

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**

MONDAY, MARCH 6, 2017

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  
Secretary/Treasurer Janny Graham  
Conrad Eiben, Planning Commission Chairman

**In Attendance:**

Seth Rohrbaugh, Resident  
Pat Roser, Resident  
Deb Brokenshire, Resident  
April Lutter, Resident

**Absent:**

Engineer Chris Toms, C.S. Davidson

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

President Marlyn Stauffer called the March 6, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. FEBRUARY 6, 2017 MINUTES**

a) Councilwoman LeVault made the **motion** to approve the February 6, 2017 Minutes, Councilman Loeffler seconded and the motion passed 5-0.

**3. PUBLIC COMMENTS**

- a) April Lutter, borough resident and employer of Jefferson PreSchool, presented an idea for a community “Green Space,” which would allow the community to be able to use for gatherings and possible nature like activities. Discussion regarding financing and maintenance of an area would likely be the borough’s responsibility. Council would need to review possibilities and determine if there is enough support, and would it be feasible for the borough.
- b) Deb Brokenshire, borough resident, presented a complaint of an open burning violation regarding a borough resident. Solicitor will send enforcement letter to the resident of 22 Berlin Street.
- c) Seth Rohrbaugh, resident at 49 York Street, discussed revisions for driveway. Council’s recommendation is to have Mr. Rohrbaugh get approval of revisions from PennDot and then submit a final drawing and stormwater permit for review to the Borough Zoning Officer.

**4. SOLICITOR’S REPORT**

- a) Ordinance (Dangerous Structure Removal) – Solicitor is researching and will address again next meeting.
- b) Zoning Hearing Board Variance for 49 York Street – Extension for the appeal is dated to April 10, 2017. Solicitor gave a summary of the variance criteria that was given in reference to the last Zoning Hearing Board Variance Decision.
- c) Employee Handbook – Received an example from Spring Grove Borough and secretary will work towards a draft.
- d) Ordinance 2017-03 – Amending Chapter 151, Streets and Sidewalks, Section 151-38A, Responsibility for removal of snow and ice. Ready for advertising.
- e) Ordinance 2017-02 – Amending Chapter 64, Building Construction, Article I, Renovation and Demolition Permits, Section 64-1B, Permits required. Ready for advertising.
- f) Councilman Loeffler made the **motion** to amend Chapter 107, Section 107-10, to replace the wording of Chief of Police with Borough Zoning Officer, Councilwoman LeVault seconded and the motion passed 5-0. New Ordinance will be Ordinance 2017-04.

- g) Councilman Loeffler made the **motion** to advertise all three Ordinances; 2017-02, 2017-03, and 2017-04, at the same time, Councilwoman LeVault seconded and the motion passed 5-0.
- h) Resolution 2017-02 – Zoning Hearing Board Appointments. Councilwoman Loeffler made the **motion** to approve Philip Shepp as Zoning Hearing Board member for the term of 3 years and Larry Linebaugh as an alternate for a term of 3 years, Councilman Thoman seconded and the motion passed 5-0.
- i) Building Appraisal – Reviewed information from Rock Real Estate Company. Reviewed the process that would be needed to sell municipal property.

**Solicitor left meeting 8:15 pm.**

## **5. ENGINEER’S REPORT**

- a) Reviewed the engineer’s report for E. Sunset View Street Stormwater Improvements and Full-Depth Reclaiming and the report for Church Street rebuild.

## **6. PLANNING COMMISSION**

- a) Chairman Eiben reported that the Planning Commission will meet March 15 for their reorganization. Chairman Eiben would like to attend the Workshop by PSATS for the International Maintenance Code to be held April 23, 2017.

## **7. TREASURER’S REPORT**

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

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

- a) Operations – Engineers are moving ahead with the screening plans.

## **9. ZONING/PERMIT OFFICE**

- a) Ordinance Violations Report – Three letters have been sent out for automobile junk cars.
- b) International Property Maintenance Code – Councilmembers will review the Spring Grove example of their International Property Maintenance Code.
- c) Rental Properties Maintenance – Councilmembers will review an example of a rental property maintenance ordinance.

## **10. MAYOR’S REPORT – No Report.**

## **11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – March Reviewed.
  - Shed Insulation – Will check to see if work is completed and key has been returned.
  - Shed Heat – Will continue to research.
  - Playground Age Limit Signs – President Stauffer is working on estimate prices.
  - Young Lungs at Play – Program sponsored by Wellspan. Council agreed to proceed with program and prepare Resolution.
  - Salt Spreader – Will need to be emptied and cleaned for storage.
  - Nets for Basketball Court – Put on Maintenance Person’s list.
  - Banner Replacements & South Building light – Contact Masimore to put on his schedule.
- b) Finance – Chairperson A. Loeffler & Co-Chairperson A. LeVault
  - Resolution 2017-03 – YC TCC Appointments. Councilman Thoman made the **motion** to approve Councilwoman Loeffler as the York County Tax Collection Committee Representative for the Borough and Councilwoman LeVault as the alternate, Councilman Loeffler seconded and the motion passed 5-0.
  - YATB – Councilwoman Loeffler gave report for TCC meeting and the YATB meeting.

- c) Lights, Water & Gas – Chairperson Thoman.
  - The Starlite Street lights are out and secretary will report to MetEd. Discussion regarding the need for lighting at the corner of Burns Road and Highland Avenue. Will research further.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - Councilwoman Loeffler made the **motion** to approve the 2017 Jefferson Volunteer Fire Company participation in their Non-Emergency Activities, Councilwoman LeVault seconded and the motion passed 5-0.
  - Spring Grove EMS January-February Report. Reviewed report.
  - Spring Grove EMS CPR Training Course – They are offering a Training Course on April 29, 2017.
- e) Solid Waste and Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.
  - Street Cleaning – Spring Grove Borough will be contacted and schedule a time for our main street cleaning.

**12. NEW BUSINESS**

- a) Approval of PSAB Voting Delegate and Alternate – Councilwoman LeVault made the **motion** to approve Councilman Loeffler as the 2017 PSAB Voting Delegate and President Stauffer as the alternate, Councilman Thoman seconded and the motion passed 5-0.
- b) YCBA March 30 Monthly Meeting – Members that are attending will be President Stauffer, Councilman Loeffler and Councilwoman Loeffler.
- c) Approve 2016 Audit for Advertise – Councilwoman Loeffler made the **motion** to advertise the 2016 Audit, Councilwoman LeVault seconded and the motion passed 5-0.

**13. OLD BUSINESS**

- a) Councilwoman Loeffler had information regarding NIMS Certification.

**14. PUBLIC COMMENTS – No Comments.**

**15. CORRESPONDENCE**

- a) York County Quick Response Team – Requesting Support. Council will review with 2018 Budget.
- b) Erdman Animal Control Report – January Report Reviewed.

**16. MEETING AND TRAININGS**

YCPC	Monthly Meeting	Feb. 21, @7:00pm
YCBA	Meeting	March 30 @7:00 pm
PSAB	2017 Annual Conference – Hershey Lodge	May 7-10, 2017
YCDES	Qtrly Training: NIMS Compliance	July 8 (9 am)
YCDES	Qtrly Training: WebEOC Exercise	Oct. 4 & 7
YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslist.asp">http://www.training.fema.gov/IS/crslist.asp</a>	
PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	
PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training

**17. ADJOURNMENT** – Councilwoman Loeffler made the **motion** to adjourn at 9:26 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary