

**BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING**

MONDAY, MAY 7, 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
Secretary/Treasurer Janny Graham

Absent:

Engineer Chris Toms, C.S. Davidson

1. CALL TO ORDER AND PLEDGE TO THE FLAG

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

2. APRIL 2, 2018 MINUTES

a) Councilwoman Loeffler made the **motion** to approve the April 2, 2018 Minutes, Councilman Thomas 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 and waiting for the decision.
- b) Ordinance No. 2018-01 (To Prohibit Stopping, Standing and Parking on various Streets) – Vice President Loeffler made the **motion** to adopt Ordinance No. 2018-01, Councilman Thoman seconded and the motion passed 5-0.
- c) Ordinance for Ticketing – Ordinance isn’t needed, ticketing is covered in original ordinance.
- d) Discharging Firearms within the Borough Limits – Council has decided to table for the now.
- e) Policy of Sexual Harassment – Solicitor made some revisions in the sample policy and council agreed to include it with the new personnel policy.
- f) Comcast Franchise Agreement – Changes have been made to the Agreement so there is a need for a Public Hearing prior to approval. Vice President Loeffler made the **motion** to advertise for the Public Hearing on June 4, at 6:45 pm, prior to the Council regular meeting, Councilman Thomas seconded and the motion passed 5-0.
- g) 6 Highland ROW Violation – Violation has been corrected.
- h) CGA Law Firm is sponsoring their Annual Dinner and York Revolution Baseball on June 22.

5. ENGINEER’S REPORT

a) 2018 Street Improvements – This project will be publicly advertised on Monday, May 14 and Thursday, May 17. Bids will be opened on Thursday, May 31, 2018. The PIB Loan Application has been submitted and is in progress.

Solicitor Left Meeting – 7:36 pm.

6. 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) Centennial CD – The CD has been changed to a 40 Month Bump-Up CD.

7. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Reviewed.
- b) Next meeting is scheduled for August 1, 2018.

8. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations April Report – Reviewed

9. MAYOR'S REPORT

10. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance Position and List – Vice President Loeffler and Councilman Thoman will set up interview with applicant.
 - Harbold Park Sign – President Stauffer will get information for new sign. Vice President Loeffler made the **motion** to purchase a new sign but not to exceed \$600, Councilman Thoman seconded and the motion passed 5-0.
 - Shed Painting – The only estimate that was received was for \$7000. Councilwoman Loeffler made the **motion** to accept the contractor offer of \$7000, no second was made and the motion died. Councilman Thomas will check on a contact he knows.
 - Basketball Court – Estimate was received for patching the court or do a complete resurfacing. Vice President Loeffler made the **motion** to resurface the court with the estimate amount around \$6500 by a local company, Councilman Thoman seconded and the motion passed 5-0.
 - Borough Windows – Waiting for an estimate from Graham Windows.
 - Cannon Needs Painted – Forrest Taylor has been contacted.
- b) Finance – Chairperson A. Loeffler
 - YATB – President Stauffer attended meeting as the alternate and gave a report.
- c) Lights, Water & Gas – Chairperson Thoman.
 - Light on square – Two lights are out.
 - Light at 30 Berlin Street – Need to check the light.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC Report – Councilman Thomas attended meeting.
 - JVFC – Water Usage Reimbursement for Street Cleaning. Councilman Thoman made the **motion** to give \$100 to the fire company for the use of their water for street cleaning, Vice President Loeffler seconded and the motion passed 5-0.
 - Spring Grove Ambulance Report – Reviewed
 - Knox Box at Dollar General Store – Letter was sent to Spring Grove DDP, LLC requesting they use the Knox Box as per their agreement. Waiting for their response.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Banners – Councilman Thoman made the **motion** to not purchase new banners for the borough, Councilman Thomas seconded and the motion passed 4-1 with Councilwoman Loeffler voting no.
 - Snow Removal Contract – Vice President Loeffler will be contacting Hersh Concepts to request information for their services.

11. NEW BUSINESS

- a) York County Planning Commission – Received correspondence regarding Hills at Valley View, Codorus Township.
- b) Jane Conover, York County Community Foundation – Jane Conover has offered to help gather data on behalf of the Borough to help with making of future decisions. Vice President Loeffler made the **motion** to allow Councilwoman Loeffler to contact Jane Conover to help collect data for the purpose of helping the borough with future decisions and goals, President Stauffer seconded and the motion passed 5-0.

12. OLD BUSINESS

- a) Planning Commission Vacancy – Need to fill 2 position, term ending 12/31/19.
- b) Zoning Hearing Board Member Vacancy – Need to fill position, term ending 12/31/18

13. PUBLIC COMMENTS – None

14. CORRESPONDENCE

15. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	Monthly Meeting	May 15, 7:00 pm
PSAB	Rental Property Inspection Management Program	May 24, 6:00 pm
PSAB	Annual Conference – 2018 Hershey Lodge	June 10 – 13, 2018
PSAB	Legal Update – Sheraton Harrisburg-Hershey	August 8 – 9, 2018
YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp http://www.	
PSAB	Education Courses: www.classes.boroughs.org	PSAB Courses
PSAB	Webinars: www.boroughs.org	PSAB Training

16. ADJOURNMENT – Vice President Loeffler made the **motion** to adjourn at 9:10 pm., Councilman Thomas seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary