

**BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING**

MONDAY, JUNE 5, 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:

Commissioner Doug Hoke
Joyce Vandersloot
Larry Linebaugh, Resident
Darlene Stauffer, Resident

In Attendance:

Mayor Jim Sanders
Solicitor Devon Myers, CGA Law Firm
Secretary/Treasurer Janny Graham
Conrad Eiben, Planning Commission Chairman

Absent:

Engineer Chris Toms, C.S. Davidson, Absent

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the June 5, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. SUSPENDED ORDER OF BUSINESS

Councilman Loeffler made the **motion** to suspend the order of business for recognition of awards. Commissioner Doug Hoke presented a wooden borough seal plaque to President Stauffer in recognition of receiving the PSAB Outstanding Councilman of the Year and Distinguished Service Award for 2017. A letter from President Stauffer of appreciation to all that contributed to his nomination was read by the secretary. The meeting continued per the agenda.

3. MAY 1, 2017 MINUTES

a) Councilman Loeffler made the **motion** to approve the May 1, 2017 Minutes, Councilman Thomas seconded and the motion passed 5-0.

4. PUBLIC COMMENT – No Comments

5. SOLICITOR'S REPORT

- a) Resolution No. 2017-06 – Councilman Loeffler made the **motion** to approve Resolution No. 2017-06 to affirm the appointment of Frank Thomas to fill the vacant elected borough position left by Councilwoman LeVault, Councilman Thoman seconded and the motion passed 5-0.
- b) Resolution No. 2017-07 – Councilman Loeffler made the **motion** to approve the Southwestern Regional Police Department Contract for the Jefferson Carnival in July, Councilman Thomas seconded and the motion passed 5-0.
- c) 49 York Street Variance Appeal – The Borough brief was filed on May 19, 2017 and the Zoning Hearing Board will file their response by June 19.
- d) Tobacco-Free Municipal Property – Solicitor will send a draft of an ordinance to cover the Municipality for a Tobacco-Free area. Council will review for next meeting. Councilwoman Loeffler made the **motion** to participate in the Young Lungs at Play Program, Councilman Thoman seconded and the motion passed 5-0.
- e) Refuse & Recycling Bids – Council will review old bid specs and note any changes needed before the Solicitor prepares the bid for advertising.
- f) CGA Law Firm – Revolution Night Friday, June 23, 2017.

6. ENGINEER'S REPORT

- a) CDBG Program for 2018 thru 2120 – Council agreed to stay in the County Community Development Block Grant Program.

7. PLANNING COMMISSION

- a) Chairman Eiben was in attendance and reported there was no May meeting. He supports the idea that the borough should consider some type of a Property Maintenance Code. Council will have the Zoning Officer attend a future borough meeting to discuss options. Discussion was opened regarding implementing commercial area within the borough and the need to research.

8. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for May – Councilwoman Loeffler made the **motion** to accept the Treasurer's Report, Councilman Thomas seconded and the motion passed 5-0.
- b) Councilwoman Loeffler made the **motion** to apply the monthly loan payment that we had been making on the People's Bank Loan ending in #81000 and apply it to the Principal of the People's Bank Loan for the Hanover Street Project ending in #20400, Councilman Thoman seconded and the motion passed 5-0.

9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Councilman Loeffler made the **motion** to appoint Daniel Kauffman to fill the vacancy left by Amy LeVault to the Sewer Authority with the term ending January 1, 2019, Councilwoman Loeffler seconded and the motion passed 5-0. Next sewer authority meeting will be July 5, 2017.

10. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations Report – May report was reviewed.

11. MAYOR'S REPORT – No Report.

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List – June reviewed.
 - Shed Heat – In progress.
 - Shed Driveway Black Top – Councilman Loeffler made the **motion** to set the maximum amount allowed for the driveway black top at shed at \$3,000, Councilman Thoman seconded and the motion passed 5-0.
 - Banners on Poles – Banners have been replaced on the poles by Masimore.
 - Light on South Side of Building and Square Lights – In progress.
 - New Office Phone – Councilman Loeffler made the **motion** to purchase new phones for office, Councilman Thomas seconded and the motion passed 5-0.
 - Cinder Barrels – Council discussed the need for cinder barrels during winter and it was decided that some barrels are still needed in certain areas.
- b) Finance – Chairperson A. Loeffler
 - YATB – Report was given for May and the discussion was regarding issues of security of computers. Councilwoman Loeffler made the **motion** to appoint Marlyn Stauffer as Alternate for the York County TCC, Councilman Thomas seconded and the motion passed 5-0.
- c) Lights, Water & Gas – Chairperson Thoman.
 - Street Light for the Corner of Highland and Burns Road – Councilman Thomas made the **motion** to not install a street light at Highland and Burns Road, Councilwoman Loeffler seconded and the motion passed 5-0.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC meeting was attended by Councilman Thomas. Councilman Thoman made the **motion** to give a donation of \$100 to the Fire Company for the use of their water for street cleaning, Councilwoman Loeffler seconded and the motion passed 5-0.

- Spring Grove Ambulance Report for May was reviewed.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – Holes are ready to place the sign posts and signs ready.
- g) Borough Projects – D. Loeffler & Z. Thoman
 - Building Electricity – Received quote from Gettle and reviewed and discussed options.
 - Building Windows – Waiting to receive quote.
 - Building Parking Lot – Will discuss with engineer for estimate.

13. NEW BUSINESS

- a) Website Renewal – Councilwoman Loeffler made the **motion** to renew our website, Charity Advantage, for a 2-year contract, Councilman Thoman seconded and the motion passed 5-0.
- b) July 3 Regular Council Meeting – Council agreed to cancel July 3 meeting due to not having a quorum and reschedule meeting for Monday, July 10.
- c) President Pro Tem – Councilman Loeffler made the **motion** to appoint Councilman Thomas to the position of President Pro Tem, Councilwoman Loeffler seconded and the motion passed 5-0.

14. OLD BUSINESS

- a) Employee Handbook – Reviewed two pages of Policies and Procedures.
- b) Mini Flags for Square – Council agreed to leave the mini flags on the square from Memorial Day through July 4th.

15. PUBLIC COMMENTS – No Comments

16. CORRESPONDENCE

- a) Census 2020 – Local update of census address information session 6/12/17.
- b) YCBA Quarterly Dinner Meeting – Councilwoman Loeffler, President Stauffer and spouse will be attending the June 22 Quarterly Dinner Meeting.

17. MEETING AND TRAININGS

YCPC	Monthly Meeting	June 20 @7:pm
YCBA	Quarterly Dinner Meeting	June 22
PA One Call	Annual Safety Day Conference	June 22
CGA Law Firm	York Revolution Game (RSVP by Friday, June 9)	June 23 @ 6:30 pm
YCDES	Qtrly Training: NIMS Compliance	July 8 @ 9 am
JEFFERSON	Jefferson Carnival	July 17-22
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
PSAB	Newsletter	June 2017
YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslist.asp	
PSAB	Education Courses: www.classes.boroughs.org	PSAB Courses
PSAB	Webinars: www.boroughs.org	PSAB Training
PSAB	Inside Pennsylvania Boroughs: www.pcselect.com	June 11 @ 5pm June 25 @ 2pm

18. ADJOURNMENT – Councilwoman Loeffler made the **motion to adjourn at 10:00 pm., Councilman Thoman seconded and the motion passed 5-0.**

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary