

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
MONDAY, MARCH 7, 2016
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

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the March 7, 2016 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. FEBRUARY 1, 2016 MINUTES

- a) Councilman Loeffler made the **motion** to approve the February 1, 2016 Minutes, Councilwoman LeVault seconded and the motion passed 5-0.

3. PLANNING COMMISSION REPORT

- a) Chairman Conrad Eiben was in attendance and gave a report from the February 17 Planning Commission Meeting to review the Dollar General Store plans. The Planning Commission approved the plans with the conditions as follows:
- 1) Council approval of the setback waiver,
 - 2) Council agreement on the fencing issue around the retention pond,
 - 3) Satisfactory agreement signatures from Fred Bowman regarding stormwater released onto his property,
 - 4) Required recording of the HOP permit with the County Recorder of Deeds Office,
 - 5) Acquiring the approved E&S Plan from the York County Conservation District,
 - 6) Submit a revised set of plan drawings with the agreed changes.

Discussion regarding depth of pond was addressed and our Solicitor Myers addressed the liability issues regarding fence around retention pond. A fence does not always eliminate a liability issue.

4. PUBLIC COMMENTS

- a) Jefferson Volunteer Fire Company – Chief Troy Snyder was in attendance and gave the 2015 annual report for the Jefferson Volunteer Fire Company.

5. DOLLAR GENERAL STORE

- a) Mr. Chuck Varn with GBT Realty representing Dollar General was in attendance for the meeting.
- b) Fire Chief Snyder had questions regarding the sprinkler system, alarm system and if there would be a Knox box for the building. Sprinkler system is not required because of the buildings size but there will be an alarm system and the Knox Box should be installed.
- c) **Waivers** – Councilman Loeffler made the **motion** to approve the applicant's waivers as follows:
- 1) a modification to waive the preliminary plan and proceed directly to a final plan for the lot addition and land development plan;
 - 2) a modification to waive requirement of a fence around the proposed stormwater management facility;
 - 3) a modification to allow the proposed stormwater management facility to encroach into the building setback;

with the contingency upon getting a signed approval in writing from Mr. Fred Bowman, owner of property located at 69 Baltimore Street, which the storm drainage outlet will discharge upon.

Councilman Thoman seconded and the motion passed 5-0.

- d) **Preliminary/Final Plans** – Councilman Loeffler made the **motion** to approve the Preliminary/Final Plans for the Dollar General Store with the following conditions to be met:

- 1) all signatures are required on the final plans;
 - 2) Letter of Credit for Security Bond;
 - 3) Knox Box required on building;
 - 4) recording of the Stormwater Operation and Maintenance and Right-of-Way Agreement;
- Councilwoman LeVault seconded and the motion passed 5-0.

6. SOLICITOR’S REPORT – Nothing additional to report.

7. ENGINEER’S REPORT

- a) 2016 Road Improvement – Bid proposals were sent to three local microsurfacing contractors on February 18, 2016 and were due on February 26, 2016. Only one bid was received due to small quantities of work. Councilwoman Loeffler made the **motion** to award bid to Stewart and Tate with changing the work to only doing the Crack Sealing and Poly Patch and hold off doing Microsurfacing this year. The plan is to add it to a larger project in the future, Councilwoman LeVault seconded and the motion passed 5-0.

Solicitor & Engineer left meeting at 8:36 pm.

8. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for February – Councilwoman Loeffler made the **motion** to accept the Treasurer’s Report, Councilwoman LeVault seconded and the motion passed 5-0.
- b) Furnace/Boiler – President Stauffer will continue to work to get estimates for changing Boiler from steam to hot water and will wait to repair valve that was removed.
- c) 2015 Audit – Audit is completed and advertised.

9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Loan did not get approved so JCJSA will continue to look at other options.

10. ZONING/PERMIT OFFICER

- a) Permit Report – Reviewed.
- b) Ordinance Violations Report – Reviewed.

11. MAYOR’S REPORT – None

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Loeffler
- Maintenance List – March. Gutters throughout the borough needs cleaned and checked.
 - Hydrant Markers (23) – Fire Company requested we acquire markers with springs attached to the base for flexibility. We will continue to research.
 - Paint for Building Entrance Hallway – Colors were chosen and paint will be purchased.
 - Park Area – Court & Play Equipment needs repairs. (Slide needs removed for safety reasons)
 - Drainage from the swell by the borough shed will be handled by Councilman Loeffler.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
- YATB – Councilwoman LeVault attended February’s meeting. Report is filed in office.
 - TCC – Councilwoman Loeffler attended meeting and gave report.

- c) Lights, Water & Gas – Chairperson Thoman
 - Lights on Back of Building – Council agreed to change the 3 lights to 2 lights and install LED Lighting.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - EOP – Waiting for Fire Departments updates, will set for approval at April 4 Council Meeting.
 - Cameras on Square – Continue to gather information.
- e) Solid Waste & Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Storm Drain Map Layout – In progress.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.
 - Spring Grove Street Sweep – Council agreed to contact Spring Grove and schedule their service at the end of April or the first part of May.

13. NEW BUSINESS

- a) 2016 Annual Conference (June5-8 @ Hershey Lodge) – Council approved to pay for President Stauffer, Vice President Loeffler, Councilwoman Loeffler and Councilwoman LeVault to attend the PSAB 2016 Annual Conference.
- b) YCBA March meeting – Those that are attending are President Stauffer, Vice President Loeffler, Councilwoman Loeffler.

14. OLD BUSINESS

- a) Mail Box Placement Issues – Continue to review.
- b) SWRP Coverage – Continue to review
- c) Windows in Borough Building – Vice President Loeffler made some suggestions for replacing windows regarding Home Depot and further discussion was to research.

15. PUBLIC COMMENTS – No Comments

16. CORRESPONDENCE

	Organization	Subject	Date
	PSAB	Nominations for Second Vice President	Deadline Apr. 6
	PSAB	Training – Planning & Zoning Classes	Mar.-May
	YCPC	Monthly Meeting	Mar. 15 @ 7 pm
	YCDES	Initial Damage Reporting Class	March 9 & 12
	YCBA	Borough’s Association - Next Meeting*Sign Up	Mar. 31
	PSAB	Annual Conference - Hershey	June 5-8 (Reg. May 5)
	PSAB	Inside Pennsylvania Boroughs Broadcast (pcntv.com)	Apr. 10 (Sun)
	PSAB	Education Courses: www.classes.boroughs.org	
	PSAB	Webinars: www.boroughs.org	

17. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 10:30 pm., Councilwoman LeVault seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary