

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
MONDAY, APRIL 6, 2020
P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311
York County • Pennsylvania

In Attendance-Council:

President Dave Loeffler
Vice-President Frank Thomas
Pro-Tem Daniel Kauffman
Councilwoman Anne Loeffler
Councilman Zach Thoman – Arrived 7:08

In Attendance:

Mayor Jim Sanders
Secretary/Treasurer Janny Graham

Absent:

Solicitor Devon Myers, CGA Law Firm
Engineer Chris Toms, C.S. Davidson

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Loeffler called the April 6, 2020 regular meeting of the governing body to order at 7:00 pm and led the pledge to the flag. There were 7 people in-attendance and everyone abided by the state guidelines for staying 6 feet apart and wearing a mask throughout the borough meeting.

2. MARCH 2, 2020 MINUTES

Councilwoman Loeffler made the **motion** to approve the March 2, 2020 Minutes, Councilman Thomas seconded and the motion passed 4-0.

3. PUBLIC COMMENTS – No Comments

4. SOLICITOR’S REPORT

- a) Borough Declaration of Disaster Emergency for the Covid-19 – Council approved the Borough Declaration by phone on March 25, 2020 and it was signed during tonight’s council meeting.
- b) Guidance Regarding Memo on House Bill 1564 – CGA correspondence was reviewed.
- c) Solicitor made recommendation that council members should carry a letter of authorization to do business on behalf of the borough. Council approved.

5. ENGINEER’S REPORT

- a) Burns Road Repair Bid Specs – Council reviewed the phone call bids from 5 companies. Councilman Thomas made the **motion** to accept H&H General Excavating quote for Burns Road repair project, Councilman Kauffman seconded and the motion passed 5-0.

6. PLANNING COMMISSION – No Report

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, Councilman Kauffman seconded and the motion passed 5-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Next Meeting – August 4, 2020
- b) Borough Position Vacancy – Term Ending 12/31/2020.

9. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations – No Report

10. MAYOR’S REPORT – No Report

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List – April was reviewed.
- b) Finance – Chairperson A. Loeffler
 - YATB & TCC – Meetings have been cancelled temporarily.
- c) Lights, Water & Gas – Chairperson Z. Thoman
 - Street Light Outage – 12 York St. Light is Out.
- d) Public Safety and Welfare – Chairperson F. Thomas
 - JVFC Medical Assist Changes – Reviewed
- e) Solid Waste and Sewer – Chairperson D. Kauffman
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Sweeping – Council will re-evaluate at a later time.

12. NEW BUSINESS

- a) Proclamation Recognizing April 2020 as “PA 811 Safe Digging Month” – Councilwoman Loeffler made the **motion** to approve the proclamation requested by PA One Call, Councilman Kauffman seconded and the motion passed 5-0.
- b) York County Elections – The borough has been asked to have Mail-In-Ballot Applications available for residents.
- c) Extension of Real Estate Tax Due Dates – Review Information received.
- d) Realtors Association of York & Adams Counties – Market Report
- e) The Rural Economy (Anne Loeffler)
- f) Request by resident for a road sign with arrows posted at the curve on Burns Road – President Loeffler will contact borough engineer for advice.

13. OLD BUSINESS

- a) Personnel Manual – Reviewed final draft.

14. PUBLIC COMMENTS – No Comments

15. CORRESPONDENCE

16. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	York County Transportation Coalition Meeting (Cancelled)	April 30, 9:00 am
PennDot	Dirt, Gravel and Low Volume Roads – Training Certification	June 2-3, 2020
PSAB	Annual Conference & Exhibition – Hershey Lodge	June 7-10
PSAB	PA Municipal Legal Update	Aug. 5 & 6, 2020
YCDES	NIMS Training and Exams: http://www.fema.gov/nims-training	NIMS Courses
PSAB	Education Courses: www.classes.boroughs.org	PSAB Courses
PSAB	Webinars: www.boroughs.org	PSAB Training
PA LTAP	Local Technical Assistance Program – Classes Available (PennDot)	LTAP Website

17. ADJOURNMENT – Councilwoman Loeffler made the **motion** to adjourn at 8:30 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary

April 6, 2020 Minutes – Approved May 4