

**BOROUGH OF JEFFERSON**  
**COUNCIL REGULAR MEETING**

MONDAY, JUNE 4, 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:**

Solicitor Devon Myers, CGA Law Firm  
Engineer Chris Toms, C.S. Davidson  
Secretary/Treasurer Janny Graham

**Absent:**

Mayor Jim Sanders

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

President Marlyn Stauffer called the June 4, 2018 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

**2. MAY 7, 2018 MINUTES**

- a) Vice President Loeffler made the **motion** to retract the motion to hold a public hearing and to advertise for the public hearing under the Solicitor's Report for the Comcast Franchise Agreement, Councilman Thomas seconded and the motion passed 5-0. Vice President Loeffler made the **motion** to approve the May 7, 2018 Minutes as modified in the previous motion, 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. 2018-02 (Comcast Franchise Agreement) – Vice President Loeffler made the **motion** to approve Ordinance No. 2018-02, the Comcast Franchise Agreement, Councilman Thoman seconded, Council asked for public comment and received none and the motion passed 5-0.
- c) 6 Highland Right-of-Way Violation – Trees were not removed from right of way. Solicitor will send notice to resident that the trees in right-of-way will need to be removed by September 30, 2018.
- d) CGA Law Firm is sponsoring their Annual Dinner and York Revolution Baseball on June 22.
- e) Resolution No. 2018-04 (Police Coverage for Jefferson Carnival). Councilwoman Loeffler made the **motion** to accept Resolution No. 2018-04, Police Coverage for the July Jefferson Carnival, Councilman Thomas seconded and the motion passed 5-0.
- f) Sale of Fireworks Ordinance – Council reviewed letter and sample ordinance that the solicitor received regarding Sky King Fireworks and their request an Ordinance for the sale of fireworks. Subject was tabled at this time.

**5. ENGINEER'S REPORT**

- a) 2018 Street Improvements – Bids were received from H & H General Excavating, Inc. and Stewart Tate, Inc. and reviewed by council. Vice President Loeffler made the **motion** to accept the bid from H & H General Excavating, Inc. and send a Notice of Intent to accept their bid pending the confirmation of receiving the PIB Loan, Councilman Thoman seconded and the motion passed 5-0.
- b) Zoning Update for adding Commercial Property within the Borough – Council agreed to schedule an informal discussion between the borough engineer and two council members to gather information on possible areas and ways to implement commercial property to the borough.

- c) Preliminary Plans for Graystone & Rosewood – Clarification was given for when the Preliminary Plans reach their final extension period of time the plans will be required to meet the current borough ordinances for them to proceed. Graystone extension date is 12/03/2019 and Rosewood extension date was 1/2/2018.
- d) No Parking Signs on Hanover Street – Discussed the best places to install the “No Parking” Signs along Hanover Street.

### **Solicitor and Engineer Left Meeting – 8:12 pm.**

#### **6. 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.

#### **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 May Report – Reviewed violations.

#### **9. MAYOR’S REPORT**

#### **10. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building, Property and Supply – Chairperson D. Loeffler
  - Maintenance List – June.
  - Park Sign (Harbold) – It’s on order.
  - Shed Painting – Vice President Loeffler made the **motion** to choose the lowest price between the estimate we have received and on another estimate if we receive it within a short time, Councilman Thoman seconded and the motion passed 5-0.
  - Interior Painting – Councilwoman Loeffler opened the discussion regarding the interior of the borough building needing paint.
  - Basketball Court – We received the proposal from Schorner and returned it with signature.
  - Borough Windows – Waiting for intallation quote.
  - Cannon Needs Painted – Cannon has not been done to date.
- b) Finance – Chairperson A. Loeffler
  - YATB – Councilwoman Loeffler gave a report.
- c) Lights, Water & Gas – Chairperson Thoman.
  - Outages – Light on square, two lights are out.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report – Councilman Thomas gave a report.
  - Spring Grove Ambulance Report – Reviewed report sent from SG Ambulance.
  - Knox Box at Dollar General Store – No Response
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Snow Removal Contract – Vice President reported that Hersh Concept would agree to do the borough snow plowing. President Stauffer made the **motion** to contract Hersh Concept for the Borough Snow Removal, Councilman Thoman seconded and the motion passed 5-0.
  - Trees along 11 Burns Road – Need to be trimmed back. Discussion regarding trees on other borough roads that need to be trimmed off of roadway and right-of-way areas.

#### **11. NEW BUSINESS**

- a) York County Boroughs Association Picnic in the Park – June 28 (Thursday) @ 6:30 pm.

## 12. OLD BUSINESS

- a) Maintenance Position – Committee interviewed applicant. Vice President Loeffler made the **motion** to hire Daniel Madison for the maintenance position at the hourly rate of \$20.00, Councilman Thomas seconded and the motion passed 5-0.
- b) PA State Police – Received a letter responding to the borough firearm incident in February 2018.
- c) York County Community Foundation – Councilwoman Loeffler contacted the foundation and they will proceed to gather information for us to review. Councilwoman Loeffler made the **motion** to donate \$100 from the borough to the York County Community Foundation, Councilman Thomas seconded and the motion passed 5-0.
- d) Planning Commission Vacancy – Need to fill 1 or 2 positions, term ending 12/31/19.
- e) Zoning Hearing Board Member Vacancy – Need to fill position, term ending 12/31/18

## 13. PUBLIC COMMENTS – None

## 14. CORRESPONDENCE

- a) PennWaste – Changes regarding Recycling
- b) PA Economy League – PA Population Increases/Decreases

## 15. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	Monthly Meeting	June 19, 7:00 pm
PSAB	Annual Conference – 2018 Hershey Lodge	June 10 – 13, 2018
YCBA	Quarterly Meeting – Picnic in Park	June 28, 6:30 pm
PSMA	Annual Conference – PA State Mayors' Assoc.	July 19 – 22, 2018
PSAB	Legal Update – Sheraton Harrisburg-Hershey	August 8 – 9, 2018
YCDES	IS Classes for NIMS: <a href="http://www.training.fema.gov/IS/crslst.asp">http://www.training.fema.gov/IS/crslst.asp</a> <a href="http://www.">http://www.</a>	
PSAB	Education Courses: <a href="http://www.classes.boroughs.org">www.classes.boroughs.org</a>	PSAB Courses
PSAB	Webinars: <a href="http://www.boroughs.org">www.boroughs.org</a>	PSAB Training
PA LTAP	Local Technical Assistance Program (Classes) – LTAP Website	PennDot

## 16. ADJOURNMENT – Councilman Thomas made the **motion** to adjourn at 9:48 pm., Vice President Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary