

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, FEBRUARY 2, 2015

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## In Attendance:

President Marlyn Stauffer  
Vice President Dave Loeffler  
Councilwoman Dawn Roser  
Councilwoman Anne Loeffler  
President Pro-Tem Sam Heltzel  
Councilman Sam Jackson

## In Attendance:

Solicitor Glenn Smith  
Engineer Chris Toms  
Mayor Jim Sanders  
Secretary/Treasurer Janny Graham

### 1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the February 2, 2015 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

### 2. JANUARY 5, 2015 MINUTES

Councilman Loeffler made the **motion** to approve the January 5, 2015 Minutes, Councilwoman Roser seconded and the motion passed 6-0.

### 3. PUBLIC COMMENTS

- a) Fire Chief Troy Snyder and Larry Little from the Jefferson Volunteer Fire Company was in attendance and gave the 2014 Annual Report for the Fire Company.
- b) Fire Police Events for approval – Councilwoman Loeffler made the **motion** to approve the participation of the Fire Police at the following events for 2015:

March 14	Dutch Supper	March 21	Dutch Supper
May 9	Community Yard Sale	July 13-18	Jefferson Carnival
Aug. 4	Community Night Out	Oct. 31	Trick or Treat
Nov. 7	Dutch Supper	Nov. 14	Dutch Supper
Dec. 18	Santa on the Square		

Councilman Heltzel seconded and the motion passed 6-0.

### 4. SOLICITOR'S REPORT

- a) Street Names and Measurements for Ordinance Draft “No Parking Signs” – Tabled until weather improves.
- b) North Side of Hanover Street “No Parking Signs” – Will include in new ordinance no parking on North side of Hanover Street from Orange Street to the west end of Hanover Street.
- c) International Property Maintenance Code – Council will assign a committee to review code book to prepare for adoption.
- d) CGA Law Firm Open House & Reception, February 26 at 4pm – 7 pm (RSVP by 2/18).

### 5. ENGINEER'S REPORT

- a) Reviewed information from PennDot regarding no parking signage – From PennDot, if center line of road to curb is less than 18 feet may be designated no parking.
- b) 5-Year Plan – Nothing new to report
- c) 2014 Street Improvements – Waiting for work to be completed before making final 10% payment.

- d) Hanover Street Sidewalk Project – Councilman Loeffler made the **motion** to proceed with the Advertising for the bids, which will be on February 13 & 16, Councilman Heltzel seconded and the motion passed 6-0. The Borough will purchase the “No Parking” signs and posts for Hanover Street. Councilwoman Loeffler made the **motion** for council to research for loan options available for street project, Councilman Heltzel seconded and the motion passed 6-0.

**Solicitor & Engineer left meeting at 8:10 pm**

**6. PLANNING COMMISSION**

Nothing to Report.

**7. TREASURER’S REPORT**

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for January – Councilwoman Loeffler made the **motion** to accept the Treasurer’s Report, Councilman Heltzel seconded and the motion passed 6-0.

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

- a) Operations Update – Nothing new to report.

**9. ZONING/PERMIT OFFICE**

- a) Permit Report – Reviewed.  
b) Ordinance Violations Report – Reviewed.

**10. MAYOR’S REPORT**

- a) Fire Company “Oath of Office” – The Mayor will be attending the JVFC Meeting Monday, February 9 at 7:00 pm to give the “Oath of Office” for Fire Company Volunteers.

**11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building Property & Supply – Chairperson Heltzel
- Pick-up Truck Repairs – Repairs completed
  - Winter Preparations:
    - ✓ Tractor – Repairs have been started.
  - Boiler problems in building – The pipes are getting plugged with debris.
  - Council Room – Councilman Heltzel made the **motion** to install ceiling fan(s) in the council room to help control temperature better, Councilman Dave seconded and the motion passed 6-0.
  - Insurance on Artifacts – Waiting for quotes.
  - Square Progress – Update, working on plaques.
- b) Finance – Chairperson A. Loeffler
- YATB meeting was postponed until Feb. 9.
  - Jim Sanders will attend Fire Company Meeting.
- c) Lights, Water & Gas – Chairperson Roser
- Outlets on Square – Not working.
  - MedEd Agreement – Waiting to receive agreement from MetEd.
- d) Councilwoman Loeffler made the motion to allow the Lions Club to put 4 banners on the poles located on the square, Councilman Jackson seconded and the motion passed 6-0. Council will write a policy to govern the use of the poles on the square.
- e) Public Safety and Welfare – Chairperson A. Loeffler
- f) Solid Waste & Sewer – Chairperson Jackson
- PennWaste – Received Delinquent Account Status Summary Report for Jefferson Borough as of 12/29/14. Will set up a time to review report with Penn Waste Representative.

- g) Streets & Sidewalks – Chairperson D. Loeffler
  - Storm Drain Clean Out (\$50.00/Hrly) – Hold for weather improvement.
  - Storm Drain Map Layout – Hold for weather improvement.

## 12. NEW BUSINESS

- a) Adult Probation Services – Council agreed to not continue the contract with Adult Probation Services.
- b) Distribution of Statement of Financial Interest – Due 5/1/15.
- c) Elections for 2015 – Flyer in packets of dates to remember.
- d) Councilman Heltzel made the **motion** to approve Councilman Loeffler and Stauffer and Councilwoman Loeffler to attend PSAB Annual Conference in Lancaster, Councilwoman Roser seconded and the motion passed 6-0.

## 13. OLD BUSINESS

- a) Mail Box placement issues – Will continue to research.
- b) Animal Control Services for Borough – Kim Erdman, 717-309-9430.

## 14. PUBLIC COMMENTS

## 15. CORRESPONDENCE

1. YCDES – York County Dept. of Emergency Services Quarterly Training: (4/1 & 4/18 - Hazard Mitigation & Leadership)
2. PENNDOT/LTAP COURSES – Risk Management (2/18)
3. FEMA & DCED – Managing Floodplain Development (3-23-15)
4. PSAB – 2015 Annual Conference April 26 – 29, 2015 (Lancaster)
5. GFOA PA – Government Finance Officers Assoc. Annual Statewide Conference (4/26 – 4/28, 2015)
6. PEMA – 2015 Spring Hazardous Weather Emergency Preparedness Exercise (4/30/15).
7. PSAB Municipal Planning Education 2015 Courses – If interested look online [www.classes.boroughs.org](http://www.classes.boroughs.org) for more information of classes that are available.

## 16. ADJOURNMENT

Councilman Heltzel made the **motion** to adjourn at 9:30 pm., Councilwoman Roser seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary