

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for April 1, 2013

Present

President Marlyn Stauffer
Mayor James Sanders
Vice President Dawn Roser
President Pro-Tem Dave Loeffler
Councilman Wilson Heltzel
Councilwoman Anne Loeffler
Councilman Dave Ritz
Councilwoman Jennifer Ritz
Junior Council Person Jon Ritz

Also Present

Secretary Treasurer Deborah Corbin
Engineer Chad Clabaugh

Absent

Attorney Glenn Smith

I. Pledge to the Flag

President Stauffer led the April 1, 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 March 4, 2013 regular meeting minutes. Mr. Heltzel made a motion to adopt the meeting minutes with the changes indicated under Public Safety and Welfare. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

III. Planning Commission Report

No meeting was held and no report was submitted.

IV. Solicitor's Report

A. Mail Delivery

Attorney Smith had sent a letter to the Spring Grove Post Office Master and a copy of the letter was available for Council review. A response had not been obtained from the Post Office. This item was tabled until the May meeting.

B. Paper Alley off of Hanover Street

This item would be reported on in the May meeting.

V. Engineer's Report

A. Betzel Plan

Mr. Clabaugh submitted a letter to Council and the Planning Commission regarding the Betzel Reverse Subdivision Plan. Mr. Clabaugh provided confirmation to Council that there was a referenced alley to the west (behind) the Betzel property. Mr. Mort, Mr. Betzel's surveyor was in attendance with copies of the Reverse Subdivision Plan that did not indicate the alley. Mr. Loeffler made a motion to approve the plan conditionally, with the correction of the second page of the plan showing the referenced alley right of way. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

B. Street Work

Council was given a copy of the original Construction Cost estimate from Chad Clabaugh. After discussion Council Member Mr. Heltzel made a motion to proceed with the Emerson Street/ Locust Street project while adding crack sealing to Monticello Ave. near the Fire Company parking lot, and eliminating the North Emerson Street work for this year. Mr. Loeffler seconded the motion. The motion passed with all yeas votes. Mr. Clabaugh would provide Council with a revised Construction Cost and phone bid submissions for vote during the June meeting.

C. Crawford Plan

Mr. Clabaugh reported to Council that the stormwater seepage pits were inspected and pictures were submitted to the Borough. The stormwater measures had passed the engineer inspection.

D. Garage Floor

The Borough had received three phone quotes for the cement work on the garage addition floor. H&H General Excavating Co. submitted a bid for \$4,500.00; Mark D. Foore, General Contractor, submitted a bid for \$4,400.00; and Kingdom Concrete, Inc. submitted an bid for \$2,500.00. Mr. Loeffler made

a motion to accept the \$2,500.00 bid from Kingdom Concrete, Inc., and specified the completion date to be May 1, 2013. Mr. Heltzel seconded the motion. The motion passed with all yea votes.

Mr. Clabaugh left the meeting at 8:10 p.m.

VI. Residents

No residents requested an audience with the Council.

VII. Treasurer's Report

A. Treasurer's Report 4/1/2013

The Secretary Treasurer submitted the expenses, deposits, and the budget versus actual report to Council. The Liquid Fuels state remittance had been received by the Borough and was reflected in the Highway Fund balance. The Borough Funds were as follows;

Checking / Savings

01.100.000. General Fund	\$58,060.09
30.100.000. Capital Improvement Fund	\$13,319.52
05.100.000. Parks & Recreation Fund	\$65.83
35.100.000. Highway Fund	\$36,485.07
18.109.000. CD - Centennial Fund	\$7,382.37
Total Checking / Savings	\$115,312.88

Debt

HVAC Peoples Bank Loan	\$28,772.79
Roof & Gutter Loan Peoples Bank	\$64,003.73
DCED HVAC Loan	\$30,385.24
Total Debt	\$123,161.76

Total Assets **-\$7,848.88**

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

B. Transfer to the Capital Improvement Fund

Council discussed the spreadsheet of year-end balances and the options for transferring General Fund money to the Capital Improvement Fund. Mrs. Ritz made a motion to transfer \$30,000.00 from the General Fund to the Capital Improvement Fund. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

President Stauffer reported that the Sewer Authority is still looking into selling nutrient credits to other facilities, though no contract had been made.

IX. Zoning Officer Report

A. Permits

Two permits were issued in the month of March for a new roof and a street cutting permit for the total revenue of \$285.00.

B. Violations

The Zoning Officer had attended District Court for three residents that had pleaded not guilty for the sewer hook-up. Two residents were given ninety-day extensions to complete the sewer hook-up. The third resident was found guilty but given no extension. The Zoning Officer would issue a second citation for the third resident to resolve the accountability for sewer hook-up to that residence. All three residents were in possession of permits to complete the work. A total of ten properties are not hooked into the sewer.

X. Mayor's Report

A. State Police Report

No report had been submitted by the State Police for March as the date of the meeting was the 1st of April. The March and April incident report shall be made available in the May Borough Council meeting.

B. Marriages

Mayor Sanders had no marriages to report for the first quarter of 2013.

XI. Committee Reports

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A. Building Property & Supply Committee Mr. Heltzel/ Chair Mr. Loeffler/Member

1. Maintenance List

A copy of the April 1, 2013 maintenance list was submitted for Council to review. No additions were made.

2. Parking Lot Holes

Mr. Heltzel noticed the repair to the parking lot holes on the list and said that he would fill them with the warmer weather approaching.

3. Work Zone Signs

Council was given a price review sheet for three "Work Zone" signs from both Grimm's Signs and from Daniel B. Kreig. Grimm's Signs would like to sell three mesh signs with a stand and three flags at \$313.00 per sign. Daniel B. Kreig had three metal signs with a stand and three flags for \$150.50 per sign. Mr. Heltzel made a motion to spend \$450.50 for three metal signs with flags and stands from Daniel B. Kreig. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

4. Power Washer

This item is waiting purchase.

5. Tractor Repair

Council discussed purchasing a new rim versus calling Henise Tire to come to the shed and either fill a tube in the tire with water, or fix the current tire. The tractor would need to be fixed for summer. Henise Tire would need to be called out to the Borough Shed to make the repair. The call would have to be made by summer.

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

No Report. The next YATB Board Members meeting would be held on April 29, 2013.

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

No Report.

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

1. May 8th Meeting

Mrs. Loeffler reported to Council that Mayor Sanders would be present at the April 8th 2013 Fire Company meeting to swear in the new Officers. Additionally, the Fire Company was in the process of standardizing the meeting times from one season to another rather than changing the times. Mrs. Loeffler submitted the Income/Expense Report, Incident Report, and Fire Company minutes to the Borough Secretary for filing.

2. Fire Company Events

Mrs. Loeffler reported that the Ladies Auxiliary Appreciation Banquet was April 20th at the Fire Hall starting at 6:00 p.m. Tickets were being sold for \$5.00 a person. The Pancake Breakfast was being held the same day. Doors open for breakfast at 6:30 a.m. and close at 10:00 a.m. The Fire Company was also hosting a Series of Country/ Bluegrass Shows, Sunday April 14th from 2-6 p.m. Tickets were \$10.00 per adult; children under 12 years of age would have free admission.

3. Safety Presentations

Mrs. Loeffler informed Council that she had attended a utilities seminar and there were some instructional tools that were viable for our community's education. The Columbia Gas Co. had a "blue box" presentation covering gas hook-up safety that Mrs. Loeffler felt would be appropriate for the National Night Out event. Additionally, First Energy Corporation had a safety demonstration available for public events covering such topics as what to do in case there was an explosion.

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

There are several properties that had been exempt from hooking into the public sewer. These properties have a four-year septic clean-out schedule that must be monitored by the Borough Office. The President of Council requested a copy of the status of each property for the May meeting.

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

1. Barrel Collection

Mr. Loeffler reported to Council that he would contact Mr. Thoman to retrieve the winter cinder barrels by April 15th, and place them near the Borough shed.

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

Charity Advantage submitted a web design that had several mistakes in the original draft. The Secretary Treasurer was making changes to the site as needed for final publication.

XII. New Business

A. PSAB Conference Registration

Mr. and Mrs. Loeffler have requested attendance to the PSAB conference as well as President Stauffer. Mayor Sanders has indicated that he would prefer to attend the Mayor's conference in the summer. The Borough had been awarded one full and one one-half registration fee gift certificates, as well as a one-half registration fee reimbursement from the York County Borough's Association. This would make the cost for the three Council members \$255.00; the cost of one total registration package. No accommodations would be necessary as the conference was close enough to attend daily. Mileage sheets were to be submitted for the members' traveling costs.

B. Council/ Mayor Relations and Responsibilities Webinar

Mrs. Loeffler had attended a free webinar on Mayor and Council Member Relations and Responsibilities, and forwarded the power point presentation to the Borough Office Secretary. The power point presentation was available electronically for all Council Members from the Borough Office. Mrs. Ritz requested a copy of the power point presentation.

C. Borough Project Spreadsheet

The Secretary Treasurer provided Council with a spreadsheet itemizing all current, tabled and proposed projects in which Jefferson Borough was involved. There were six current projects; website update, evacuation plan, vinyl crosswalks, general code update, record destruction, and garage addition floor cement. There were six tabled projects; borough parking lot paving, borough building window replacement, borough building lighting retrofitting, the streetlight buy-back program, cannon carriage purchase, and the ambulance contract. And two projects were listed as not yet presented; the borough salt shed and the borough building window cleaning. Council was to review the list for future considerations.

XIII. Old Business

A. 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. PSAB Proposed Constitution Changes

C. PSAB Training

D. Tire Disposal YCSWA

E. Banner Thank You-Codorus Service & Lion's Club

XV. Adjournment

Mr. Heltzel made a motion to adjourn the meeting at 9:17 p.m. Mrs. Ritz seconded the motion. The motion passed with all yea votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough