

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING

MONDAY, APRIL 3, 2017

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
Conrad Eiben, Planning Commission Chairman

In Attendance:

Seth Rohrbaugh, Resident
Frank Thomas, Resident

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the April 3, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. SUSPENDED ORDER OF BUSINESS

a) Councilman Loeffler made the **motion** to suspend the order of business for an announcement, Councilwoman LeVault seconded and the motion passed. Councilwoman Loeffler made the announcement that President Stauffer has won the PSAB Councilmember of the Year Award and the Distinguished Service Award which both will be awarded to him at the May PSAB Annual Conference.

3. MARCH 6, 2017 MINUTES

a) Councilman Loeffler made the **motion** to approve the March 6, 2017 Minutes, Councilwoman LeVault seconded and the motion passed 5-0.

4. PUBLIC COMMENTS

- a) Frank Thomas, resident, voiced his concerns regarding the water run off after heavy rain fall onto his property located on Starlite Drive. Engineer will look into the situation.
- b) Seth Rohrbaugh, resident, talked about his driveway located at 49 York Street. He contacted PennDot and he was told that if he went by a 20-foot width driveway he would be able to get a regular PennDot Permit but he would have to comply to the borough ordinances. If he keeps his driveway at the 38-foot width he would have to get a PennDot high-volume permit with an engineer's study. Mr. Rohrbaugh's decision is to leave the driveway at 38-foot width and wait to see what the judge's decision will be on the Borough's appeal. Councilman Thoman made the motion to withdraw the Borough's appeal, no second was made, the motion died.

5. SOLICITOR'S REPORT

- a) Zoning Hearing Board Variance for 49 York Street – Extension for the appeal is dated to April 10, 2017, the solicitor will proceed with the appeal.
- b) Approve the following Ordinances for adoption:
- Ordinance No. 2017-02 – Amending Chapter 64, Building Construction, Section 64-1, Permits required.
 - Ordinance No. 2017-03 – Amending Chapter 151, Streets and Sidewalks, Section 151-38, Snow Removal
 - Ordinance No. 2017-04 – Amending Chapter 107, Property Maintenance, Section 107-10, Notice of Violations

Councilman Loeffler made the **motion** to adopt Ordinances No. 2017-02, No. 2017-03, and No. 2017-04, Councilwoman Loeffler seconded and the motion passed with 3 yes and 2 no votes by Councilman Thoman and Councilwoman LeVault.

- c) Resolution No. 2017-04 – Amend Borough Fee Schedule. Councilman Loeffler made the **motion** to approve Resolution No. 2017-04, Councilwoman LeVault seconded and the motion passed 4 yes and 1 no vote by Councilman Thoman.
- d) Starlite Drive – Safety Issue at the End of Street. Resident living at 19 Starlite Drive has been allowing vehicles to park perpendicular to the curb around the cul-de-sac instead of parking parallel to the curb. There have been complaints of the safety issues for emergency and non-emergency vehicles unable to use the area to turn around. Council would like a letter sent to resident to inform them of the problem.
- e) Tobacco-Free Park Program – Council agreed to proceed with the program and put signs that are supplied by the program in the Borough Playground Park. Councilwoman Loeffler made the **motion** to have the solicitor research what is required to establish a smoke free area for the entire municipal property, Councilman Thoman seconded and the motion passed 5-0.
- f) CGA Law Firm’s Revolution Night is Friday, June 23, 2017.

6. ENGINEER’S REPORT

- a) E. Sunset View Street Storm Drain and Road Resurfacing. Engineer will start preparing the specifications in November to be ready for bids early 2018.
- b) C.S. Davidson’s Revolution Night is Wednesday, May 24, 2017.

Solicitor & Engineer left meeting 8:45 pm.

7. PLANNING COMMISSION

- a) Planning Commission Chairman Conrad Eiben reported that the Borough Planning Commission met on March 15 to reorganize. Mr. Eiben was elected Chairman.
- b) Chairman Eiben reviewed with council the Spring Grove Property Maintenance Code booklet and possible benefits to the borough. Chairman Eiben and Councilman Loeffler are planning to attend the PSAT International Property Maintenance Code Workshop this month. Council would like to meet with our Zoning Officer and if possible the Planning Commission Board and Zoning Hearing Board at the Council regular meeting in May.

8. TREASURER’S REPORT

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

9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Next scheduled meeting is May 3. No new information at this time.

10. ZONING/PERMIT OFFICE

- a) Permit & Ordinance Violations Report – Reviewed report for March.

11. MAYOR’S REPORT

- a) Mayor Sanders opened a discussion regarding to raise the wages for Council members.

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List – April list reviewed.
 - Shed Heat – Waiting for estimate.
 - Playground Age Limit Signs – Copy of example in packet. Councilwoman Loeffler made the **motion** to buy one (two-sided) sign, Councilwoman LeVault seconded and the motion passed 5-0.
 - Nets for Basketball Court – Councilwoman LeVault will deliver to borough office.

- Banner Replacements & South Building light – Update
 - Shed Estimate for Exterior Paint – Will need to add to next year budget.
 - Shed Paving Estimate – Will not need a bid for project.
 - List of Building Repairs – Councilman Loeffler & Councilman Thoman have been assigned to the Building Repair Committee. A list of repairs and projects needed for the borough and submit to council by June 5th meeting if possible.
- b) Finance – Chairperson A. Loeffler & Co-Chairperson A. LeVault
- YATB – March report was reviewed.
- c) Lights, Water & Gas – Chairperson Thoman.
- Light at Corner of Starlite Drive and Highland Avenue needs to be serviced for repairs. President Stauffer will check if the light may be replaced by LED Light.
 - Corner at Burns Road and Highland Avenue – Councilman Thoman made the **motion** to install a street light, LED if possible, Councilman Loeffler seconded and the motion passed 5-0.
- d) Public Safety and Welfare – Chairperson A. Loeffler
- Councilwoman Loeffler attended JVFC meeting and gave report.
 - The Spring Grove EMS March Report was reviewed.
- e) Solid Waste and Sewer – Chairperson A. LeVault
- f) Streets & Sidewalks – Chairperson D. Loeffler
- Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.
 - Street Cleaning – Scheduled for Monday, May 1. Assignments were given for distribution of flyers to notify residents.

13. NEW BUSINESS

- a) Jefferson Baseball Association – Council received a request from the Jefferson Baseball Association to use the dumpster located at Fire Company for the disposal of trash from the activities at the Ball Field. President Stauffer made the **motion** to allow the Jefferson Baseball Association to use dumpster located at the Fire Hall, Councilman Thoman seconded and the motion passed with 3 yeas and 2 no votes by Councilwoman LeVault and President Stauffer.

14. OLD BUSINESS

- a) Employee Handbook – Reviewed Introduction, Equal Employment Opportunity Policy, Code of Ethics.
- b) April Lutter’s Community Green Space Request – Discussion by council and would require Ms. Lutter to submit detailed information.

15. PUBLIC COMMENTS

- a) Councilwoman LeVault submitted her resignation from borough council for the reason of living outside of the borough boundaries. Councilman Thoman made the motion to nominate Frank Thomas, at 7 Starlite Drive, to fill the remaining term of Councilwoman LeVault’s position, Councilman Loeffler seconded and motion passed 5-0.

16. CORRESPONDENCE

- a) YCPC – York County Hazard Mitigation Plan Update Notice
- b) PA DEP – Input on Environmental Justice in Statewide Listening Tour
- c) Erdman Animal Control Report - February

17. MEETING AND TRAININGS

YCPC	Monthly Meeting	Apr. 18 @7:pm
YCDES	Qtrly Training: CEM Planner Module 2	Apr. 5 @ 6pm
SGEMC	CPR Training Course	Apr. 29 @ 8am-11am
PSATS	International Property Maintenance Code Workshop	Apr. 23
PSAB	2017 Annual Conference – Hershey Lodge	May 7-10, 2017
YCDES	Qtrly Training: NIMS Compliance	July 8 (9 am)

YCDES	Qtrly Training: WebEOC Exercise	Oct. 4 & 7
YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp	
PSAB	Education Courses: www.classes.boroughs.org	
PSAB	Webinars: www.boroughs.org	PSAB Training
PSAB	Inside Pennsylvania Boroughs: www.pcselect.com	

18. ADJOURNMENT – Councilwoman LeVault made the **motion** to adjourn at 10:25 pm., Councilman Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary