

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**  
MONDAY, FEBRUARY 5, 2018  
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 Frank Thomas  
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

**1. CALL TO ORDER AND PLEDGE TO THE FLAG**

President Marlyn Stauffer called the February 5, 2018 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. JANUARY 2, 2018 MINUTES**

a) Vice President Loeffler made the **motion** to approve the January 2, 2018 Minutes, Councilman Thomas seconded and the motion passed 5-0.

**3. PUBLIC COMMENTS**

a) Jefferson Volunteer Fire Company – Fire Chief Snyder was in attendance and gave an annual report for the Fire Company. He also discussed concerns regarding the Knox Box at the Dollar General Store, the Fire Fighter Tax Credit and Funding needed for the Fire Company.

**4. SOLICITOR'S REPORT**

- a) 49 York Street Variance Appeal – Solicitor is submitting a brief by February 13 and then the ZHB will have 30 days to respond.
- b) 6 Highland Avenue (Right-of-Way Violation) – Agreement was signed by Keseckers and returned for Borough signature. Councilman Thomas made the **motion** to accept signed agreement, Councilman Loeffler seconded and the motion passed 5-0.
- c) Ordinance No. 2017-06 (No Parking) – Solicitor will make changes to add more of Hanover Street.
- d) Ordinance No. 2017-08 (Violation Ticketing) – Council will continue to review the sample ordinance from Spring Grove Borough and make modifications to better suit the borough's needs.

**5. ENGINEER'S REPORT**

a) 2018 Street Improvements – PennDot Representative will be meeting with council member and C.S. Davidson to discuss funding for the street improvements.

**Engineer and Solicitor Left – 8:05 pm.**

**6. PLANNING COMMISSION**

- a) Meeting for reorganization was held January 17, 2018.
- b) There are two positions vacant on the Planning Commission. Tom Yingling submitted his name to fill the position left by Conrad Eiben. Vice President Loeffler made the **motion** to approve the appointment of Tom Yingling to the Planning Commission with the term ending 12/31/19, Councilman Thomas seconded and the motion passed 5-0. Planning Commissioner Al Groth submitted his resignation for March 1, 2018 with the term ending 12/31/19.

**7. ZONING HEARING BOARD REPORT**

- a) The Zoning Hearing Board met on January 31, 2018.
- b) There is one position vacant with the term ending 12/31/18.

## **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, Councilman Thoman seconded and the motion passed 5-0.
- b) President Stauffer gave report from Tax Collector for the 2017 RE Lien List.

## **9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT**

- a) Operations – Sewer Authority has received a letter from Representative Klunk in support of the addition to the sewer plant.

## **10. ZONING/PERMIT REPORT**

- a) Permit & Ordinance Violations January Report – Reviewed report.
- b) PA UCC Division – Bureau of Occupational & Industrial Safety Audit Report received.

## **11. MAYOR'S REPORT**

- a) No Report.

## **12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – February Reviewed.
  - Cargo Carrier – President Stauffer made the **motion** to have Councilman Thoman and Thomas purchase the material needed to assemble a cargo type carrier for the small truck to haul the snow-blower to different areas within the borough, Vice-President Loeffler seconded and the motion passed 5-0.
  - Shed Painting – Continue to find contractor.
  - Basketball Court – President Stauffer talked with the company and will try to schedule to have them come and check the court and get estimate.
  - Borough Windows – Vice President Loeffler continues to research information for Building Window Replacements.
- b) Finance – Chairperson A. Loeffler
  - YATB – Attended meeting and relayed information discussed at meeting.
- c) Lights, Water & Gas – Chairperson Thoman.
  - Light on square is out.
  - Light at 30 Berlin Street – Light is still out, it was reported to MedEd.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report.
  - JVFC – 2018 Non-Emergency Activities for Approval. Councilwoman Loeffler made the **motion** to approve the 2018 Fire Company Non-Emergency Activities, Councilman Thomas seconded 5-0.
  - Spring Grove Ambulance Report – Reviewed January Report and email sent to council.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - 20 York Street – Parking on Walnut Street Update.

## **13. NEW BUSINESS**

## **14. OLD BUSINESS**

## **15. PUBLIC COMMENTS – None**

## **16. CORRESPONDENCE**

- a) Costars Newsletter
- b) YCPC – York County 2018 Hazard Mitigation Plan Public Meeting Feb. 7
- c) Governor Wolf's Disaster Declaration on the Heroin and Opioid Epidemic
- d) PSAB February Update

## 17. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	2018 Hazard Mitigation Plan Update Public Meeting	Feb. 7 @ 6:30 pm
YCPC	Monthly Meeting	Feb. 20 @ 7 pm
DCNR	Dept. of Conservation & Natural Resources – Grant Workshops and Webinars	January thru April 2018
YAMPO	YAMPO Meeting	Feb. 1 @ 9:00 am
PSAB	Newly Elected Officials Boot Camp, York County	Feb. 9 & 10
YCBA	Quarterly Meeting – More info to come	Mar. 22
PSAB	PSAB Resolutions Process – Deadline to submit Resolutions	April 11, 2018
PSAB	Annual Conference – 2018 Hershey Lodge	June 10 – 13, 2018
YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslst.asp">http://www.training.fema.gov/IS/crslst.asp</a> <a href="http://www.">http://www.</a>	
PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	PSAB Courses
PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training

**18. ADJOURNMENT** – Councilman Thomas made the **motion** to adjourn at 9:36 pm., Councilman Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary