

BOROUGH OF JEFFERSON COUNCIL MEETING

MONDAY, APRIL 6, 2015

P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311

Borough of Jefferson • York County • Pennsylvania

In Attendance-Council:

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

In Attendance:

Solicitor Glenn Smith, CGA Law Firm
Engineer Chris Toms, C.S. Davidson
Mayor Jim Sanders
Secretary/Treasurer Janny Graham
Engineer Cory McCoy, C.S. Davidson

In Attendance-Residence:

Robert Rebert II
Amy LeVault
Carla Rebert
Conrad Eiben

1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the April 6, 2015 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. MARCH 2, 2015 MINUTES

Councilwoman Roser made the **motion** to approve the March 2, 2015 Minutes, Councilman Loeffler seconded and the motion passed 6-0.

3. PUBLIC COMMENTS

- a) **Zoning Change** – Robert Rebert made a request for a zoning change for his section of property located within Jefferson Borough off of Krafts Mill Road. He is requesting to change the zoning from Residential Outlying to Agriculture. Council will take it under advisement.
- b) **Hanover Street Sidewalk Project** – Properties located at 33, 35, 37 and 41-43 Hanover Street have confirmed with our Engineer to accept the Borough's Contractor to do the work for their properties. Contractor has started and progress has been good. Carla Rebert, 41-43 Hanover Street, has requested to take care of seeding and landscaping repairs to her property. Council agreed to allow this option to all property owners if they choose to use the Borough Contractor. Councilman Loeffler made the **motion** to send a letter to all the Hanover Street Sidewalk Project residents to inform them of the option of doing their own seeding and landscaping if they choose to use the Borough Contractor but will have to wait to do their landscaping and seeding after the Borough Contractor has completed the project, Councilman Heltzel seconded and the motion passed 6-0. C.S. Davidson and CGA Law Firm will draft letter and send to residents. Councilman Loeffler made the **motion** to award the Alternate Bids #2, #4, #5, and #6 to Pantano Concrete, Councilman Heltzel seconded and the motion passed 6-0. Councilman Loeffler made the **motion** to award the Alternate Bids #1 and #3 to Pantano Concrete if the two property owners decide to accept the bids prior to Council's next meeting, Councilman Heltzel seconded and the motion passed 6-0.
- c) **Property Maintenance Code** – Conrad Eiben asked about the progress of adoption of the International Property Maintenance Code. Mr. Eiben volunteered to be on the committee.

4. SOLICITOR'S REPORT

- a) CGA Law Firm – York Revolution vs. Somerset Patriots, May 8 @6:30

5. ENGINEER'S REPORT

- a) **5-Year Plan** – There are no road projects scheduled for 2015.
- b) **2014 Street Improvements** – Waiting for work to be completed before making final 10% payment.

- c) Hanover Street Sidewalk Project – Discussed under Public Comment.
- d) York Revolution – Night with CS Davidson, April 29 @6:30 pm.

Solicitor & Engineer left meeting at 7:40 pm

6. PLANNING COMMISSION

Nothing to Report.

7. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for March – Councilman Jackson made the **motion** to accept the Treasurer’s Report, Councilwoman Loeffler seconded and the motion passed 6-0.
- b) People’s Bank Loan – The Borough has applied for a 10 Year Loan @ 4.5% Interest in the amount of \$59,800.00 for the borough’s portion of the Hanover Street Sidewalk Project.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Nothing new to report.

9. ZONING/PERMIT OFFICE

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

10. MAYOR’S REPORT

- a) Nothing to Report.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
 - Maintenance List – Updated.
 - Salt Barrels – Pick up by April 15
 - Sink Hole in Circle – Sam Heltzel will repair.
 - Tractor Repairs – Completed and delivered to shed.
 - Mulch for Park – Councilwoman Loeffler made the **motion** to purchase 85 cubic yards of mulch for the borough park, Councilwoman Roser seconded and the motion passed 6-0.
 - Magnetic Truck Sign – By “Signs by Tomorrow” will be ordered by President Stauffer.
 - Boiler Room Floor – To be cleaned.
 - Hot Water Heater – Councilwoman Loeffler made the **motion** to purchase electric water heaters for building which will be installed by borough maintenance man, Councilman Jackson seconded and the motion passed 6-0. No permit necessary.
 - Entrance Hall Wall – Crack in entrance hall needs to be repaired in preparation of hanging picture with donations.
 - Insurance on Artifacts – Waiting for quotes.
 - Square Progress – Borough has received the tree/cannon mural picture and the small painted slate picture done by Rachele Jordan of Allison Park, Pennsylvania. Councilwoman Roser made the **motion** to approve up to \$500 for the purchase of a granite stone to be placed on the circle with the names of donations (\$5000 and more) and to approve up to \$200 for the purchase of the metal leaves with the names of donations (\$1000 and more) to be placed on the tree/cannon mural picture that will be located in the building entrance hall, Councilman Heltzel seconded and the motion passed 6-0.
- b) Finance – Chairperson A. Loeffler
 - YATB – Report is on file.
- c) Lights, Water & Gas – Chairperson Roser
 - Outlets on Square – President Stauffer will contact Ray Masimore.

- Pole Bracket Removal and Banner Replacements – Will continue to work on it.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Memorial Day Parade – Councilwoman Loeffler made the **motion** to approve participation of the Fire Police with the 2015 Memorial Day Parade on May 24, Councilwoman Roser seconded and the motion passed 6-0.
 - International Property Maintenance Code – Manuals completed for council review. Committee was formed and will consist of: Conrad Eiben, Dave Loeffler, Anne Loeffler, Pat Roser, and Amy LeVault.
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Cleaning – Will contact Spring Grove and try to schedule dates for April 23 or 30 and distribute flyers for the main streets: Baltimore, Berlin, Hanover and York.
 - Storm Drain Clean Out (\$50.00/Hrly) – Work on list for a schedule of work for next council meeting.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – Continue to work on it.
 - Storm Drain Map Layout – Councilman Loeffler and Heltzel will work on it.

12. NEW BUSINESS

13. OLD BUSINESS

- a) Mail Box Placement Issues – Update
- b) American Red Cross – Blood Drive scheduled for June 22 in the Borough Council Room.

c) PUBLIC COMMENTS

d) CORRESPONDENCE

1. METED – Projects are planned throughout York County for 2015 (Building new Circuits, replacing Underground cables and installing voltage regulating equipment)
2. YCDES – York County Dept. of Emergency Services Quarterly Training: (4/1 & 4/18 – Hazard Mitigation & Leadership) (7/1 – VOAD, Voluntary Organizations Active in Disaster)
3. PENNDOT/LTAP COURSES – (4/7 – Equipment & Worker Safety) 6/6 – Storm Water Facility Operation and Maintenance
4. PSAB – 2015 Annual Conference April 26 – 29, 2015 (Lancaster)
5. GFOA PA – Government Finance Officers Assoc. Annual Statewide Conference (4/26 – 4/28, 2015)
6. PSATS – PennDot Mandated Flagger Training (May 7 & June 1)
7. YC COMMUNITY FOUNDATION – 2015 Annual Meeting at Yorktowne Hotel (5/14 @ 5 pm)
8. PSAB Municipal Planning Education 2015 Courses – If interested look online www.classes.boroughs.org for more information of classes that are available.
9. PSAB WEBINARS – www.boroughs.org

e) ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 9:20 pm., Councilman Heltzel seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary