989 Truck, Councilman Thoman seconded and the motion passed 5-0.
- d) 2020 Budget – Councilwoman Loeffler made the **motion** to approve the 2020 Borough Budget, Councilman Thoman seconded and the motion passed 5-0.
- e) Walnut Trees by Playground – Discussion regarding the removal of the Walnut Trees next to playground. President Loeffler will contact 19 Starlite Drive residents to get approval from them to remove trees.
- f) Ordinance Compliance Officer – Discussion for a new borough position that would address ordinance violations such as property maintenance, street and sidewalks, etc. Council agreed to prepare a job description for position before proceeding.
- g) 56 Baltimore Street Violation – Councilman Thoman made the **motion** to have our solicitor proceed with violation against 56 Baltimore Street, Councilman Kauffman seconded and the motion passed 5-0.

**5. ENGINEER'S REPORT**

- a) Burns Road Sewer Manhole – We will schedule H&H to make repairs in the spring.
- b) Hanover/Cedar Street Creek – Waiting for grant funding.

- c) Speed Limit Changes & Sign Placements – Discussed the process needed to change the speed limits on state roads going through the borough. Probably would not be able to change the speed limit. We need to contact PennDot to get information for placement of the 35 MPH sign entering the borough at Berlin Street.

**Solicitor and Engineer Left Meeting – 8:08 pm.**

**6. PLANNING COMMISSION**

- a) No November meeting.

**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, Councilman Thomas seconded and the motion passed 5-0.

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

- a) November 6, 2019 – Councilman Kauffman attended meeting and gave a brief report of current projects and issues.
- b) Next Meeting – January 8, 2020

**9. ZONING/PERMIT REPORT**

- a) Permit & Ordinance Violations – Reviewed and discussed the November report.
- b) Property Maintenance Code – Councilwoman Loeffler reported that the committee is reviewing Spring Grove Borough’s Property Maintenance Code Book.

**10. MAYOR’S REPORT**

- a) No Report

**11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – December list reviewed.
  - Truck Purchase Accessories – Councilman Thomas discussed some additional accessories for new truck. Council decided not to add anything else to the truck at this time.
  - USDA Grant Project for Building – Councilwoman Loeffler gave a brief report that information is still being gathered.
  - Report on Senior Housing – Councilwoman Loeffler reported that we should receive information regarding senior housing from York County Senior Housing Partnership.
  - 2020 Census – It is important that we inform our residents the importance of the census and how it helps the borough to acquire additional funds. The census may be accessed online.
- b) Finance – Chairperson A. Loeffler
  - YATB – Received the monthly EIT report for review.
- c) Lights, Water & Gas – Chairperson Thoman.
  - Street LED Light Research – Will continue to research.
- d) Public Safety and Welfare – Chairperson F. Thomas reported on upcoming events.
- e) Solid Waste and Sewer – Chairperson D. Kauffman
- f) Streets & Sidewalks – Chairperson D. Loeffler.

**12. NEW BUSINESS**

- a) SEK CPAs & Advisors – 2019 Audit Letter of Acceptance. Councilwoman Loeffler made the **motion** to approve SEK CPA to do the borough 2019 audit, Councilman Thomas seconded and the motion passed 5-0.

**13. OLD BUSINESS**

- a) York County – USGS Update & WQM Project (YC Water Quality Management) Received information that was printed and added to packets for review.

**14. PUBLIC COMMENTS**

- a) No Comments

**15. CORRESPONDENCE**

- a) PSAB Update

**16. MEETING AND TRAININGS**

	<b>Organization</b>	<b>Subject</b>	<b>Date</b>
	Lions Club	Santa on the Square	Dec. 13, 6pm
	YCPC	Monthly Meeting	Dec. 17, 7:00 pm
	JCJSA	Sewer Authority Meeting	Jan. 8, 7:00 pm
	PSAB	Annual Conference	June 7-10, 2020
	YCDES	NIMS Training and Exams <a href="http://www.fema.gov/nims-training">http://www.fema.gov/nims-training</a>	NIMS Courses
	PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	PSAB Courses
	PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training
	PA LTAP	Local Technical Assistance Program – Classes Available (PennDot)	LTAP Website

**17. ADJOURNMENT** – Councilwoman Loeffler made the **motion** to adjourn at 9:40 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary