

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**

MONDAY, APRIL 2, 2018

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 Frank Thomas  
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

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

President Marlyn Stauffer called the April 2, 2018 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. MARCH 5, 2018 MINUTES**

a) Vice President Loeffler made the **motion** to approve the March 5, 2018 Minutes, Councilman Thoman seconded and the motion passed 5-0.

**3. PUBLIC COMMENTS – No Comments**

**4. SOLICITOR’S REPORT**

- a) 49 York Street Variance Appeal – Both briefs have been submitted. Vice President Loeffler made the **motion** to not proceed with the appeal if the court judges in favor of the Zoning Hearing Board decision, Councilman Thoman seconded and the motion passed 5-0.
- b) Ordinance No. 2018-01 Draft – (To Prohibit Stopping, Standing and Parking on various Streets). Councilman Thoman made the **motion** to advertise the Ordinance No. 2018-01, Vice President Loeffler seconded and the motion passed 5-0.
- c) Ordinance for Ticketing – Spring Grove Borough Sample Ordinance. Vice President Loeffler made the **motion** to designate the person(s) that have the authority to issue tickets for Borough violations by a resolution, President Stauffer seconded and the motion passed 5-0.
- d) Discharging Firearms within the Borough Limits – Council requests a letter to be sent by the secretary to PA State Police to follow up in regards to the incident that took place by the owner located at 23 Cherry St. in February.
- e) Policy of Sexual Harassment – Still researching.
- f) Comcast Franchise Agreement – Solicitor has made some changes to the agreement and is working with Comcast to get their approval. Councilwoman Loeffler made the **motion** to keep our franchise fee at 3%, Councilman Thoman seconded and the motion passed 5-0.
- g) 6 Highland ROW Violation – Zoning Officer checked on the proposed location of fence and approved markings for the placement.

**5. ENGINEER’S REPORT**

- a) 2018 Street Improvements – The PIB Loan Application has been submitted and is in progress. Councilwoman Loeffler made the **motion** to have our engineer proceed with advertising for bid on the 2018 Street Improvements with the condition pending the approval of the PIB Loan, Councilman Thomas seconded and the motion passed 5-0.

**Engineer and Solicitor Left Meeting – 8:35 pm.**

**6. 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, Councilman Thomas seconded and the motion passed 5-0.

- b) Centennial CD – Maturity Date 4/19/2018. Councilman Thomas made the **motion** to redeposit the funds, Councilwoman Loeffler seconded and the motion passed 5-0.
- c) Transfer Funds from 2017 General Account Balance to Reserve Account – Councilwoman Loeffler made the **motion** to allocate funds from the 2017 General Account balance into the Reserve Account, Councilman Thoman seconded the motion. The floor was opened for a discussion regarding funds that would be needed for the borough building parking lot so Councilwoman Loeffler withdrew her motion at this time.
- d) 2017 Audit Completed – Audit has been filed with DCED and report is final.

## **7. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT**

- a) Operations – Next meeting is scheduled for April 4, 2018.

## **8. ZONING/PERMIT REPORT**

- a) Permit & Ordinance Violations March Report – Nothing to Report.

## **9. MAYOR’S REPORT**

- a) No Report.

## **10. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – April Reviewed.
  - Shed Painting – Waiting for a call back.
  - Basketball Court – Court was looked at by a paving company and waiting for a report.
  - Borough Windows – Waiting for an estimate from Graham Windows.
  - Cannon Needs Painted – Forrest Taylor has been contacted.
- b) Finance – Chairperson A. Loeffler
  - YATB – No report.
  - York County Community Foundation – Discussed possible Grants available.
  - LGAC – Loefflers attended meeting which is held by YC Planning Commission. Topics include zoning and property issues throughout the County.
- c) Lights, Water & Gas – Chairperson Thoman.
  - Light on square – Two lights are out.
  - Light at 30 Berlin Street – Light is still out, secretary will resubmit light outage notice.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report – Councilman Thomas attended meeting.
  - Knox Box at Dollar General Store – Letter will be sent to Spring Grove DDP, LLC requesting they use the Knox Box as per there agreement.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Office Received Message – Compliment on the snow removal during past storm.
  - Snow Removal – Council opened discussion regarding whether to hire an independent snow removal company for the borough. President Stauffer appointed Councilman Loeffler and Thomas to head a committee to research and locate a snow removal contractor that the borough could hire.
  - Snow-Blower Attachment for Pickup Truck – Hold
  - Cinder Barrels – Time to remove and store.
  - Street Cleaning – Will contact Spring Grove Borough and schedule for last week of April or 1<sup>st</sup> week of May.

## **11. NEW BUSINESS**

- a) York County Planning Commission is requesting each municipality to appoint one person to serve on the Local Government Committee for the York County Stormwater Authority. Councilman Thomas was asked to serve on the committee and the first meeting should be in May.

- b) On behalf of PA One Call System, they are requesting a proclamation to designate the month of April 2018 as “Pennsylvania 811 Safe Digging Month”. Councilwoman Loeffler made the **motion** to approve the 2018 Proclamation, Councilman Thoman seconded and the motion passed 5-0.
- c) Jefferson Borough Deputy Tax Collector for 2018 through 2021. Councilwoman Loeffler made the **motion** to appoint Janny Graham as the Deputy Tax Collector, Councilman Thomas seconded and the motion passed 5-0.

**12. OLD BUSINESS**

- a) Planning Commission Vacancy – Need to fill position, term ending 12/31/19.
- b) Zoning Hearing Board Member Vacancy – Need to fill position, term ending 12/31/18
- c) Act 172 of 2016 – Discussion was opened to decide options and whether to implement the Local Tax Credit for Volunteer Firefighters. Councilman Thoman made the **motion** to decline implementing Act 172 (tax credit) for the firefighters living within the borough limits, no second was made and the motion died. Discussion continued with options for applying a tax credit. Councilman Thoman made the **motion** to abandon the topic of Act 172 of 2016, no second was made and the motion died. Councilwoman Loeffler made the **motion** to give a specific amount to each active firefighter that lives within the borough, no second was made and the motion died. Council will not implement Act 172 of 2016.

**13. PUBLIC COMMENTS** – None

**14. CORRESPONDENCE**

- a) Kim Erdman Animal Control Services – No chargeable calls for February.
- b) PSAB April Update - Newsletter
- c) Governor’s Office – Amendment to Proclamation of Disaster Emergency due to the Opioid Crisis.
- d) JVFC – Invitation to the Annual Appreciation Dinner

**15. MEETING AND TRAININGS**

<b>Organization</b>	<b>Subject</b>	<b>Date</b>
JVFC	Annual Appreciation Dinner-Invitation for 2 (Each with a guest)	April 14, 4:30 pm
YCPC	Monthly Meeting	April 17 @ 7 pm
DCNR	Dept. of Conservation & Natural Resources – Grant Workshops and Webinars	January thru April 2018
YCBA	Quarterly Meeting @ Red Lion Community Building	Mar. 22, 6:30 pm
PSAB	PSAB Resolutions Process – Deadline to submit Resolutions	Apr. 11, 2018
PSAB	Annual Conference – 2018 Hershey Lodge	June 10 – 13, 2018
PSAB	Legal Update – Sheraton Harrisburg-Hershey	Aug. 8 – 9 , 2018
YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslst.asp">http://www.training.fema.gov/IS/crslst.asp</a> <a href="http://www.">http://www.</a>	
PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	PSAB Courses
PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training

**16. ADJOURNMENT** – Councilman Thoman made the **motion** to adjourn at 10:30 pm., Councilman Thomas seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary