

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 1, 2016
P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311
York County • Pennsylvania

In Attendance-Council:

President Marlyn Stauffer
Vice President Dave Loeffler
President Pro Tem Amy LeVault
Councilwoman Anne Loeffler
Councilman Zachary Thoman

In Attendance:

Mayor Jim Sanders
Solicitor Devon Myers , CGA Law Firm
Secretary/Treasurer Janny Graham

Absent:

Engineer Chris Toms, C.S. Davidson

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the February 1, 2016 regular meeting of the governing body to order at 7:01 p.m. and led the pledge to the flag.

2. JANUARY 4, 2016 MINUTES

a) Councilman Loeffler made the **motion** to approve the January 4, 2016 Minutes, Councilwoman LeVault seconded and the motion passed 5-0.

3. PUBLIC COMMENTS

Dan Rodgers with Re/Max Realty was in attendance and had questions regarding the 10 acres on Berlin Street that is for sale. He is interested in getting the property rezoned from a combination of residential and industrial to all residential. He was advised by our Solicitor that he would need to fill out an application to Petition for Rezoning and submit it to Council to begin the process.

4. SOLICITOR'S REPORT

Council welcomed our new Solicitor for the Borough, Devon Myers with CGA Law.

Meeting was stopped for a short time to address boiler/heating issues.

5. ENGINEER'S REPORT

- a) Dollar General Store – Discussion regarding issuing a Time Extension. Councilman Loeffler made the **motion** to deny their preliminary plans unless they accepted a 60-day time extension for their plans to be approved, Councilwoman LeVault seconded and the motion passed 5-0.
- b) 2016 Road Improvements – Councilwoman LeVault made the **motion** to have C.S. Davidson proceed with the Bidding process for the Borough's 2016 Road Improvements, Councilman Loeffler seconded and the motion passed 5-0.

Solicitor left meeting at 7:45 pm.

6. PLANNING COMMISSION REPORT

- a) Chairman Conrad Eiben was in attendance and discussed some of the items regarding the Dollar General Store that will be discussed during the planning commission meeting scheduled February 17, 2016 at 7:00 pm.
- b) Question was asked if we should have the transcripts typed from the previous Zoning Hearing Board Meeting and the decision was not at this time.

7. TREASURER'S REPORT

- a) Information was requested on Borough building expense. For 2015 building expenditures totaled \$33,830.34, \$18,746.84 of that total was for loan payments to replace roof and other major repairs.

- b) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for January – Councilwoman Loeffler made the **motion** to accept the Treasurer’s Report, Councilwoman LeVault seconded and the motion passed 5-0.
- c) Re-evaluate distribution of funds to Reserve Account. Councilwoman Loeffler made the **motion** to amend the motion made at the January 4 Meeting to distribute end of year funds in the general account into specific funds as stated below, Councilwoman LeVault seconded and the motion passed 5-0.

\$34,000 to distribute to projects:

- Security Camera Fund: \$7,000
- Window Fund: \$20,000
- New Carpet Balance: \$1,500
- Borough Vehicle: \$5,000
- Paint & Labor for Hall: \$1,000

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) JCJSA Appointment – Councilwoman Loeffler made the **motion** to approve appointing Marlyn Stauffer to a 5-year term to the Jefferson Codorus Joint Sewer Authority, Councilwoman LeVault seconded and the motion passed 5-0.
- b) Operations Update – Refinancing the loan is in progress.

9. ZONING/PERMIT OFFICE

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

10. MAYOR’S REPORT

- a) Mayor attended the Jefferson Volunteer Fire Company’s January meeting and swore in new Fire Company Volunteers.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Loeffler
 - Maintenance List – February list was reviewed.
 - Park Area – Court & Play Equipment needs repairs. (Slide needs removed for safety reasons)
 - Carpet for Office & Council Rooms – Council room has been installed and the office installation is scheduled for February 19.
 - Boiler Problems – Council agreed to have President Stauffer get estimates and ideas for other types of heating and AC for building.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
 - YATB – Report is filed in office.
- c) Lights, Water & Gas – Chairperson Thoman
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Emergency Operation Plan – Will need to update and do a new Resolution.
 - Cameras on Square – Continue to gather information.
 - JVFC – Received letter from Troy with explanation of what the Fire Company’s responsibility is with Growmark F.S.
 - Council approved using the borough building’s entrance hallway to help display Fire Company’s uniform and the pricing of each item to help inform the public.
 - Fire Company requested the borough to mark hydrants with poles. Council will research.
 - JVFC – Councilwoman LeVault made the **motion** to approve the Fire Company’s non-emergency activities for 2016, Councilwoman Loeffler seconded and the motion passed 5-0.

Dutch Supper	March
Easter Egg Hunt at Ball Field	April
Mother’s Day Yard Sale	May

White Rose Motorcycle Hill Climbs	June
Carnival at Ball Field	July
National Night Out at Ball Field	August
White Rose Motorcycle Hill Climbs	September
Gun Raffle	September
Fire Prevention at Lutheran Church	October
Fire Prevention Spring Grove Schools	October
Trick-or-Treat (Borough)	October
Dutch Supper	November
Fowl Party Bingo	December
Santa on the Square	December

- e) Solid Waste & Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Snow Removal on Sidewalks – Snow was removed at the Borough’s expense from the sidewalks at 19 Baltimore Street, 66 Baltimore Street, and 68 Baltimore Street to comply with Snow Removal Ordinance. Property owners will be invoiced to reimburse borough.
 - Storm Drain Map Layout – In progress.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

12. NEW BUSINESS

13. OLD BUSINESS

- a) Mail Box Placement Issues – Councilwoman LeVault made a map showing suggested sights for cluster mail boxes. Council will review and continue discussion at March meeting.
- b) SWRP Coverage – Waiting for information update from SWRP.

14. PUBLIC COMMENTS – No Comments

15. CORRESPONDENCE

	Organization	Subject	Date
	PSAB	Newly-Elected Municipal Officials Boot Camp	Jan. & Feb. Dates
	YATB	Board of Directors	Feb. 2 (6:30 pm)
	YCPC	Monthly Meeting	Feb. 16 (7 pm)
	YCDES	Elected Officials Seminar (Winter Weather Preparedness	Feb. 6 (9 am)
	CGA Law Firm	Municipal 101 Law Seminar	Feb. 29
	YCBA	Borough’s Association Next Meeting	Mar. 31
	PSAB	Annual Conference	June 5-8
	PSAB	Education Courses: www.classes.boroughs.org	
	PSAB	Webinars: www.boroughs.org	

16. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 9:39 pm., Councilwoman Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary