

# JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, MARCH 2, 2015

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## In Attendance:

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

## In Attendance:

Solicitor Glenn Smith - **Arrived at 7:08**  
Engineer Chris Toms  
Mayor Jim Sanders  
Secretary/Treasurer Janny Graham

### 1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the March 2, 2015 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

### 2. FEBRUARY 2, 2015 MINUTES

Councilman Loeffler made the **motion** to approve the February 2, 2015 Minutes, Councilman Heltzel seconded and the motion passed 6-0.

### 3. PUBLIC COMMENTS

a) No Comments

### 4. SOLICITOR'S REPORT

a) International Property Maintenance Code – Council will form a committee to review code book and evaluate for Borough use and present to council.

b) CGA Law Firm – They are sponsoring an “Overview & Legal Update on Municipal Laws” Thursday, March 26 at 3:30 pm and 5:30 pm.

### 5. ENGINEER'S REPORT

a) 5-Year Plan – Nothing new to report.

b) 2014 Street Improvements – Waiting for work to be completed before making final 10% payment.

c) Hanover Street Sidewalk Project – Bids were open by C.S. Davidson on February 26 and Engineer Toms gave a summary of the bids. Councilman Loeffler made the **motion** to issue notice of award to Pantano Concrete which had the lowest base bid at \$59,766.75, Councilman Heltzel seconded and the motion passed 6-0. Councilman Loeffler made the **motion** to have the Solicitor draft a letter to send to the residents with their alternate bid amounts and specific information regarding project, Councilman Jackson seconded and the motion passed 6-0.

d) PennDot Infrastructure Bank Loan – Councilman Heltzel made the **motion** to have C.S. Davidson apply on the Borough's behalf to the PennDot Infrastructure Bank for a loan not to exceed the amount of the bid at \$59,766.75, Councilwoman Loeffler seconded and the motion passed 6-0. Councilwoman Loeffler made the **motion** to give President Stauffer authority to assist C.S. Davidson with making decisions on terms and any associated loan decisions needed to be made for the application and/or for People's Bank Loan, Councilman Heltzel seconded and the motion passed 6-0.

**Solicitor & Engineer left meeting at 7:55 pm**

## 6. PLANNING COMMISSION

Nothing to Report.

## 7. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for February – Councilman Heltzel made the **motion** to accept the Treasurer's Report, Councilwoman Loeffler seconded and the motion passed 6-0.
- b) Audit Completed – 2014 Audit has been completed and advertised and copies distributed.

## 8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Nothing new to report.

## 9. ZONING/PERMIT OFFICE

- a) Permit Report – No Permits were issued for the month of February.
- b) Ordinance Violations Report – Reviewed.

## 10. MAYOR'S REPORT

- a) Nothing to Report.

## 11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
  - Tractor Repairs – Payment for tractor repairs will be taken from the borough vehicle reserve account.
  - Boiler and Pipes in Building – Councilman Heltzel made the **motion** to have the furnace (boiler and pipes) repaired, Councilwoman Loeffler seconded and the motion passed 6-0.
  - Boiler Room Floor – Maintenance man will clean boiler room floor.
  - Hot Water Heater – Reviewed wall mounted electric water heating devices.
  - Sinks in Rooms, Downstairs Bathrooms – Reviewing the necessity of them.
  - Insurance on Artifacts – Waiting for quotes.
  - Square Progress – Forrest Taylor was contacted by Councilwoman Loeffler and she received an update on his progress regarding artifacts and the posts for the circle. President Stauffer will be getting a draft of the plaque for the circle for Council to review.
- b) Finance – Chairperson A. Loeffler
  - YATB – Councilwoman Loeffler gave a report from the February 23 meeting.
- c) Lights, Water & Gas – Chairperson Roser
  - Outlets on Square – Not working.
  - MedEd Agreement – Agreement has been signed and received from MetEd. Councilman Loeffler made the **motion** to hire Randy Brooks to remove brackets from poles that are not being used and to replace banners or brackets as needed, Councilman Heltzel seconded and the motion passed 6-0.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - Changes to Fire and/or EMS Response Plans – Council President's signature is now required for any changes submitted to York County Department of Emergency Services.
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Storm Drain Clean Out (\$50.00/Hrly) – Hold for weather improvement.
  - Storm Drain Map Layout – Hold for weather improvement.

## 12. NEW BUSINESS

- a) Associated Products Services (Portable for Park) – Council approved the renewal of services for 2015 with Associated Products.
- b) American Red Cross – Council approved the request made by American Red Cross to use the Council Room for a Blood Drive this year.

## 13. OLD BUSINESS

- a) Mail Box placement issues – Research will continue and look into cluster boxes and discuss with Spring Grove Post Office.

## 14. PUBLIC COMMENTS

## 15. CORRESPONDENCE

1. YCPC – Hazard Mitigation Plan Annual Review, Comments Welcomed (2/16 through 3/16)
2. YCDES – York County Dept. of Emergency Services Quarterly Training: (4/1 & 4/18 - Hazard Mitigation & Leadership)
3. PENNDOT/LTAP COURSES – Principles of Paving (3/25) & Equipment & Worker Safety (4/7)
4. FEMA & DCED – Managing Floodplain Development (3-23-15)
5. PSAB – 2015 Annual Conference April 26 – 29, 2015 (Lancaster)
6. GFOA PA – Government Finance Officers Assoc. Annual Statewide Conference (4/26 – 4/28, 2015)
7. PEMA – 2015 Spring Hazardous Weather Emergency Preparedness Exercise (3/25/15).
8. PA LOCAL GOVERNMENT TRAINING – Webinar: Taking a No-Holds-Barred Approach to Blight
9. PSAB Municipal Planning Education 2015 Courses – If interested look online [www.classes.boroughs.org](http://www.classes.boroughs.org) for more information of classes that are available.

## 16. ADJOURNMENT

Councilman Heltzel made the **motion** to adjourn at 9:10 pm., Councilman Loeffler seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary