

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, APRIL 7, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

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

In Attendance:

Mayor Jim Sanders
Secretary/Treasurer Janny Graham
Solicitor Glenn Smith
Engineer Chris Toms

Absent:

President Marlyn Stauffer

1. PLEDGE TO THE FLAG

Vice-President Dave Loeffler called the April 7, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. MARCH 3, 2014 MINUTES

Councilman Heltzel made the **motion** to approve the March 3, 2014 minutes, Councilwoman Roser seconded and the motion passed 5-0.

3. PLANNING COMMISSION REPORT

No new action to report.

4. SOLICITOR'S REPORT

- a) Ordinance #62-3 Obstruction or Misuse of Streets – This ordinance does not cover the issue of parking on borough roads that would restrict traffic flow or inhibit emergency vehicles. Solicitor will continue to research and draft an ordinance to better achieve the goals council is requesting for the next meeting.
- b) Snow Removal Ordinance – Solicitor will draft an ordinance that clarifies the regulations and requirements by residents in reference to snow and ice removal from borough streets.
- c) MetEd Poles (Written Agreement) – Solicitor reviewed agreement sent from MetEd regarding pole use by boroughs. The agreement is standard with MetEd and not negotiable.
- d) Mail Boxes on Borough Main Streets – Council will direct concerns to Postmaster.
- e) Federal Highway Administration (Road Sign Assessment and Management Program) – Discussion of the Federal requirement of a tracking system for monitoring borough road signs and replacing old and damaged signs with appropriate new signs. Due date for compliance is June 14, 2014.
- f) Resolution #2014-02 (EOP Approval for 2014-2015) and Promulgation – Councilwoman Loeffler made the **motion** to approve the 2014-2015 Emergency Operations Plan for Jefferson Borough, Councilman Jackson seconded and the motion passed 5-0.
- g) Ordinance #2004-03 (Vacating East Maple Street) – Ordinance references incorrect street in Section 1 of the first page. Solicitor reported that correction will be made by their office on the first page and nothing more is needed.

5. ENGINEER'S REPORT

- a) Sign on East End of Circle – Agreed to wait for repairs from PennDot.
- b) 5 Year Plan & York Water Plans for Roads – York Water will be abandoning the lines on Walnut Street and West Monticello Avenue, so crack sealing will take place on those roads this year.
- c) 2014 Street Improvements – Engineer is moving forward with the preparation of bid documents for this year's project. Curb ramps at South Cherry Street have been surveyed and an "Authorization for Agent to Apply" document has been prepared so engineer may submit the permit application to PennDot.

- d) Grant Project for Hanover Street – Second Notice was mailed to residence who had not turned in survey. If we do not qualify for grant then engineer suggests a backup plan to apply for Handicap Ramp Grant.
- e) Funds for Low Volume Roads from the Transportation Plan (Act 89) – There is a mandatory training class that we need to attend to qualify for funds. Engineer Toms will be attending.
- f) Townhomes Parking Lot – Excess water run-off from Townhomes parking lot is a concern. Owners need to maintain parking lot and address any problems.
- g) Pad size for Artifacts on Circle – Engineers recommendation is that the pad be 6 inches thick with reinforcement. Committee will get specifications needed for size of pad to finalize for preparation of work to be done.
- h) CFR Partners Townhomes – Developer requested a reduction of the public improvements security regarding the Townhomes in the Borough. The revised security based on construction estimates was posted for \$44,247.50 and the engineer proposes that the security be reduced by an additional \$39,847.50 to provide a remaining construction balance of \$4,400.00. Councilman Heltzel made the **motion** to reduce the construction balance to \$4,400.00, Councilwoman Loeffler seconded and the motion passed 5-0.

6. PUBLIC COMMENTS

Resident Roger Meyers attended meeting and expressed his concerns within the borough and if borough has ordinances or restrictions to govern certain issues. Solicitor responded to some of his concerns.

8:30 pm – Solicitor and Engineer Left Meeting

7. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for March – Councilwoman Roser made the **motion** to approve the Treasurer’s Report, Councilman Heltzel seconded and the motion passed 5-0.
- b) 2013 Audit Completed – Copies were given to council members.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Update – Mayor Sanders reported that operations are moving forward.

9. ZONING/PERMIT OFFICE

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

10. MAYOR’S REPORT

Nothing to report.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
 - Maintenance List – April list reviewed.
 - Insurance Coverage for Circle & Artifacts. – Councilman Heltzel will review policy. Secretary will check with insurance agent to get more information.
 - Sewer Hook Up next to Building (Clean Up) – Table for next month.
 - Maintenance Company for Banners – Table for next month.
 - Truck Issues:
 - Fund for Purchasing New Truck? – Discussion on setting an account in the Reserve Funds for vehicle purchasing.
 - Take Truck to Ford Dealership for repairs? – Decision to wait and Councilman Heltzel will check on price for engine wash.
- b) Finance – Chairperson A. Loeffler
 - Donation Project for the Square/Cannon – Received donation of \$22,800.00 from YC Commission.
 - Articles in Newspaper – Reviewed.

- Finance Meeting for Budget Surplus Money Update – Councilwoman Loeffler made a **motion** to put designated income not budgeted for 2014 into the reserve funds labelled for a vehicle fund, Councilman Jackson seconded and the motion passed 5-0.
- c) Lights, Water & Gas – Chairperson Roser
 - Lights in Office and Shed Update – Office lights are almost completed and the shed is done.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC Report – Report was given. The fire company was informed by Councilwoman Loeffler that the borough will not move the snow in front of the fire company building but will continue to clear the parking lot in back.
 - JVFC Fire Police Approval for 2014 Events – Councilwoman Loeffler made the **motion** to approve the following events for the Fire Police, Councilwoman Roser seconded and the motion passed 5-0.

Easter Egg Hunt at Ball Field (4/19/14)	Community Yard Sale (5/10/14)
Memorial Day Parade (5/25/14)	Carnival at Ball Field (7/14 thru 7/19/14)
National Night Out at Ball Field (8/5/14)	Fire Prevention at Lutheran Church (October)
Santa on the Square (Dec. 2014)	

- Knox Box Flyer from JVFC – Reviewed.
- Spring Grove Ambulance March Captain Report – Reviewed.
- e) Solid Waste & Sewer – Chairperson Jackson
 - 15 Hanover St. Sewer Problem in Back Yard – Zoning Officer sent a final notice to resident.
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Cleaning – We received a pricing quote from the Spring Grove Borough for \$50 per hour for sweeping streets. Councilman Heltzel made the **motion** to authorize Councilman Loeffler to arrange 4 hours of street cleaning with Spring Grove Borough, Councilman Jackson seconded and the motion passed 5-0. Prior to contacting Spring Grove the streets within the borough will be evaluated to choose which streets will be swept first.

12. NEW BUSINESS

- a) York County Planning Commission is looking for people to serve on their York Area Metropolitan Planning Organization (YAMPO) Technical Committee. Mayor Jim Sanders volunteered to be nominated to the committee.

13. OLD BUSINESS

- a) Reminder for the State Ethics Commission Statement of Financial Interest for Calendar Year 2013 (Due 5/1/14).

14. CORRESPONDENCE

1. PSAB – PA Municipal Legal Update (Aug. 13 & 14 in Dauphin County)
2. York County Dept. of Emergency Services – Next Quarterly Training will be on April 16 or 19.
3. PA One Call System – Board Meeting, 4/30/14, 8:30-1:00 pm.
4. CGA Law Firm – Join CGA at the York Revolution vs. Southern Maryland (5/9/14) Reserve tickets by Friday, April 11th.
5. 2014 EAC Network Conference & 2014 PA Land Conservation Conference – 5/3/14
6. YC Dept. of Emergency Services – Threat & Risk Assessment Management 310 5/13-5/14
7. PSAB Municipal Planning Education 2014 Courses – If interested look online www.classes.boroughs.org for more information of classes available.

15. ADJOURNMENT

Councilwoman Loeffler made the **motion** to adjourn at 9:53 pm, Councilman Heltzel seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary

April 7, 2014 Minutes – Approved 5/5/14