

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, MARCH 3, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## **In Attendance:**

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

## **In Attendance:**

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

## **Absent:**

Vice-President Dave Loeffler

### **1. PLEDGE TO THE FLAG**

President Marlyn Stauffer called the March 3, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

### **2. PUBLIC COMMENTS**

Gene Montanarelli, candidate for the 169<sup>th</sup> Legislative District, was in attendance and shared some of his ideas and views if he were to be elected.

### **3. VACANT COUNCIL POSITIONS**

The Borough received two letters of interest for the vacant council positions along with their Affidavit of Residency. Council asked questions directed to the candidates and their goals. Councilman Heltzel made the **motion** to appoint Dawn Roser to the unexpired 2 year position with the term ending 12/31/15, Councilwoman Loeffler seconded and the motion passed 3-0. Councilman Heltzel made the **motion** to appoint Samuel Jackson to the 4 year position with his term to end 12/31/15 and the position will have to be placed on the ballot to fill the unexpired last 2 years (01/01/16 through 12/31/17), Councilwoman Loeffler seconded and the motion passed 3-0.

Mayor Sanders conducted the Oath of Office for the newly appointed council members.

### **4. FEBRUARY 3, 2014 MINUTES**

Councilwoman Loeffler made the **motion** to approve the February 3, 2014 minutes, Councilman Heltzel seconded and the motion passed 3-0.

### **5. PLANNING COMMISSION REPORT**

No new action to report.

### **6. SOLICITOR'S REPORT**

- a) Ordinance #62-3 Parking Violations – Councilwoman Loeffler made the **motion** to have the solicitor proceed with preparation of amending Ordinance #62-3 regarding parking violations, Councilman Heltzel seconded and the motion passed 5-0.
- b) Council Members as Borough Employees – Borough Code states that populations under 3000 may hire council members as employees but there is always an ethical issue that the Borough may have to defend any given time.
- c) Snow being pushed into roadways – Solicitor will review ordinances and will report at next council meeting.

### **7. ENGINEER'S REPORT**

- a) CFR Townhomes – Question regarding Letter of Credit. Councilman Heltzel made the **motion** to hold the Letter of Credit until all work is completed, Councilwoman Loeffler seconded and the motion passed 5-0.
- b) Sign on East End of Circle – Waiting for weather to improve.
- c) 5 Year Plan & York Water Plans for Roads – Plans are moving forward but the weather has slowed the process.

- d) Property between 42 & 48 Baltimore Street – President Stauffer gave updated report in regards to meeting with residents of 42<sup>nd</sup> Baltimore Street since it is the property in question. They are taking action.
- e) Grant Project for Hanover Street – We will proceed with getting names of residents to the York County Planning Commission and notifying all that are involved. Surveys will be sent out which will give the York County Planning Commission the information they need to decide if we qualify for the CDBG (Community Development Block Grant).
- f) York Water Lines (2 in question) – The two water lines, one in Monticello and one in Walnut St. will not be replaced by York Water because they are no longer in use.

**Solicitor and Engineer left meeting – 8:05 pm.**

## **8. PUBLIC COMMENTS**

59 & 61 Berlin Street – There is public right of way between the two properties but the Borough does not maintain it.

## **9. TREASURER’S REPORT**

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports – February Councilman Heltzel made the **motion** to approve the Treasurer’s Report, Councilwoman Loeffler seconded and the motion passed 5-0.

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

- a) Update – President Stauffer reported that Spring Grove Borough is progressing with repairs and the operations are running efficiently.

## **11. ZONING/PERMIT OFFICE**

- a) Permit Report – Reviewed (No permits issued).
- b) Ordinance Violations Report – Reviewed.

## **12. MAYOR’S REPORT**

Mayor received complaint that an animal is living inside the building located at 22 York Street.

**Executive Session called 8:25pm** – To discuss a financial issue.

**Regular meeting called back to order 8:33pm.**

Councilman Heltzel made a **motion** that council will notify the solicitor after March 17 to retrieve funds that need to be refunded to the borough, Councilwoman Roser seconded and the motion passed 5-0.

## **13. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building Property & Supply – Chairperson Heltzel
  - Repairs on Truck – Issue with truck and fumes in cab still exists. Council agreed to have the truck returned to Codorus Service Center to see if they can determine the cause.
  - Maintenance List – March reviewed.
  - Cannon Restoration & Carriage Update – Carriage is in the beginning stages.
  - Salt Shed Update – Spring Grove has agreed to allow the Borough to purchase salt through them and they will bill us as we use it.
  - Portable Restrooms Quote from Associated Products – Council approved.
- b) Finance – Chairperson A. Loeffler
  - Donation Project for the Square/Cannon – Members of council will attend York County Commissioners Meeting on Wednesday, March 5 at 11:00 a.m. and present request for donation for Cannon and Square Projects. Letters were sent requesting donations. Discussion on possible ways of receiving donations during the May Yard Sale. Councilwoman Roser proposed to donate special wooden printed discs to sell to earn funds for the carriage.
  - Councilwoman Loeffler attended the YATB meeting and a special meeting which discussed the unallocated funds.

- A Meeting will be scheduled by the Finance Committee to review any revenue funds in excess of what was budgeted and to be used. Councilman Jackson was appointed onto the Finance Committee.
- c) Lights, Water & Gas – Chairperson Roser
  - Lights in Office Update – Contractor has been notified and will start in near future.
  - MetEd Poles & Banners Update – President Stauffer gave report after talking with MetEd. Received guidelines and insurance information required by MetEd.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - Dutch Supper (3/8/14 & 3/15/14) – Councilwoman Loeffler made the **motion** to approve Fire Police participation with the Dutch Supper, Councilwoman Roser seconded and the motion passed 5-0.
  - Knox Box Keys Update – All keys have been placed in the boxes.
  - JVFC Report – Councilwoman Loeffler attended meeting and gave report. Issue regarding snow removal in front of fire station discussed. Councilwoman Loeffler will report back to fire company with concerns from council.
  - The Borough 2014 Emergency Operations Plan is in the review process.
- e) Solid Waste & Sewer – Chairperson Jackson
  - President Stauffer will look into the sewer issues regarding 15 Hanover Street property.
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - A committee meeting will be planned and letters will go to property owners that would be involved on Hanover Street to ask them to attend the meeting to discuss the sidewalk repairs and the grant from YCPC.
  - Snow Removal Update – Discussion on ways to improve service and what might be done in the future.

#### 14. NEW BUSINESS

- a) Nothing to report.

#### 15. OLD BUSINESS

- a) Reminder for the State Ethics Commission Statement of Financial Interest for Calendar Year 2013 (Due 5/1/14).

#### 16. CORRESPONDENCE

1. PSAB – 2014 Annual Conference (April 6-9)
2. York County Planning Commission – Municipal Training Workshop for employees who inspect, monitor, and take care of municipal properties and facilities. (3/20 – 9:00 to 11:30 am)
3. York County Department of Emergency Services – Next Quarterly Training will be on April 16 or 19.
4. York County Department of Emergency Services – Initial Damage Reporting Class, March 15, 9-11 am. and March 18, 9-11 am.
5. PA One Call System – Board Meeting, 4/30/14, 8:30-1:00 pm.
6. PSAB Municipal Planning Education 2014 Courses – If interested look online [www.classes.boroughs.org](http://www.classes.boroughs.org) for more information of classes available.
7. ISO (Insurance Services Office) – Received the Public Protection Classification Summary Report for the Fire Company.
8. YCBA – Meeting March 27.

#### 17. ADJOURNMENT

Councilman Heltzel made the **motion** to adjourn at 10:00 pm, Councilman Jackson seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary

March 3, 2014 Minutes – Approved 4/7/14