

**BOROUGH OF JEFFERSON  
COUNCIL REGULAR MEETING**

MONDAY, MAY 1, 2017

P.O. Box 146 • 48 Baltimore St. • Codorus • PA 17311

York County • Pennsylvania

**In Attendance-Council:**

President Marlyn Stauffer  
Vice President Dave Loeffler  
Councilman Frank Thomas  
Councilwoman Anne Loeffler  
Councilman Zachary Thoman

**In Attendance:**

Mayor Jim Sanders  
Secretary/Treasurer Janny Graham

**Absent:**

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

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

President Marlyn Stauffer called the May 1, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. APPROVAL OF RESIGNATION**

- a) Councilman Loeffler made the **motion** to approve the resignation of Councilwoman LeVault due to moving out of the borough, Councilman Thoman seconded and the motion passed 4-0.
- b) Councilman Thoman made the **motion** to appoint Frank Thomas to the vacant council position, Councilwoman Loeffler seconded and the motion passed 4-0.

**3. OATH OF OFFICE**

Mayor Sanders gave the oath of office to the new Councilman, Frank Thomas, and he joined council for the rest of council meeting.

**4. APRIL 3, 2017 MINUTES**

- a) Councilman Loeffler made the **motion** to approve the April 3, 2017 Minutes, Councilman Thoman seconded and the motion passed 5-0.

**5. PUBLIC COMMENTS**

**6. SOLICITOR'S REPORT**

- a) Zoning Hearing Board Variance for 49 York Street – Borough's next response will be filed in May.
- b) Tobacco-Free Municipal Property – Hold for next meeting.
- c) Refuse & Recycling New Contract Bid – Hold for next meeting
- d) CGA Law Firm – York Revolution Night, June 23, 2017.

**7. ENGINEER'S REPORT**

- a) Starlite Drive – Stormwater drain issue was discussed and Engineer is requesting more detailed information with pictures.
- b) C.S. Davidson – York Revolution Night Wednesday, May 24, 2017.

**8. PLANNING COMMISSION**

- a) PSAT Property Maintenance Code Workshop – Councilman Loeffler and PC Chairman Conrad Eiben attended the Workshop. Councilman Loeffler gave a report on information that was covered and the purpose of adopting a Property Maintenance Code.

**9. TREASURER'S REPORT**

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

- b) Secretary Vacation – Office will be closed for secretary vacation starting Thursday, May 18 through Thursday, May 25.

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

- a) Operations – Next scheduled meeting is May 3. Amy LeVault held one of the borough positions on the sewer authority so council will need to appoint a new resident to fill her position.

## **11. ZONING/PERMIT REPORT**

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

## **12. MAYOR’S REPORT**

- a) PSMA 46<sup>th</sup> Annual Conference – Mayor will attend the July 20 thru July 23 conference in Erie, PA.

## **13. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
- Maintenance List – May list reviewed and updated.
  - Maintenance Personnel Monthly Hours – Discussed hours needed for maintenance and agreed to allow maintenance person to keep track of hours worked and be flexible with amount of hours each month for this year.
  - Shed Heat – Councilman Loeffler made the **motion** to hire D E Wildasin to install heaters in the shed, Councilman Thoman seconded and the motion passed 5-0. Councilman Thoman made the **motion** to hire Suburban Propane to install the propane tanks for the shed, Councilman Loeffler seconded and the motion passed 5-0.
  - Banner Replacements & Light on South Side of Building – Discussion on what to use to secure banners and will continue to research. Councilman Loeffler made the **motion** to replace the light fixture on the south end of building with a LED light, Councilman Thomas seconded and the motion passed 5-0. Lights on Circle are not staying on and need to be repaired.
  - Metal Cabinets in Basement – A request was made to allow the cleaning staff to remove one of the metal cabinets in the basement of building. Request was granted.
  - Windows Report – Councilman Loeffler is getting an estimate for window replacements for building.
  - Building Electric Wiring Report – Councilman Thoman is getting information regarding the electric wiring in borough building.
- b) Finance – Chairperson A. Loeffler
- YATB – Councilwoman Loeffler gave a report for the April meeting which was held in Adams County. Talked about the computer system vulnerability to hacking so they are training employees to be more aware.
- c) Lights, Water & Gas – Chairperson Thoman.
- Discussed light for the corner of Highland Avenue and Burns Road. Price to install LED 90 wattage light by MetEd is \$160.
- d) Public Safety and Welfare – Chairperson A. Loeffler
- JVFC Report – Councilwoman Loeffler gave a report from JVFC and the Spring Grove Ambulance.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
- Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

## **14. NEW BUSINESS**

- a) 20 Berlin Street with Tree – The tree in question was checked and there isn’t any apparent violation at this time. Borough will send a letter to the resident at 18 Berlin Street to inform them of council’s decision.

- b) Borough's Electric Contract with First Energy Ends 6/30/17 – Councilwoman Loeffler made the **motion** to accept the bid by Direct Energy for two years, Councilman Thoman seconded and motion passed 5-0.
- c) Community Yard Sale – Scheduled for May 13 (Saturday).
- d) Jefferson Memorial Parade – Scheduled for May 28 (Sunday).

**15. OLD BUSINESS**

- a) Safe Deposit Box – Councilwoman Loeffler made the **motion** to remove Pat Roser as a signer and add Councilman Loeffler, Councilman Thomas seconded and motion passed 5-0.
- b) Employee Handbook – Reviewed history page, Benefits, Office Hours & Holidays page, Policies and Procedures page.

**16. PUBLIC COMMENTS**

**17. CORRESPONDENCE**

- a) CDBG Funding – Federal Budget Proposal Calls for Elimination
- b) 2017 PA Municipal Legal Update – Seminar August 9 – 10 at the Sheraton Harrisburg/Hershey.
- c) Erdman Animal Control Report – March reviewed.

**18. MEETING AND TRAININGS**

YCPC	Monthly Meeting	May. 16 @7:pm
PSAB	2017 Annual Conference – Hershey Lodge	May 7-10, 2017
YCDES	Qtrly Training: NIMS Compliance	July 8 @ 9 am
PSMA	2017 PA Mayors Annual Conference (Erie, PA)	July 20-23
PSAB	2017 Municipal Legal Update (Sheraton Harrisburg/Hershey)	Aug. 9-10
YCDES	Qtrly Training: WebEOC Exercise	Oct. 4 & 7
YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslist.asp">http://www.training.fema.gov/IS/crslist.asp</a>	
PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	
PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training
PSAB	Inside Pennsylvania Boroughs: <a href="http://www.pcselect.com">www.pcselect.com</a>	May 14 @ 5pm May 28 @ 2pm

**19. ADJOURNMENT** – Councilwoman Loeffler made the **motion** to adjourn at 10:12 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary