

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, MAY 5, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

President Marlyn Stauffer
President Pro-Tem Sam Heltzel
Councilwoman Dawn Roser
Councilman Sam Jackson

In Attendance:

Mayor Jim Sanders
Secretary/Treasurer Janny Graham
Engineer Chris Toms

Absent:

Vice President Dave Loeffler
Councilwoman Anne Loeffler

Absent:

Solicitor Glenn Smith

1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the May 5, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. APRIL 7, 2014 MINUTES

Councilman Heltzel made the **motion** to approve the April 7, 2014 minutes, Councilwoman Roser seconded and the motion passed 4-0.

3. PUBLIC COMMENTS

- a) Some of the home owners along Hanover Street were in attendance to discuss the need of sidewalk replacement for their properties. Borough's attempt to apply for a Community Development Block Grant was denied by the County so it will be necessary for the home owners to pay for the repairs. The Borough will apply for another grant to help with ADA Curb Ramp Improvements. Council agreed to do more research to get a better estimate of the breakdown of costs and have it ready for the next meeting.
- b) Resident from 10 Berlin Street expressed concerns regarding Cedar Street and the speed of trucks coming into the Borough.

4. SOLICITOR'S REPORT

- a) New Ordinance for Obstruction or Misuse of Streets – Solicitor is proceeding with draft.
- b) Snow Removal Ordinance – Solicitor is proceeding with draft.
- c) Road Signs for State Highways & Parking Restrictions – Council reviewed letter sent from Solicitor regarding some of the requirements for road signs.
- d) MetEd Poles – Council approved to request an “Attachment Agreement” regarding the use of MetEd Poles to attach banners, etc.
- e) Policy for getting reimbursed for Animal Control Charges from Residents – Solicitor will review our contract and discuss at our June meeting.
- f) Policy for Time Limit on Speaking at Council Meetings – Table until June Meeting.

5. ENGINEER'S REPORT

- a) 2014 Street Improvements – Reviewed bids from Stewart & Tate, Inc. Councilman Heltzel made the **motion** to approve Bid 1–Contract #1 from Stewart & Tate, Inc. and approve Bid 1–Contract #2 from Stewart & Tate, Inc. with the stipulation to have President Stauffer make a request from Jefferson Codorus Joint Sewer Authority to pay for their portion of repairs for Cherry Street and include the repairs with the Borough's work that will be done in regards to Contract #2. Engineer Toms will explain to JCJSA Engineer the work to be done and amount for said work. Councilwoman Roser seconded and the motion passed 4-0.

- b) Resolution 2014-03 – Councilman Heltzel made the **motion** to approve Resolution 2014-03 which gives authority to C.S. Davidson to prepare on behalf of the Borough, CDBG Application for ADA Curb Ramp Improvements, Councilman Jackson seconded and the motion passed 4-0.
- c) Funds for Low Volume Roads from the Transportation Plan (Act 89) – President Stauffer has registered for the October Training which is required so the Borough may apply for grant money.
- d) CFR Partners Townhomes – Landscaping for the townhomes has been progressing and inspections are being done.
- e) Cannon & Gun Pads on Square – Reviewed and discussed photo created by engineer for pad placement.
- f) Federal Requirement for Plan to Maintain Road Signs – Deadline June 14, 2014. Working on gathering information and setting up a plan for monitoring Borough Road Signs.
- g) PennDot Approval for Placing Signs on State Streets – Signs that will be placed on State Roads will need to get approval from PennDot-York County Permit Supervisor.
- h) Water drainage problem – Water run off after heavy rains cause excess drainage from borough shed area to flow down E. Sunset View Street and flows along the back properties between Cedar Street and Burns Road. Engineer will research previous information and update estimates for next meeting.

6. PLANNING COMMISSION REPORT

No new action to report.

Engineer left meeting at 9:30 pm.

7. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for April – Councilman Heltzel made the **motion** to approve the Treasurer’s Report, Councilman Jackson seconded and the motion passed 4-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Update – President Stauffer gave update on plant and administration progress.

9. ZONING/PERMIT OFFICE

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

10. MAYOR’S REPORT

- a) Mayor Sanders will speak at the Jefferson May 25th Memorial Service.
- b) Mayor Sanders has been appointed to the YAMPO (York Area Metropolitan Planning Organization) Coordinating Committee as 2nd Alternate for the term July 2014 through July 2018.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
 - Maintenance List – May list reviewed.
 - Insurance Coverage for Circle & Artifacts. – Continue to research.
 - Clean up Sewer Hook Up next to Building – Councilman Heltzel will look at project and report back for next meeting.
 - Maintenance Company for Banners – President Stauffer will get estimates for council to review at next meeting.
 - Truck Issues – Continue to review.
- b) Finance – Chairperson A. Loeffler
 - Donation Project for the Square/Cannon – Donations have been coming into the Borough.
- c) Lights, Water & Gas – Chairperson Roser
 - Light Pole Repair for 10 Raber Driver – We have receive 3 quotes to repair light pole that was knocked down and President Stauffer will notify Final Grade, Inc. to proceed with repairs.

- Electric Supplier – Will continue to research.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Water Usage for Street Cleaning – Councilman Heltzel made the **motion** to donate \$100 to the Fire Company for the use of their water for street cleaning, Councilwoman Roser seconded and the motion passed 4-0.
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Cleaning – Spring Grove Borough cleaned the four main streets and did a good job.

12. NEW BUSINESS

13. OLD BUSINESS

- a) PSAB Annual Conference – President Stauffer gave a brief report on issues discussed at the PSAB Annual Conference he attended.

14. CORRESPONDENCE

- 1) Governor's Center for Local Government – Community Planning Symposiums (May 12-13).
- 2) York County Community Foundation – 2014 Annual Meeting, May 15, 5:00 pm.
- 3) CGA Law Firm – Join CGA at the York Revolution vs. Southern Maryland (5/9/14).
- 4) YC Dept. of Emergency Services – Threat & Risk Assessment Management 310 5/13-5/14
- 5) YC Dept. of Emergency Services – Quarterly Training (June 18, 7:00 pm).
- 6) PA Dept. of L & I – Workers' Compensation Conference (June 2-3, at Hershey Lodge).
- 7) PSAB Municipal Planning Education 2014 Courses – If interested look online www.classes.boroughs.org for more information of classes available.
- 8) PSAB – PA Municipal Legal Update (Aug. 13 & 14 in Dauphin County)
- 9) Penn State Extension – West Nile Virus Program, County-wide Mosquito Surveillance Starting in York County. For more information www.westnile.state.pa.us.

15. ADJOURNMENT

Councilman Heltzel made the **motion** to adjourn at 10:00 pm, Councilman Jackson seconded and the motion passed 4-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary