

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 6, 2017
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
Engineer Chris Toms, C.S. Davidson
Secretary/Treasurer Janny Graham

In Attendance:

Seth Rohrbaugh, Resident
Troy Snyder, JVFC Fire Chief
Bill Barrick, JVFC

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the February 6, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. JANUARY 2, 2017 MINUTES

a) Councilman Loeffler made the **motion** to approve the January 2, 2017 Minutes, Councilwoman LeVault seconded and the motion passed 5-0.

3. PUBLIC COMMENTS – No Comments.

4. JVFC REPORT

- a) Fire Chief Snyder was in attendance and gave 2016 End of Year Report for the Jefferson Volunteer Fire Company. He reported that Act 172 has been signed into state law for authorizing municipalities to grant a local tax credit to volunteer emergency responders. More research is needed before proceeding.
- b) Dollar General – Concerns were addressed regarding no fire alarms located at the Dollar General Store which they were not required because of the size of the building. The Knox Box has not been completed with a key and cover, which Dollar General agreed to implement.

5. SOLICITOR'S REPORT

- a) Ordinance (Dangerous Structure Removal) – Solicitor is researching and will address again next meeting.
- b) Zoning Hearing Board Variance for 49 York Street – The Borough filed an Appeal for the variance that was granted by the Borough Zoning Hearing Board to the Court of Common Pleas of York County, PA. Councilman Thoman made the **motion** to apply for a 60 day extension on the appeal, Councilwoman LeVault seconded and the motion passed 5-0. Mr. Rohrbaugh of 49 York Street was in attendance and informed council of information he received from PennDot and their requirements that he needs to meet. Mr. Rohrbaugh made a request to council for approval to reduce his driveway entrance to 20 feet wide and angle it from the main road back to his property, and place plastic paver grids in the right of way along York Street. Council's concerns are that PennDot may not agree to Mr. Rohrbaugh's request and does it comply to borough ordinances. Councilman Thoman made the motion to accept Mr. Rohrbaugh's request if he gets approval from PennDot and the borough Zoning Officer, motion died after discussion by council. Council's recommendation is that Mr. Rohrbaugh should check to see what would be in compliant with PennDot and the Borough Zoning Officer before council would be able to consider approval of his request.

- c) Zoning/Permit Officer – Councilman Loeffler made the **motion** to approve the appointment of John McLucas as the Zoning/Permit Officer for 2017, Councilman Thoman seconded and the motion passed 5-0.
- d) Employee Handbook – We will continue to research.
- e) Snow Removal Discrepancy – There is a discrepancy between two borough ordinances in regards to removal of snow and ice from sidewalks, Property Maintenance Section 107-9 & Streets & Sidewalks Section 151-38. Solicitor will draft an amendment to the Ordinance to specify removal of snow and ice from public sidewalks within 24 hours after the cessation of any fall of snow, sleet or freezing rain, not 12 hours.
- f) Bidding Thresholds – Changes become effective January 1, 2017.
- g) Dollar General Store – Delivery Semi Trucks are using Baltimore Street (SR 516) to back into the parking lot of Dollar General Store therefore blocking the road which creates a safety issue. Borough will send a courtesy letter requesting the trucks need to use the parking lot to turn around.
- h) Building Permit & Requirement (Ord. Chapter 64-1) – Council has agreed to change the wording in Section 64-1 (B) regarding the \$500 limit for a building permit. President Stauffer will talk with Zoning Officer and get clarification of appropriate wording and will let Solicitor know before preparing a draft of amended ordinance.
- i) Solicitor requested to put “Herzberg Decision” on next month’s agenda – Planning Commission Chairman Eiben requested information regarding this matter in reference to the Zoning Hearing Variance Decision.

6. ENGINEER’S REPORT

- a) 5 Year Street Improvement Plan – Engineer gave report regarding his recommendations for the 5 Year Street Improvement Plan along with estimated costs of road improvements for Church Street and E. Sunset View.
- b) E. Sunset View Street Storm Water Drainage Problems – CSD has completed a preliminary analysis to determine the storm water improvements necessary and an estimated cost of a drainage system.
- c) Low Volume Road Grant – Council agreed to submit for this grant at the August 2017 submission deadline with Engineer’s help.
- d) President Stauffer made the **motion** to schedule the start time for the improvement of E. Sunset View Street and the storm water drainage along E. Sunset View Street to begin in 2018 so we may have more time to prepare the financing of it, Councilman Loeffler seconded and the motion passed 5-0.
- e) Mapping of the Storm Water Drains – Map has been completed and is located in borough office.

Engineer left meeting at 8:21 pm., Solicitor left meeting at 8:54 pm.

7. PLANNING COMMISSION – Nothing to report.

8. 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, Councilwoman LeVault seconded and the motion passed 5-0.

9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – No meeting scheduled for February.

10. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed.
- b) Ordinance Violations Report – Reviewed.
- c) International Property Maintenance Code – Councilmembers will review the Spring Grove example of their International Property Maintenance Code.
- d) Rental Properties Maintenance – Councilmembers will review an example of a rental property maintenance ordinance.

11. MAYOR’S REPORT – No Report.

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List – February Reviewed.
 - Shed Insulation – Scheduled to start February 7.
 - Shed Heat – DE Wildasin estimate in packets for review.
 - Playground Age Limit Signs – President Stauffer is working on estimate prices.
 - Mulch – Spring Grove Borough will finish spreading when weather permits.
 - Salt Spreader – Large Spreader needs battery.
 - Nets for Basketball Court – Councilwoman LeVault purchased two nets and will replace when weather permits.
 - Masimore – When weather permits, Masimore will be contacted for replacing banners and fixing light on building.
- b) Finance – Chairperson A. Loeffler & Co-Chairperson A. LeVault
 - YATB – Councilwoman Loeffler gave report for TCC meeting and the YATB meeting.
 - Tax Collector Report for 2016 by President Stauffer
- c) Lights, Water & Gas – Chairperson Thoman
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Junior Fire Fighters – Fund Raising Activity (House Number Signs). Councilwoman Loeffler made the **motion** to purchase address numbers for the borough building and the shed, Councilwoman LeVault seconded and the motion passed 5-0.
- e) Solid Waste and Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

13. NEW BUSINESS

- a) Zoning Hearing Board Appointments:
 - Zoning Hearing Board – Councilwoman LeVault made the **motion** to appoint Phil Shepp, Jr to the Zoning Hearing Board and Larry Linebaugh as Alternate, Councilman Thoman seconded and the motion passed 5-0.

14. OLD BUSINESS

- a) PSAB Annual Conference Registration – Marlyn Stauffer, Anne and Dave Loeffler will be attending.
- b) YCBA – President Stauffer gave a report from the annual planning meeting.

15. PUBLIC COMMENTS – No Comments.

16. MEETING AND TRAININGS

YPCP	Monthly Meeting	Feb. 21, @7:00pm
YCBA	Meeting	March 30 @7:00 pm
PSAB	2017 Annual Conference – Hershey Lodge	May 7-10, 2017
YCDES	Qtrly Training: NIMS Compliance	July 8 (9 am)
YCDES	Qtrly Training: WebEOC Exercise	Oct. 4 & 7
YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp	
PSAB	Education Courses: www.classes.boroughs.org	
PSAB	Webinars: www.boroughs.org	PSAB Training

17. ADJOURNMENT – Councilwoman Loeffler made the **motion** to adjourn at 10:20 pm., Councilwoman LeVault seconded and the motion passed 5-0.

Respectfully Submitted, Janny Graham, Borough of Jefferson Secretary