

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for February 4, 2013

Present

President Marlyn Stauffer
Mayor James Sanders
Vice President Dawn Roser
President Pro-Tem Dave Loeffler
Councilwoman Anne Loeffler
Councilman Dave Ritz
Councilwoman Jennifer Ritz
Junior Council Person Jon Ritz

Also Present

Secretary Treasurer Deborah Corbin

Absent

Councilman Wilson Heltzel
Engineer Chad Clabaugh
Attorney Glenn Smith

I. Pledge to the Flag

President Stauffer led the February 4, 2013 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:00 p.m.

II. Minutes

President Stauffer asked Council to review the January 7, 2013 regular meeting minutes. Mr. Ritz made a motion to adopt the meeting minutes. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

III. Planning Commission Report

Mr. Eiben was not present to report as no meeting was held in January.

A. LGAC Representative and Alternate

Mrs. Roser made a motion to appoint Mrs. Loeffler as the Local Government Advisory Committee (LGAC) Representative and Mrs. Ritz as the Alternate Representative. Mr. Loeffler seconded the motion. The motion passed unanimously.

IV. Solicitor's Report

A. 39/41 Baltimore Street

A letter was received by Mr. and Mrs. Betzel's Attorney Richard Konkel requesting an extension to the 90-day resubmission of plans. Mr. Loeffler made a motion to approve the 90-day extension for the final plan submission on the reverse subdivision of 39/41 Baltimore Street. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

B. Council Wage Consideration

President Stauffer explained to Council that wage increases for the newly elected council members in the 2013 elections would need to be voted on during the current meeting to be effective for 2014 and after. Council discussed the options. No increase was motioned.

V. Engineer's Report

A. Deed Findings 39/41 Hanover Street

Mr. Clabaugh sent the Secretary Treasurer the deeds to both 39 Hanover Street, owned by Ms. Carla Rebert, and 41 Hanover Street, owned by Mr. James Owens. Both deeds reflect a right-of-way between them. The Borough has no ordinance adopting or abandoning the right-of-way. Council would review the information with the Engineer and consider if any action was necessary.

VI. Residents

A. Mr. Troy Snyder, Fire Chief, Jefferson Volunteer Fire Company (JVFC)

Mr. Snyder was present to present the JVFC annual report to the Borough Council. JVFC responded to 246 calls, with an average response time on site of nine minutes and forty-three seconds. No fire loss and one trench rescue was reported in the Borough. A fifteen percent response to fund raising mailings was realized in 2012 for a total of \$30,791.00. Mr. Snyder also reported that training for volunteer fire personnel was increasing dramatically. Mr. Snyder asked Council to consider adding smoke alarm

requirements in rental facilities in our ordinances. President Stauffer requested that the JVFC inform the Council if there was grant money available for smoke alarms.

VII. Treasurer’s Report

A. Treasurer’s Report 2/4/2013

The Secretary Treasurer submitted the expenses, deposits, and the budget versus actual report to Council. The Borough Funds were as follows;

Checking / Savings

01.100.000. General Fund	\$52,185.84
30.100.000. Capital Improvement Fund	\$13,313.07
05.100.000. Parks & Recreation Fund	\$65.81
35.100.000. Highway Fund	\$19,407.37
18.109.000. CD - Centennial Fund	\$7,369.38
Total Checking / Savings	\$92,341.47

Debt

HVAC Peoples Bank Loan	\$29,829.15
Roof & Gutter Loan Peoples Bank	\$65,606.86
DCED HVAC Loan	\$30,385.24
Total Debt	\$125,821.25

Total Assets **-\$33,479.78**

Mrs. Ritz made a motion to accept the Treasurer’s Report. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

A. EDU Rate Increase

President Stauffer reported that the JCJSA will discuss the possible increase of the EDU fee from \$1,500 to \$2,000 in the Wednesday, February 6, 2013 meeting.

B. Lien Lists

The JCJSA will also discuss the possibility of placing liens on homes that have not paid for the proper EDU fee during their next meeting. The lien would include the past due fees and the EDU cost.

IX. Zoning Officer Report

A. Permits

Two permits were issued in January 2013, totaling \$159.00.

B. Violations

The Zoning Officer documented four current violation actions. Among the notices were issues with dumpster trash, unregistered vehicles and grass trimming.

C. Sewer Hook-Up

The Zoning Officer submitted seven residences for citation with the District Magistrate for non-compliance for the sewer hook-up. Three have permits and four residences have yet to apply for a permit and submit the appropriate hook-up fee. Four residences that are currently owned by a bank and/or are in the process of being sold could not be cited by the Magistrate. These homes are in consideration for liens with the Sewer Authority.

D. Farmette Status

President Stauffer reported that the Zoning Officer researched the current status of 48 Hanover Street and found that a simple Council motion was needed to approve farmette status with the appropriate number of animals to the property. The property is currently for sale.

X. Mayor’s Report

A. State Police Report

No report.

XI. Committee Reports

A. Building Property & Supply Committee Mr. Heltzel/ Chair Mr. Loeffler/Member

1. Maintenance List

A copy of the February 4, 2013 maintenance list was submitted for Council to review. Council opted to remove the repair of the girls' bathroom toilet from the list and discussed options for the possible closure of the two downstairs bathrooms. Council also discussed placing a gate across the stairway on the upper floor to keep people from using the downstairs as it has no proper handicap access. Council decided to defer to the Engineer and Solicitor on the possibility and the parameters of using a gate.

2. Power Washer

This item is waiting purchase.

3. Plastic Barrels

The Zoning Officer and President were not able to find solid plastic barrels. Mr. Loeffler inquired why the Borough was worried about cinder barrels if we had our own snow plowing employees to cover the icy slopes in the Borough with salt and cinders. Mr. Ritz agreed that the use of barrels may not be necessary. Council was to consider the possibility of removing the barrels from use in the Borough all together for the 2013-2014 winter season.

4. Shed Heater

Mr. Loeffler reported that the heater in the Borough shed was broken and an attempt to repair it had been made. Council discussed the situation. Mr. Ritz made a motion for President Stauffer to purchase a heater for the Borough shed not to exceed \$400.00. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

5. Vehicle Repairs

Mr. Loeffler reported that the lights on the pick-up truck were still not working properly and the truck was submitted to Mr. Eisenhart for repair at Codorus service Center. The tractor had leakage from the tube in the wheel. The tire tube would need to be replaced and refilled before the summer.

6. Cementing Garage Floor

President Stauffer advised Council to complete the garage floor cementing project in 2013. Council input as to contractors willing to bid the project was requested. President Stauffer suggested bids go out in March for an April project.

B. Finance Committee –Mrs. Ritz/ Chair Mrs. Loeffler/Member

1. TCC Meeting January 28 Draft Minutes

A copy of the January 28, 2013 minutes was copied for Council to review.

2. Appropriation of Funds

A spreadsheet of the year end balances, first quarter balances, and annual operating budget total for the years 2007 through 2012 in the General fund were provided for Council to review. Additionally, all current interest rates on the Borough loans and the General Fund (GF) and Capital Improvement Fund (CIF) were included for Council to review. Mrs. Ritz reported to Council that the Department of Economic and Community Development (DCED) had informed municipal officials that 10% of a municipality's General Operating Fund should be held in a cash reserve fund. That would translate into the Borough CIF holding approximately \$24,000.00. At this time the CIF had a current balance of \$13,313.07. Council would consider the options and review the information in the March meeting.

C. Light Water & Gas Committee – Mrs. Roser / Chair Mrs. Ritz / Member

1. Retro-Fitting Florescent Light Fixtures in the Borough Building

One estimate was submitted to the Borough by M.K.K. Enterprises, L.L.C. To complete the entire building with new fixtures the cost would be \$9,030.00. To complete the job by retro-fitting the existing fixtures with new ballasts and lights the total cost came in at \$8,675.00. There are two more estimates the Borough is working on for Council review.

2. Light Pole Ownership Buyout Program

President Stauffer explained to Council that a representative had responded from Met Ed and explained to the Secretary Treasurer that the light/electric poles in the Borough were not for sale. The Secretary Treasurer would contact Chris Spera from Stouch Lighting to review the situation.

D. Public Safety & Welfare Committee – Mrs. Loeffler/Chair Mrs. Roser/ Member

1. Emergency Plan Review

Mrs. Loeffler reported to Council that the Committee had met and was in the process of formalizing the addendum page for the Emergency Operation Plan (EOP). Council had a copy of the preliminary Evacuation Plan for review. Mr. Snyder explained that the key lock boxes would be placed on the Borough building and the Fire Company building and would hold the same keys for the church buildings and the Borough and Fire Company building respectively. One key to open the boxes was held on each fire truck and accessible only with a call to the York County 911 Dispatch, who then electronically opens the master key box on the fire truck. This allows for a formal record of all events requiring Evacuation Plan key access.

2. Trash Recycling Bin Grant Opportunities

Council was given a copy of the York County Solid Waste and Refuse Authority's Residential Recycling Bin Grant instructions. President Stauffer reminded Council that the Borough had bins in stock for many years to come.

3. Bureau of Recreation and Conservation

Council was given a copy of the DCNR Bureau of Recreation and Conservation grant opportunities letter for review. Included was an invitation to the Recreation and Parks Advocate Summit.

4. 2009/2010 Tax Returns of Spring Grove Ambulance

President Stauffer suggested that the Borough discuss the development of the new act with other municipalities to help with the budgeting process in 2013. Newer returns would better reflect the salaries and expenses that the Ambulance was experiencing.

E. Solid Waste & Sewer Committee – Mr. Ritz /Chair Mr. Heltzel/Member

1. Electronic Recycling

Council was given a hand out from the York County Solid Waste Authority (YCSWA). The handout listed all electronic equipment no longer acceptable for curbside pick-up as of January 24, 2013. The handout also listed all York County facilities now accepting electronic recycling with the contact and operation information. The handout was available to the public in the Borough Office and would be added to the web site.

F. Streets & Sidewalks Committee – Mr. Loeffler/ Chair Mr. Ritz/ Member

1. Penn DOT Seminar

President Stauffer reported on the Penn DOT seminar to Council. Posts and straps had been purchased for break away sign regulations and would be erected during the warmer weather. Proper blinking warning trestles would also be needed for maintenance work on the Borough circle and anywhere else work was being performed on the road side.

2. Snow Maintenance Coverage

Mr. Thoman reported to President Stauffer that he would be out of town February 11, 12, & 13. Mr. Loeffler reported that he would be in town to make the necessary calls for secondary snow removal personnel coverage.

G. Web Site Committee – Mr. Jon Ritz/ Chair

Charity Advantage received the original 14 pages and was commencing the building of the new website. Minutes were added to the old site, and the message board was updated. Council suggested eliminating all previous minutes before 2012. Mr. Jon Ritz said he would follow through on that job.

XII. New Business

A. Statement of Financial Interests

All Council members are required to submit a statement of Financial Interests to the Borough Secretary by May 1, 2013. Each Council member was given a form in their packet.

B. Petitions for Three seats in 2013 Elections

There would be three new seats for election instead of four due to the Council decision in 2012, approved by the Court of Common Pleas. President Stauffer issued petitions to members who were interested in running for re-election.

XIII. Old Business

A. Borough Projects

1. Window Replacement

This item is tabled until summer budget review.

2. Street Crosswalk Painting

The Borough of Spring Grove will review the last estimate and complete this project in the spring of 2013 at their convenience.

XIV. Communication

A. PSAB Up-Date

B. Letter to Baseball Assoc. Regarding New Emergency 911Address

C. Newsletter

D. 2013 Seedling Sale

E. Thank you Letter – Flags Senator Waugh

XV. Adjournment

Mr. Ritz made a motion to adjourn the meeting at 10:10 p.m. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough