

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

MONDAY, MARCH 5, 2018

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 Frank Thomas  
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 5, 2018 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. FEBRUARY 5, 2018 MINUTES**

a) Vice President Loeffler made the **motion** to approve the February 5, 2018 Minutes, Councilman Thomas seconded and the motion passed 5-0.

**3. PUBLIC COMMENTS**

a) Corporal Torkar from the PA State Police attended and reported on the past year of incidents within the borough. Council discussed the volume of trucks that travel through the borough along with a firearm incident that took place within the borough. Corporal Torkar agreed to review the information that was given to him.

**4. SOLICITOR'S REPORT**

- a) 49 York Street Variance Appeal – Next step is for ZHB to reply.
- b) Ordinance No. 2018-01 Draft – (To Prohibit Stopping, Standing and Parking on various Streets)
- c) Ordinance No. 2018-02 Draft – (Amending Chapter 182, Parking Restrictions on Hanover Street)  
Council agreed to have Ordinance No. 2018-01 and No. 2018-02 combined to form one Ordinance. Solicitor will draft Ordinance for next meeting.
- d) Ordinance for Ticketing – Council reviewed sample ordinance from Spring Grove Borough. Council agreed to prepare a list of the Codification Chapters that would be incorporated within the ticketing ordinance.
- e) Discharging Firearms within the Borough Limits – Solicitor is researching information and will continue to review.
- f) Resolution No. 2018-02 – Vice President Loeffler made the **motion** to appointment Tom Yingling to the Planning Commission for the term ending 12/31/19, Councilman Thomas seconded and the motion passed 5-0.
- g) Resolution No. 2018-03 – Vice President Loeffler made the **motion** to adopt the updated Emergency Operations Plan for 2018 and 2019, Councilman Thomas seconded and the motion passed 5-0.
- h) EOP Promulgation – Council signed the EOP Promulgation Document.
- i) Personnel Manual – Solicitor's recommendation is to include a Sexual Harassment Policy within our Personnel Manual. Solicitor will review what we have as a sample.
- j) Comcast Franchise Agreement – Councilwoman Loeffler made the **motion** to have the Solicitor review the 10 Year Comcast Franchise Agreement which needs to be renewed by April 16, 2018, Councilman Thomas seconded and the motion passed 5-0.

## **5. ENGINEER'S REPORT**

- a) 2018 Street Improvements – Council discussed the payment term options available for the PIB Loans. Vice President Loeffler made the **motion** to accept the 10-year pay back payment plan for the PIB Loan through PennDot, Councilman Thoman seconded and motion passed 5-0.

## **Engineer and Solicitor Left Meeting – 8:30 pm.**

## **6. PLANNING COMMISSION**

- a) There is a vacancy for one position with the term ending 12/31/19.

## **7. ZONING HEARING BOARD REPORT**

- a) There is a vacancy for one position with the term ending 12/31/18.

## **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, Councilman Thomas seconded and the motion passed 5-0.

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

- a) Operations – Next meeting is scheduled for April 4, 2018.

## **10. ZONING/PERMIT REPORT**

- a) Permit & Ordinance Violations February Report – Reviewed report.
- b) PA Bureau of Occupational & Industrial Safety Audit Report (UCC) – The report revealed areas that the borough did not fully enforce building codes in-regards to commercial properties. Discussion was brought up with the possible need of making changes to the Zoning Ordinance if we are going to allow more commercial businesses into the borough.

## **11. MAYOR'S REPORT**

- a) No Report.

## **12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – March Reviewed.
  - Shed Painting – Continue to find contractor.
  - Basketball Court – Continue to find contractor.
  - Borough Windows – Plan is to get another contractor's estimate.
  - Cannon Needs Painted – President Stauffer will contact Forrest Taylor.
- b) Finance – Chairperson A. Loeffler
  - YATB – No meeting
  - LGAC – Attended meeting which involves the YC Planning Commission and zoning issues concerning the County.
- c) Lights, Water & Gas – Chairperson Thoman.
  - Light on square – Two lights are out.
  - Light at 30 Berlin Street – Light is still out, secretary will resubmit repair notice.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report – Councilman Thomas attended meeting and gave brief updates.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Snow-Blower Attachment for Pickup Truck – Discussed what is needed.

**13. NEW BUSINESS**

- a) PSAB – Appreciation for the Borough’s participation in the PSAB (Received a Wall Clock)
- b) PSAB Annual Conference – June 10-13 @ Hershey Lodge, Early Bird Registration Ends May 8. President Stauffer, Vice President Loeffler and Councilwoman Loeffler plan to attend.
- c) YCBA – Quarterly Meeting March 22 @ 6:30 pm, \$12 each. RSVP 3/12/18. (Red Lion Comm. Bldg.) Topic is “Home Rule.” President Stauffer made a request that council should all attend this meeting.
- d) Statement of Financial Interest for Calendar Year 2017 – Due 5/1/18.

**14. OLD BUSINESS**

**15. PUBLIC COMMENTS** – None

**16. CORRESPONDENCE**

- a) Kim Erdman Animal Control Services – No Calls for January.
- b) PennDot Connects – New initiative to help with future transportation planning projects.
- c) York County Quick Response Team – Letter from District Attorney Dave Sunday.

**17. MEETING AND TRAININGS**

	<b>Organization</b>	<b>Subject</b>	<b>Date</b>
	YCPC	Monthly Meeting	Mar. 20 @ 7 pm
	DCNR	Dept. of Conservation & Natural Resources – Grant Workshops and Webinars	January thru April 2018
	YCBA	Quarterly Meeting @ Red Lion Community Building	Mar. 22, 6:30 pm
	PSAB	PSAB Resolutions Process – Deadline to submit Resolutions	Apr. 11, 2018
	PSAB	Annual Conference – 2018 Hershey Lodge	June 10 – 13, 2018
	PSAB	Legal Update – Sheraton Harrisburg-Hershey	Aug. 8 – 9 , 2018
	YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslist.asp">http://www.training.fema.gov/IS/crslist.asp</a> <a href="http://www.">http://www.</a>	
	PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	PSAB Courses
	PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training

**18. ADJOURNMENT** – Councilman Thoman made the **motion** to adjourn at 9:40 pm., Councilwoman Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary