

**BOROUGH OF JEFFERSON  
COUNCIL REGULAR MEETING**

MONDAY, APRIL 4, 2016

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  
Engineer Chris Toms, C.S. Davidson  
Secretary/Treasurer Janny Graham

**Others In Attendance:**

John Crimmins (Resident)                      Ross Eisenhart (Codorus Service Center)  
Conrad Eiben (Planning Commission Chairman)      Daniel Kauffman (Constable)

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

President Marlyn Stauffer called the April 4, 2016 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. MARCH 7, 2016 MINUTES**

a) Councilman Loeffler made the **motion** to approve the March 7, 2016 Minutes, Councilwoman LeVault seconded and the motion passed 5-0.

**3. PUBLIC COMMENTS**

- a) Dollar General Store – Waiting for final plans with signatures and final documents.
- b) New resident John Crimmins was in attendance to request a handicap parking space at 2 York Street. He submitted his application. Councilman Loeffler made the **motion** to approve a handicap parking space at 2 York Street with the condition that we would need to receive a copy of lease from resident, Councilman Thoman seconded and the motion passed 5-0. Solicitor will write Resolution for approval at our next meeting.

**4. SOLICITOR'S REPORT**

- a) Resolution 2016-03 – Municipal Emergency Operations Plan. Councilwoman Loeffler made the **motion** to approve the Resolution for the 2016 – 2017 updated Municipal Emergency Operations Plan, Councilwoman LeVault seconded and the motion passed 5-0.
- b) Promulgation – Municipal Emergency Operations Plan. Council approved the Promulgation with their signatures.
- c) Resolution 2016-04 – Designation of Agent (2016 January Winter Storm). Councilman Loeffler made the **motion** to approve Janny Graham as the Designated Agent for the Borough, Councilwoman Loeffler seconded and the motion passed 5-0.
- d) Borough Rezoning – Resident Conrad Eiben presented a suggestion of creating a type of Commercial Zone within the Borough. Discussion regarding areas and zoning types that could be allowed were discussed. Solicitor will review the laws for rezoning to discuss at our next meeting.
- e) Terminate Ordinances – Solicitor will write Resolution to terminate Ordinance #1997-1 for 8 York Street (Handicap Parking) and Ordinance #2006-03 for 14 York Street (Handicap Parking).

**5. ENGINEER'S REPORT**

- a) 2016 Road Improvements – Engineer sent letter of Authorization for Work to Stewart and Tate for the 2016 Borough Road Improvements. The project is to complete crack sealing and poly patch work in the amount not to exceed \$10,400.00. The microsurfacing portion of work has been eliminated from this scope of work. The work should be completed before August 1, 2016.

- b) Stormwater Authority Feasibility Study – Engineer gave a brief explanation of what the County is working towards. York County Planning Commission will be attending our June meeting to give further information regarding the Study.
- c) Councilman Thoman had a question regarding the swell by shed and plans for improvements to it. Council is in the process of making repairs.

**Solicitor & Engineer left meeting at 7:55 pm.**

**6. PLANNING COMMISSION**

- a) Chairman Eiben was in attendance. There was no meeting held in March.
- b) Planning Commission Vacancy – Councilman Loeffler made the **motion** to accept Robert Neiman’s resignation from the Planning Commission, Councilwoman Loeffler seconded and the motion passed 5-0.

**7. TREASURER’S REPORT**

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

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

- a) Operations Update – Still working to refinance.

**9. ZONING/PERMIT OFFICE**

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

**10. MAYOR’S REPORT**

- a) Mayor asked if Constable Kauffman would be in attendance for the elections. Constable Kauffman said he would and he has been in contact with the state and has received information regarding the responsibilities of the constable.
- b) Discussion was presented regarding the Burning Ordinance for the Borough and the requirements. For a controlled open burning residents are required to get permission from the Fire Department.

**11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building Property & Supply – Chairperson Loeffler
  - Maintenance List – April
  - Hydrant Markers (23) – Councilwoman Loeffler made the **motion** to order and purchase the hydrant markers from Daniel B. Krieg, Inc., Councilman Thoman seconded and the motion passed 5-0.
  - Paint for Building Entrance Hallway – Paint has been purchased.
  - Park Area – Slide has been removed and opening boarded. New slide will be ordered.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
  - YATB – Councilwoman Loeffler gave report.
- c) Lights, Water & Gas – Chairperson Thoman
  - Light on back of building – Light repairs are completed.
  - YCBA Meeting – Councilman Loeffler discussed MetEd’s program and possible advantages for replacing the Street Lights with LED lighting. MetEd will be sending a packet of information for us to compare to see if it is cost effective.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC – Councilwoman Loeffler attended the Fire Company meeting and gave report.
  - The Codorus Summer Blast is scheduled for June 17 - 19.

- Cameras on Square – We received a quote from Markle Security Services Inc. for a camera on the square with a monitor for the Borough Office. Councilwoman Loeffler made the **motion** to purchase camera system from Markle Security and Councilwoman LeVault seconded the motion. Discussion was opened. President Stauffer has concerns regarding quality of the photos. Councilwoman Loeffler will set up meeting to get samples to see what type of photos we might expect. Councilwoman Loeffler withdrew the motion.
- e) Solid Waste & Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
- Street Cleaning – Spring Grove Borough will be Cleaning the borough streets Monday, May 2. Flyers will be printed and distributed prior to cleaning of the streets.
  - Storm Drain Map Layout – In progress.
  - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

**12. NEW BUSINESS**

- a) 2016 Portable Bathroom for Park – Council approved to contact Associated Products for the portable this summer for the park.

**13. OLD BUSINESS**

- a) Sesquicentennial Celebration – Committee will be meeting April 12 at borough office.
- b) SWRP Coverage – Nothing new to report. Councilwoman LeVault will contact Chief Bean.

**14. PUBLIC COMMENTS – No Comments**

**15. CORRESPONDENCE**

<b>Organization</b>	<b>Subject</b>	<b>Date</b>
PSAB	Nominations for Second Vice President	Deadline Apr. 6
PSAB	Training – Planning & Zoning Classes	Mar.-May
YCPC	Monthly Meeting	Apr. 19 @ 7 pm
YAMPO	Next Meeting	Apr. 7 @ 9 am
YCPC	YC Hazard Mitigation Plan Annual Review	Mar. 14 – Apr. 14
YCDES	Quarterly Training (Hazardous Weather)	Apr. 6 @ 6 pm
YCBA	YC Borough’s Association - Next Meeting	June 23
PSAB	Annual Conference - Hershey	June 5-8 (Reg. May 5)
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>	

**16. ADJOURNMENT**

Councilwoman Loeffler made the **motion** to adjourn at 9:40 pm., Councilwoman LeVault seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary