

# Jefferson Borough, York County, Pennsylvania

## Meeting Minutes for May 6, 2013

### **Present**

President Marlyn Stauffer  
Mayor James Sanders  
Vice President Dawn Roser  
President Pro-Tem Dave Loeffler  
Councilman Wilson Heltzel  
Councilwoman Anne Loeffler  
Councilman Dave Ritz  
Councilwoman Jennifer Ritz  
Junior Council Person Jon Ritz

### **Also Present**

Secretary Treasurer Deborah Corbin  
Engineer Chad Clabaugh

### **Absent**

Attorney Glenn Smith

### **I. Pledge to the Flag**

President Stauffer led the May 6, 2013 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:00 p.m.

### **II. Minutes**

President Stauffer asked Council to review the April 1, 2013 regular meeting minutes. Mrs. Ritz made a motion to adopt the meeting minutes. Mrs. Roser seconded the motion. The motion passed with all yea votes.

### **III. Planning Commission Report**

No meeting was held and no report was submitted.

### **IV. Solicitor's Report**

#### **A. Mail Delivery**

Attorney Smith had received a hand written response to the inquiry letter sent by CGA Law Firm. The letter indicated that no current changes were impending and that the availability of the Codorus Post Office in the future would be largely a matter of an ongoing analysis of business profit ratios obtained by the branch. The Post Master indicated that they would communicate with the Borough well in advance if changes were to occur. Council had no counter reply but to wait for announced changes and continue functioning on a part-time lobby hour basis with regard to the Codorus Post Office.

#### **B. Paper Alley off of Hanover Street**

The Solicitor provided Council with a draft letter for both residents on either side of the paper alley that was neither adopted nor abandoned by the Borough of Jefferson. Mrs. Ritz made a motion to have Attorney Smith forward the letters to the respective residents. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

### **V. Engineer's Report**

#### **A. Street Work**

Mr. Clabaugh submitted a Construction Cost Estimate to Council including the south Emerson Street and Locust Street connection re-paving and rolled curb area. The total estimate was \$21,210.20 with the 10% contingency. The total amount in the Liquid fuels Account was \$36,497.07. The amount projected to be left in the Liquid Fuels account would be \$15,286.87. Mr. Heltzel made a motion to approve the Construction Cost Estimate for bid submission by Mr. Clabaugh and C.S. Davidson. Mr. Loeffler seconded the motion. The motion passed with all yea votes. The Secretary Treasurer would forward letters to affected residents concerning the impending construction.

#### **B. Trees for Development**

Mr. Clabaugh reported to Council that CFR Development had wanted to install red maple trees into the development on the corner lot. Council discussed the issue and had concerns for the clean-up of leaf debris and the height of the tree at maturity. Council suggested a tree that was approximately a twenty feet in height and was ornamental, like a dogwood. Mr. Clabaugh would work with the developer concerning appropriate height landscaping trees.

**C. Garage Floor**

The Borough garage floor had been concreted and the job was well done. The cement was cured and the dump truck was ready to be parked on the new cement.

**Mr. Clabaugh left the meeting at 7:34 p.m.**

**VI. Residents**

**A. Tina Martin of 22 Berlin Street**

Ms. Martin of 22 Berlin Street stated financial duress and health related issues for the delay in the hook up process for her sewer. Ms. Martin reported that she had paid \$340.00 in fees to the District Magistrate for the two court hearings she attended concerning the sewer. She requested that the Council discontinue the citations as the additional fees would only prolong the ability to save money for the sewer. Council suggested that Ms. Martin contact YCPC for the possibility of enrolling in the sewer installation program they have. President Stauffer responded to Ms. Martin saying he thought the Borough Solicitor should advise Council on how to proceed legally.

**VII. Treasurer’s Report**

**A. Treasurer’s Report 5/6/2013**

The Secretary Treasurer submitted the expenses, deposits, and the budget versus actual report to Council. The Liquid Fuels state remittance had been received by the Borough and was reflected in the Highway Fund balance. The Borough Funds were as follows;

**Checking / Savings**

01.100.000. General Fund	\$91,325.80
30.100.000. Capital Improvement Fund	\$43,333.03
05.100.000. Parks & Recreation Fund	\$65.84
35.100.000. Highway Fund	\$36,497.07
18.109.000. CD - Centennial Fund	\$7,389.20
<b>Total Checking / Savings</b>	<b>\$178,610.94</b>

**Debt**

HVAC Peoples Bank Loan	\$28,247.37
Roof & Gutter Loan Peoples Bank	\$63,208.72
DCED HVAC Loan	\$30,385.24
<b>Total Debt</b>	<b>\$121,841.33</b>

**Total Assets**

**\$56,769.61**

Mr. Loeffler made a motion to accept the Treasurer’s Report. Mrs. Ritz seconded the motion. The motion passed with all yea votes.

**B. Audit Report**

A copy of the management letter and DCED audit report was submitted to each Council member. The Auditor reported no major findings. One note that must be made on the management letter annually concerns the lack of staff that mandates the revenue and expenditures are handled by the Secretary Treasurer. To cope with this reality, as many small municipalities must, there is a co-signature on all checks attached to every bill before signature, and the Finance Chair reviewing the end-of-month reconciliations with the bank statements.

**VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report**

**A. Sink Holes**

President Stauffer informed Council that H&H would be able to properly fix the sink holes once they were finished working at Glatfelter’s Paper Factory. This process would put the Borough project back two weeks. The sink holes would be finished by the next Council meeting.

**B. In-House Billing**

The Sewer Authority is investigating in-house billing. If the billing is handled in-house a drop box would need to be affixed to the building that is larger than the Borough drop box for payments. Council agreed that a place could be easily found to make the drop box work well for the Sewer Authority.

### **C. Marking of Manholes**

President Stauffer reported to Council that Mr. Thoman, the Borough Maintenance Personnel, would be marking the manholes for safety from mowing in places where the manholes are raised from ground level. The hours would be charged directly to the Sewer Authority.

## **IX. Zoning Officer Report**

### **A. Permits**

Three permits were issued in the month of April for window replacement, house addition, and sewer hook-up. The total revenue was \$273.00.

### **B. Violations**

The Zoning Officer had attended District Court for one resident that had pleaded not guilty for a second time for the sewer hook-up. Fees were imposed on the resident. The property owner requested to present themselves to the Borough Council. Eight notices were issued, five for junk vehicles, two for weeds and grass and tree trimming, and one for the sink hole on Starlite.

### **C. 48 Hanover Street**

Rachel Waterstradt contacted the Borough concerning her parents' property on 48 Hanover Street. A copy of the e-mail requesting six horses and Farmette status was given to Council. The Planning Commission would review the Conditional Use during their May 15, 2013 meeting for recommendation to Council.

## **X. Mayor's Report**

### **A. State Police Report**

Seven incidences were reported for March. April's list had not been submitted.

### **B. Yard Sale Fire Police Request**

Mrs. Loeffler made a motion to request Fire Police assistance for the yard sale happening on May 11<sup>th</sup> in the Borough. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

## **XI. Committee Reports**

### **A. Building Property & Supply Committee Mr. Heltzel/ Chair Mr. Loeffler/Member**

#### **1. Maintenance List**

A copy of the May 6, 2013 maintenance list was submitted for Council to review. No additions were made. Mr. Loeffler reported that he and Mr. Thoman retrieved the cinder barrels from the community by the 15<sup>th</sup> of April. He and Mr. Thoman also moved the brake signs to areas that suited the state regulations on sign placement.

#### **2. Parking Lot Holes**

Mr. Heltzel will repair the holes as he is able this summer.

#### **3. Power Washer**

Mr. Heltzel found one electric washer at a local store for \$150.00, but is still looking for a better washer.

#### **4. Tractor Tire Repair**

Council agreed to have Henise Tire come to the maintenance shed and repair the tractor tire.

The Secretary Treasurer was to call and set up the appointment.

### **B. Finance Committee –Mrs. Ritz/ Chair Mrs. Loeffler/Member**

#### **1. YATB Meeting**

The Secretary Treasurer reported to Council on the April 29, 2013 YATB meeting. A copy of the changes to the By-Laws was included for Council to review. The Board had decided that municipal representation on the YATB was not in conflict with work done with YATB on a consultation basis. The last item that was noteworthy was the YATB Board member investment into the property. Some municipalities had no initial investment. The YATB asked the Board if they were interested in sharing ownership of the buildings with all municipalities now participating with YATB. The Board discussed several aspects of the ownership of the assets and tabled the discussion.

**C. Light Water & Gas Committee – Mrs. Roser / Chair Mrs. Ritz / Member**

**1. Proposed Natural Gas Price Changes**

The natural gas prices were scheduled to decrease for the Jefferson Borough area in October of 2013 due to Columbia Gas purchase cost decreases. Council decided to continue to use gas for the Borough fuel.

**2. Street Light Outage Reporting**

The Metropolitan Edison Company sent a memo to all municipalities with information on street light outage reporting using a new fax number or the World Wide Web for convenience. Council was given a copy of the memo.

**D. Public Safety & Welfare Committee – Mrs. Loeffler/Chair Mrs. Roser/ Member**

**1. Generator Grants**

Mrs. Loeffler informed Council that the Borough building should have a generator to function as a temporary evacuation site. This item was requested to be placed in the 2014 budget preparations and for the York County Office of Emergency Management be consulted concerning the availability for generator grant opportunities.

**2. Fire Company**

Mrs. Loeffler submitted the JVFC minutes, monthly Income and Expense Summary, and the first quarter incident report to the Council. The report had information on all municipalities served by the JVFC. There were three fire incidences, seven rescue and emergency medical services incidences, one hazardous clean-up from an automobile accident, and one good intent call from unauthorized controlled burning. The Fire Company included a yearly report on the revenues received from the solicitation cards mailed throughout the participating municipalities. The revenue this fiscal year has already exceeded last fiscal year with six more months to be recorded.

**3. Evacuation Plan**

The Secretary Treasurer has received the Fire Chief's input and is finalizing the contract page to be signed by all parties. The new promulgation of the entire Emergency Operations Plan update will occur in the first quarter of 2014.

**4. Hazard Mitigation Plan Update**

Mrs. Loeffler reported to Council that a new resolution for the updated Hazard Mitigation Plan was provided to her in the conference. The Secretary Treasurer had received the information and would present the appropriate documentation in the June meeting for motion.

**5. Mosquito Surveillance**

The Penn State Cooperative Extension and the York County West Nile Virus Program issued a mosquito Surveillance informational flyer to inform municipalities of the types of mosquito traps they may see on public and private properties. All traps are set by trained personnel and retrieved the next day. Incidences of West Nile Virus in bird populations have been reported to be on the rise in York County.

**E. Solid Waste & Sewer Committee – Mr. Ritz /Chair Mr. Heltzel/Member**

**1. Penn Waste Delinquency Report**

Penn Waste had issued a quarterly delinquent account report for Council review. The percentage of delinquent accounts in the Borough was at 10% for the first quarter of 2013.

**2. Septic Violation**

The Jefferson Borough Sewage Enforcement Officer, Mr. Douglas Stambaugh of GHI Engineers, submitted a copy of the letter to the Mulrooney family of 19 Burns Road that the septic tank had failed inspection. The tank was found to be four feet too close to the house. Mr. Stambaugh's opinion was that the septic tank could be moved without disturbing the drain field in which it flows. The failed septic on 19 Burns Road had not yet been resolved.

**F. Streets & Sidewalks Committee – Mr. Loeffler/ Chair Mr. Ritz/ Member**

**1. Sidewalk Repairs**

Council discussed having Kingdom Concrete look at the section of sidewalk along Hanover Street that needed attention. The Zoning Ordinance places the obligation for sidewalk repair on the individual home-owners. The Borough had received several Block Grants to install other sidewalks, and had decided not to redo the section on Hanover Street until it was known if the new Act 537 Sewer System installation would use that area, thus disturbing the existing sidewalk. The new sewer system did end up using the street area, and thus the old sidewalk was not addressed during construction of the sewer. The Borough would need to address the issue with the Solicitor's advice.

**G. Web Site Committee – Mr. Jon Ritz/ Chair**

The changes to the website were in place and the Secretary was in the process of changing the IP address for the domain name.

**XII. New Business**

**A. Door to Door Solicitation Ordinance**

Council was given a copy of the Spring Grove Ordinance for Peddling and Soliciting. Council would review the Ordinance closely for consideration during the June meeting.

**B. Fire Police Carnival Assistance**

Mrs. Loeffler made a motion to request surrounding municipalities for fire police assistance. Mr. Heltzel seconded the motion. The Secretary Treasurer would send out the letters.

**C. Emerson Street**

Council discussed concerns that the one way signs were being ignored by the people who lived on Emerson Street. President Stauffer explained that the signs were placed there in response to a traffic study and death due to the difficulty pulling out onto Hanover Street from Emerson. The neighbors did not usually pull out onto Hanover Street, so much as use the street to access their properties along Emerson from Sunset View. The bank along Hanover Street has since been shaved back significantly, allowing for more sight distance onto Hanover. Council questioned the need for the "One Way" signs.

**XIII. Old Business**

**A. Statement of Financial Interests**

The Secretary Treasurer reported that all statements had been submitted.

**B. Borough Project Spreadsheet**

The Secretary Treasurer would need to add the curbing project around the circle and the sidewalk project on Hanover Street to the Project List. The purchase of the generator for the Borough Building may also have to go onto the project list.

**XIV. Communication**

**A. PSAB Up-Date /Training**

**B. YCPC Annual Awards Dinner May 23<sup>rd</sup>**

Mrs. Loeffler and Mrs. Ritz would like to attend the meeting. Mrs. Roser motioned to pay for their attendance. Mr. Heltzel seconded the motion. The motion passed with all yea votes. The Secretary Treasurer would register the Council members.

**C. Banner Thank You-Bethlehem United Methodist Church**

**D. PennDOT and YCPC May 22 session**

**E. VNA Donation Thank You**

**F. PA Economy League – Health Care Reform Luncheon May 9<sup>th</sup>.**

**G. YCCF 2013 Annual Meeting May 16<sup>th</sup>**

**XV. Adjournment**

President Stauffer asked if there was anything else for the good of the Borough. Council discussed placing four "All Way" signs beneath the stop signs at the four-way stop intersection at East Sunset View and Cherry Street. The Secretary would order the signs. Mr. Heltzel made a motion to adjourn the meeting at 9:15 p.m. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

Respectfully Submitted, Deborah Corbin/Recording Secretary /Jefferson Borough