

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, JULY 7, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

President Marlyn Stauffer
Vice President Dave Loeffler
President Pro-Tem Sam Heltzel
Councilwoman Dawn Roser
Councilman Sam Jackson
Councilwoman Anne Loeffler

In Attendance:

Mayor Jim Sanders
Solicitor Glenn Smith
Engineer Chris Toms
Secretary/Treasurer Janny Graham

Absent:

1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the July 7, 2014 regular meeting of the governing body to order at 7:02 p.m. and led the pledge to the flag.

2. JUNE 2, 2014 MINUTES

Councilman Loeffler made the **motion** to approve the June 2, 2014 minutes, Councilwoman Roser seconded and the motion passed 6-0.

3. PUBLIC COMMENTS

4. SOLICITOR'S REPORT

- a) Parking at a Yellow Painted Curb – Discussed the requirements that are needed to ticket and enforce illegal parking. Council will review and reassess at next meeting.
- b) Snow Removal Ordinance 2014-01 – Councilman Loeffler made the **motion** to approve Ordinance 2014-01, Councilman Jackson seconded and the motion passed 6-0.
- c) Rules and Regulations for Public Meetings – Councilwoman Loeffler made the **motion** to approve Resolution 2014-05, Councilman Stauffer seconded and the motion passed 6-0.
- d) Clarification of PennWaste Contract – Solicitor explained what the contract meant by stating a Three-Year Contract with two One-Year Extensions. We have the option at the end of the 3 Year Contract of accepting the extensions to the contract as stated or bid the contract.

5. ENGINEER'S REPORT

- a) 2014 Street Improvements – Crack sealing, polypatch and concrete work has been completed.
- b) CFR Partners Townhomes – Councilman Loeffler made the **motion** to release the \$4400.00 security money when PennDot closes out the permit, Councilman Heltzer seconded and the motion passed 6-0.
- c) Cannon & Gun Pads on Square – A committee will schedule a meeting to discuss specific designs and plans for the pads on the square.
- d) Water Drainage Problem – Back lots of York Street between Cedar St. & Burns Rd have a storm drainage problem which council will continue to research for financial assistance and preparing the property.
- e) Hanover Street Sidewalk Project – PennDot requirement for curbing is if any concrete slabs are replaced then curbs have to be installed. Councilwoman Loeffler made the **motion** to have a meeting with the residents involved and make the offer that the Borough will contribute a percentage of the cost for Sidewalks and Curbs if all residents comply. If residents reject the proposal then they will be responsible for all their costs. Councilman Heltzel seconded and the motion passed 6-0. Meeting will be set for a date in August.
- f) Building Emergency Lights and Smoke Alarms – Will check with code enforcement officer for requirements.

Solicitor and Engineer left meeting at 8:40.

6. PLANNING COMMISSION

Nothing to Report.

7. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for June – Councilwoman Loeffler made the **motion** to approve the Treasurer's Report, Councilman Heltzer seconded and the motion passed 6-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

Nothing to report.

9. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed.
b) Ordinance Violations Report – Reviewed.

10. MAYOR'S REPORT

Nothing to report.

Mayor Left Meeting at 9:10.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
- Maintenance List – July
 - Clean up Sewer Hook next to Building – Decision to leave it as is and control weeds until the parking lot is redone.
 - Insurance Coverage for Circle & Artifacts. – Meeting with insurance agent will be scheduled for July.
- b) Finance – Chairperson A. Loeffler
- Donation Project for the Square/Cannon – Donations continue to be needed.
- c) Lights, Water & Gas – Chairperson Roser
- Light Pole Repairs – 10 Raber Drive is not completed to date.
- d) Public Safety and Welfare – Chairperson A. Loeffler
- JVFC Report
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
- Trees needing trimmed & weed control – Letters are being sent to notify residents.
 - New street name signs have been ordered for the Borough. Council agreed to purchase all stop signs that are needed at the present time and install them and then starting next year implementing the new policy for Assessment and Management of Traffic Sign Retroreflectivity.

12. NEW BUSINESS

13. OLD BUSINESS

14. PUBLIC COMMENTS

15. CORRESPONDENCE

- 1) PSAB – New Borough Code Available Online, Effective June 18 (www.boroughs.org)
- 2) York County Municipal Finance Officers Assoc. – Meeting July 15 @ 9:30 am.
- 3) Penn State Estension Webinars – Summer Fall 2014 Land Use Webinars starting July 23.

- 4) PSAB – Basic Municipal Budgeting Classes, August 7 in Adams County.
- 5) PSAB – PA Municipal Legal Update (August 13 & 14 in Dauphin County)
- 6) PSAB Fall Leadership Conference – in Gettysburg (October 17th – 19th) Councilman Heltzel made the **motion** to send three council members to the PSAB Fall Leadership Conference, Councilwoman Roser seconded and the motion passed 6-0.
- 7) PSAB Municipal Planning Education 2014 Courses – If interested look online www.classed.boroughs.org for more information of classes that are available.

16. ADJOURNMENT

Councilman Heltzel made the **motion** to adjourn at 10:15 pm, Councilman Loeffler seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary