

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, FEBRUARY 3, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## In Attendance:

President Marlyn Stauffer  
Vice President Dave Loeffler  
President Pro-Tem Sam Heltzel  
Councilwoman Anne Loeffler  
Mayor Jim Sanders  
Secretary/Treasurer Janny Graham

## Vacant Positions

2 Positions

## Absent:

Solicitor Glenn Smith  
Engineer Chris Toms

### 1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the February 3, 2014, regular meeting of the governing body to order at 7:00 p.m. and led the Pledge to the flag.

### 2. JANUARY 6, 2014 MINUTES

Councilman Heltzel, made the **motion** to approve the January 6, 2014 minutes, Councilwoman Loeffler seconded and the motion passed 4-0.

### 3. PLANNING COMMISSION REPORT

No new action to report.

### 4. VACANT COUNCIL POSITIONS

The Borough received two letters of interest for the vacant council positions. They will review and take action at the March 3 meeting.

### 5. SOLICITOR'S REPORT

Council will discuss with Solicitor the legal aspects regarding council members working for the borough as employees at our March 3 meeting.

### 6. ENGINEER'S REPORT

- a) Sign on east end of circle update – Contact has been made with PennDot by Borough and Engineer. Engineer will be checking up on situation.
- b) Floodplain Meeting by FEMA – Properties within the borough no longer are classified in the floodplain.
- c) 5 Year Plan – The Borough 5 Year Plan has been checked with York Water's Plans for their water line repairs and we will adjust our plans to coincide with York Water. There are questions regarding some streets York Water has on their schedule so the Engineer will contact York Water to get clarification.
- d) 59 & 61 Berlin Street – Alley way between properties is not a designated alley by the borough.
- e) Cherry Street Sink Hole – At time of repair the street work will include curbs to meet state requirements on one side of the street and the other side will be taken care of in the future.
- f) York Water Request for Road Paving Schedule for 2014 & 2015 – York Water has asked for a waiver of permit fees. Councilman Heltzel made the **motion** to waive permit fees for York Water but they would still require a permit, Councilwoman Loeffler seconded and the motion passed 4-0.
- g) Property between (alley) 42 & 48 Baltimore Street – It has been brought to the councils' attention that a small piece of property between 42 & 48 Baltimore Street is owned by a Bank. The council decision is to send a letter to the property owners of 42 Baltimore Street and ask them to attend our March 3 meeting to help explain to them the situation.

## 7. PUBLIC COMMENTS

No Comments.

## 8. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports – January.  
Councilwoman Loeffler made the **motion** to approve the Treasurer's Report, Vice President Loeffler seconded and the motion passed 4-0.

**Executive Session** was called by President Stauffer at 7:40 pm.

**Regular Meeting** call back to order at 7:45 pm.

## 9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Update – The plant is being operated by the Spring Grove Borough and also the administration. Some repairs were needed and have been addressed.

## 10. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed
- b) Ordinance Violations Report – Reviewed
  - Change Parking Violation Ordinance – Code Book Chapter 151.3. Add to March 3 Agenda.

## 11. MAYOR'S REPORT

No report at this time.

## 12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
  - Maintenance List – February
  - Cannon Restoration & Carriage Update. Letters are printed and committee will prepare to send them out.
  - Salt Shed – President Stauffer gave a report regarding a price on a salt shed from Hanover Building Systems.
  - Jefferson AARP Organization Borough Square Project – Councilman Heltzel made the **motion** to grant the request made by the AARP local organization to plant flowers and maintain them in the pots located at the Borough Square, Vice President Loeffler seconded and the motion passed 4-0.
- b) Finance – Chairperson A. Loeffler
  - YATB – We received a refund from YATB Funds for their Purchase & Renovation of the York Building Project in the amount of \$2084.42. Councilwoman Loeffler attended the YATB and TCC Meetings and gave a report of items discussed.
  - Discussion was made regarding the funds in the budget for the zoning officer vehicle and Worker's Comp Insurance reimbursements and moving them into the Reserve Fund Account.
- c) Lights, Water & Gas – Chairperson
  - Lights in Office. Received an estimate from Vernon Masimore for the two main rooms of the borough. Decision to move forward with replacing lights & ballasts in main office and council room.
  - MetEd Poles & Banners – Reviewed the guidelines we received from MetEd and there are some questions so President Stauffer will contact MetEd for clarification.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - Grants have been awarded to the Fire Company in the amount of \$12,161.20 & to Spring Grove Ambulance for \$7,091.40.
  - JVFC – Report by Fire Chief Troy Snyder gave the 2013 Annual Report for the Jefferson Volunteer Fire Company. No major plans in future. The Knox box key project is closer to completion.
  - Borough is in the process of updating our Emergency Operations Plan.

- e) Solid Waste & Sewer – Chairperson.
  - 15 Hanover Street – No progress on sewer issue.
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Snow Removal – Working on purchasing more salt. President Stauffer will contact Spring Grove Borough for possible options for road salt for the borough. The 89 Ford Truck is still having problems with fumes, will need to have it checked again.
  - Hanover Sidewalks – Engineer is looking into helping us to apply for a block grant for the project. Council will wait to get details from Engineer before issuing a letter to residents.
  - Columbia Gas – Informed Council about the Sewer Line Safety Program that Columbia Gas will be conducting. President Stauffer will notify JCJSA.

### 13. NEW BUSINESS

- a) PSAB 2014 Annual Conference (April 6-9) – Councilman Heltzel made the **motion** to pay half of the fees for President Stauffer to attend PSAB 2014 Annual Conference, County will pay the other half, Councilwoman Loeffler seconded and the motion passed 4-0.
- b) State Ethics Commission Statement of Financial Interests for Calendar Year 2013 – Have been distributed.
- c) Tax Collector needs to deputize someone in case a situation should occur and she would not be able to do her duties. Councilman Heltzel made the **motion** to deputize Janny Graham, Secretary of the Borough, for the position, Vice President Loeffler seconded and the motion passed 4-0.

### 14. OLD BUSINESS

- a) There is a Tax Collector Software available but the Tax Collector wants to wait another year before making a purchase.

### 15. CORRESPONDENCE

1. PSAB – Webinar: Parliamentary Procedures, February 10
2. PSAB – Elected Officials Seminar (2/8/14 – 9:00 am to noon)
3. PSAB – Newly Elected Municipal Officials Training (2 day training, cost \$200 for members, details found at [www.boroughs.org](http://www.boroughs.org) click “training”).
4. PSAB – 2014 Annual Conference (April 6-9) County will pay ½ . Sam motion to pay ½ , Anne seconded. 4-0.
5. YC Planning Commission – LTAP (Local Technical Assistance Program) Course for 2014
6. YC Dept. of Emergency Services – Next Quarterly Training will be on April 16 or 19.
7. YC Dept. of Emergency Services – Initial Damage Reporting Class, March 15, 9-11 am. and March 18, 9-11 am.
8. Penn State Extension – YC Providing Pesticide Education Programs, <http://extension.psu.edu/york>

### 16. ADJOURNMENT

Councilman Heltzel made the **motion** to adjourn at 9:27 pm, Vice President Loeffler seconded and the motion passed 4-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary