

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for March 4, 2013

Present

President Marlyn Stauffer
Mayor James Sanders
Vice President Dawn Roser
President Pro-Tem Dave Loeffler
Councilman Wilson Heltzel
Councilwoman Anne Loeffler

Also Present

Secretary Treasurer Deborah Corbin
Engineer Chad Clabaugh
Attorney Glenn Smith

Absent

Councilman Dave Ritz
Councilwoman Jennifer Ritz
Junior Council Person Jon Ritz

I. Pledge to the Flag

President Stauffer led the March 4, 2013 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:00 p.m.

II. Minutes

President Stauffer asked Council to review the February 4, 2013 regular meeting minutes. Mr. Loeffler made a motion to adopt the meeting minutes. Mrs. Roser seconded the motion. The motion passed with all yeas votes.

III. Planning Commission Report

Mr. Eiben was present to report on the February 20, 2013 meeting.

A. 39/41 Baltimore Street

Mr. Eiben reported that the Planning Commission recommended conditional approval of the Betzel Reverse Subdivision Plan. The conditions included correcting the drawing with the Engineer's comments and including the paper alley behind the property noted on the deed. Council discussed the York County Planning Commission (YCPC) comments and Mr. Clabaugh assured Council he was following through with the Betzel's surveyor on all items. The outstanding item on the plan was the terminology of the main structure label as "house". President Stauffer made a motion to table the plan until the Betzel's clarify the intent of usage for the property, and updated the plan to fulfill the deed noted alley. Mr. Loeffler seconded the motion. The motion passed unanimously.

B. CFR Partners, Inc.

Mr. Eiben reported that the Planning Commission reviewed both the reverse subdivision plan and the subdivision and land development plan for the corner lot on the Borough square. Regarding the reverse subdivision, the Planning Commission recommended that the plan be approved with one condition, to include the sight triangle to the drawing. Mr. Loeffler made a motion for the conditional approval of the CFR Development Reverse Subdivision plan with the addition of a sight triangle to the drawing. Mr. Heltzel seconded the motion. The motion passed unanimously.

Mr. Eiben then discussed the land development plan for the same corner property. Five units of single family dwellings were proposed. One waiver of widening the entire Cedar Street was requested, though provisions were made for the widening of the access to the Cedar Street entrance to accommodate the increased traffic from the development. The Planning Commission voted to recommend that the Council approves the requested waiver to ordinance section 158-41 for the required cartway width. Mr. Loeffler made a motion to approve the waiver to the CFR Development land development plan to only increase the entrance area as indicated on the plan. Mr. Heltzel seconded the motion. The motion passed unanimously. A Letter of Security in the amount of \$44,247.50 was suggested by James Holley & Associates for the CFR Development project. The Borough Engineer reviewed the submitted Letter of Security and advised Council to accept the Security amount as appropriate for the project. Mr. Heltzel made a motion to accept the Letter of Security for the corner development in the amount of \$44,247.50. Mrs. Roser seconded the motion. The motion passed with all yeas votes. Mr. Clabaugh then addressed Council regarding the Stormwater Management Plan for the proposed development. Mr.

Blaine Markle said he would submit the plan for the Engineer to review. Mr. Heltzel made a motion to allow President Marlyn Stauffer to sign the Stormwater Management Plan for the CFR Development. Mrs. Roser seconded the motion. The motion passed with all yeas votes. Council then discussed the Land Development Plan for CFR Development showing one property with five housing units. The plan had all necessary components, indicating the enlarged Berlin Street access as approved by waiver, and the public improvements were properly drawn to the units. Mr. Heltzel made a motion to adopt the Land Development Plan. Mr. Loeffler seconded the motion. The motion passed with all yeas votes. Signatures were placed on the plan. The Jefferson Codorus Joint Sewer Authority signatures were also needed on the plan.

IV. Solicitor's Report

A. Mail Delivery

Attorney Smith reported to Council regarding the mail delivery system in the Borough. Attorney Smith explained that the delivery box location was the discretion preference of the Post Office. The boxes must be placed in the right-of-way. President Stauffer reported that he approached the Spring Grove Post Office Post master concerning the issue. The Post Master there said the Codorus Post Office was not closing despite the limited hours of operation. Residents in Jefferson Borough continue to work with the Post Office on an individual basis to place new mail delivery boxes throughout the town. Concerns for parking obstruction and mail box placement in the Borough were expressed. Attorney Smith responded that he would attempt to get written clarification from the Post Office concerning future mail delivery.

B. Paper Alley off of Hanover Street

Attorney Smith was briefed concerning an alley that is indicated on two deeds belonging to 39 and 41 Hanover Street that both indicate a street that has not been adopted or abandoned by the Borough. The appropriate deeds were provided for Council to review. Residents are requesting a letter of clarification as to the ownership and use of the land. Council would revisit the issue in April.

C. Sewer Hook-up Citations

The Zoning Officer Wayne Smith was present to report on the court hearing for three residents that appeared before the District Magistrate concerning their Sewer Hook-up. All three residents had pleaded not guilty. Two residents were given a decision of guilty but given three months to comply with the Ordinance. The third resident was given a decision of guilty, put on a payment plan for the court fees, and the judge waived the Borough fees. No determination for hook-up was made. Zoning Officer Wayne Smith had decided to wait until the court had issued a disposition and then re-cite the third resident as no plan for sewer hook-up had been determined. Other residents who had pleaded guilty and paid the fines had a one month grace period to hook into the public sewer system before the Zoning Officer would re-issue citations to them as well. Each day, according to law, is a separate punishable offense to the law, and can be cited as such. The Council was satisfied with the schedule the Zoning Officer presented. Mr. Wayne Smith and Attorney Glenn Smith would correspond regarding the citation process. Attorney Smith would report back to Council regarding the process of placing liens on properties that were not responsive for the cost of installing sewer connections as per the Sewer Ordinance.

V. Engineer's Report

A. 2013 Street Work

Mr. Clabaugh submitted a drawing and financial spreadsheet of the proposed street work for the 2013 year. Two projects were proposed. The first project was to completely repave the corner of Locust St. and S. Emerson St. for a total cost of \$18,760.50 including a 10% contingency. The second project was the complete repaving of N. Emerson Street for a total of \$17,938.25 including the 10% contingency fee. Council opted to consider the options and decide in the April meeting on an action.

Mr. Clabaugh and Attorney Smith left the meeting at 9:35p.m.

VI. Residents

No residents requested an audience with the Council.

VII. Treasurer's Report**A. Treasurer's Report 3/4/2013**

The Secretary Treasurer submitted the expenses, deposits, and the budget versus actual report to Council. The Borough Funds were as follows;

Checking / Savings

01.100.000. General Fund	\$36,186.83
30.100.000. Capital Improvement Fund	\$13,316.13
05.100.000. Parks & Recreation Fund	\$65.82
35.100.000. Highway Fund	\$19,411.84
18.109.000. CD - Centennial Fund	\$7,376.20
Total Checking / Savings	\$76,356.82

Debt

HVAC Peoples Bank Loan	\$29,308.41
Roof & Gutter Loan Peoples Bank	\$64,817.31
DCED HVAC Loan	\$30,385.24
Total Debt	\$124,510.96

Total Assets **-\$48,154.14**

Mr. Loeffler made a motion to accept the Treasurer's Report. Mrs. Roser seconded the motion. The motion passed with all yea votes.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

Much of this item was covered under the Solicitor's Report. President Stauffer did report that the Sewer Authority had not yet raised the EDU rate from \$1,500.00 to \$2,000.00, but that it was an inevitable change.

IX. Zoning Officer Report**A. Permits**

Three sewer hook-up permits and one building permit were issued in February of 2013, totaling \$217.00.

B. Violations

The Zoning Officer documented four current violation actions. Among the notices were issues with dumpster trash, unregistered vehicles and grass trimming.

X. Mayor's Report**A. State Police Report**

Council received a copy of the four incidents reported in the Borough for February.

XI. Committee Reports**A. Building Property & Supply Committee Mr. Heltzel/ Chair Mr. Loeffler/Member****1. Maintenance List**

A copy of the March 4, 2013 maintenance list was submitted for Council to review. No additions were made.

2. Power Washer

This item is waiting purchase.

4. Shed Heater

President Stauffer purchased and installed the heater as per the February 4, 2013 motion.

5. Cementing Garage Floor

President Stauffer had a copy of the Borough engineer's specifications for the garage floor cement project copied for Council to use for bids. Discussion on the project was tabled until contractors and prices were identified.

6. Tools at Auction

Mr. Loeffler reported to Council that the maintenance man Mr. Thoman would like to purchase small tools as necessary and available from the local auction house he attends. Mr. Heltzel made

a motion to allow Mr. Thoman to purchase up to \$100.00 of tools for the Borough at the auction house reimbursable by the Borough. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

7. Square Post Reflectors

Council agreed to have Mr. Loeffler purchase, and Mr. Thoman install, reflectors on both sides of the posts on the east and west sides of town to give truckers better visibility of the posts as they round the ellipse in town.

7. Tractor Repair

The tractor continues to have minimal leakage from the tube in the wheel. Council decided to replace the tube during the summer.

8. Banners

Mr. Loeffler reported that the Lion's Club was going to purchase two of the new banners for town. The Secretary reported that Baugher Motors had also donated \$129.00 for a banner.

Thank you notes were to be distributed by the Secretary Treasurer for the donations.

9. Cannon Carriage

President Stauffer expressed concern for the cannon on the east side of the Borough Square. It was nearly missed by the last tractor trailer that pushed over the posts. Mrs. Loeffler expressed an interest in locating or researching information on the possibilities for a carriage replacement.

B. Finance Committee –Mrs. Ritz/ Chair Mrs. Loeffler/Member

1. General Fund Unallocated Funds Transfer

This item was tabled for the April meeting. Council members were in possession of a spreadsheet showing the current interest rates of the loans and the General Fund and the capital Improvement Fund, as well as General Fund balances at year end and after the first quarter of each year from 2007 to 2012.

2. YATB 1/28/2013 Minutes

This document was provided for Council review.

C. Light Water & Gas Committee – Mrs. Roser / Chair Mrs. Ritz / Member

1. Retro-Fitting Florescent Light Fixtures in the Borough Building

More estimates are still needed to make a decision on this project. This item is tabled until more estimates are available.

2. Light Pole Ownership Buyout Program

The StouchLighting Company submitted a Utility Owned Street Lighting Buy-Back Program to Council that does not include the purchase of the actual street poles from Metropolitan Edison Company. The Program overview was copied for Council review.

D. Public Safety & Welfare Committee – Mrs. Loeffler/Chair Mrs. Roser/ Member

1. Emergency Plan Review/Knox Box Orders

The Knox boxes have been ordered and will be delivered within two weeks. Copies of keys and the final contract agreement/plan statement will need to be finalized and signed by the parties involved. The Fire Company will help the Borough set the box where it is easily accessible to the Fire Company in an emergency.

2. YC Hazard Mitigation Plan Update Review

The Borough Secretary received a copy of the York County Hazard Mitigation plan in CD form. Any interested Council member was invited to review the plan for the YCPC.

3. Fire Company News

Mrs. Loeffler submitted a copy of the January Minutes and Income/Expense Report for Council review. Mrs. Loeffler reported that she had attended a union meeting and heard Eric Bistline speak regarding the 911 system. Mrs. Loeffler found the presentation to be interesting and informative. Mr. Bistline said that small groups (under 20) are given tours of the new 911 facility. Mrs. Loeffler asked the council members if anyone was interested in taking the tour she would be willing to arrange for the tour. The Fire Company was also holding its Annual Appreciation Banquet on April 20th and the Music Festival on April 14th.

4. 2013 Elected Officials Seminar

Both Mrs. Roser and Mrs. Loeffler asked to be registered for the March 16th Elected Officials Seminar from 9:00 a.m. to 12:00 p.m. at the Emergency Services Center where representatives from local utilities will speak to disaster planning.

E. Solid Waste & Sewer Committee – Mr. Ritz /Chair Mr. Heltzel/Member

No report.

F. Streets & Sidewalks Committee – Mr. Loeffler/ Chair Mr. Ritz/ Member

1. Banner Choice

A picture of the banners that were being ordered and an invoice for the order was submitted to Council for motion. Mr. Heltzel made a motion to order all eight banners for the Borough. Mr. Loeffler seconded the motion. The motion passed unanimously.

2. Street Crosswalk Configuration

Council received a copy of the original drawing of the street crosswalk configuration for vinyl painting by Spring Grove Borough. Mr. Loeffler motioned to complete the painting as the diagram showed, with crosswalks from one side to the other across all four streets that surround the square and walkways from both sides of Berlin and Baltimore Streets to the circle. Mr. Heltzel seconded the motion. The motion passed unanimously.

G. Web Site Committee – Mr. Jon Ritz/ Chair

Charity Advantage received all seventeen pages of instructions and six e-mails full of attachments for the website. A copy of the instructions was available for Council review. Some training would be required for the web master after the site is constructed. The Fire Company and the Sewer Authority had their own tabs that would have pages showing their banners across the top when the pages were visited. Larry Little of the Fire Company, and Janny Graham of the Sewer Authority would be masters of the pages that concerned their organizations within the Jefferson Borough website.

XII. New Business

A. YCBA March 21st Dinner Meeting

Mayor Sanders and Mr. and Mrs. Loeffler asked to be registered for the March 21st York County Borough's Association dinner in Red Lion. The Secretary Treasurer would contact Mr. & Mrs. Ritz to inquire if they would like to attend.

XIII. Old Business

A. Borough Projects

1. Statement of Financial Interests

All Council members who had not yet submitted their statements had until May first to do so.

XIV. Communication

A. PSAB Up-Date /May Conference

B. YCBA Meeting Schedule

C. Banner Letters/Responses – Copies

D. York County Real Estate Market Report

E. Training Seminars/Budgeting & Elected Officials

F. Toxicology Report Program

XV. Adjournment

Mr. Loeffler made a motion to adjourn the meeting at 10:40 p.m. Mr. Heltzel seconded the motion. The motion passed with all yeas votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough