

**BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING**

TUESDAY, JULY 5, 2016

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

In Attendance-Council:

President Marlyn Stauffer
President Pro Tem Amy LeVault
Councilman Zachary Thoman

In Attendance:

Solicitor Devon Myers, CGA Law Firm
Engineer Chris Toms, C.S. Davidson 7:05
Secretary/Treasurer Janny Graham

Absent:

Vice President Dave Loeffler
Councilwoman Anne Loeffler

Absent:

Mayor Jim Sanders

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the July 5, 2016 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. JUNE 6, 2016 MINUTES

a) Councilwoman LeVault made the **motion** to approve the June 6, 2016 Minutes, Councilman Thoman seconded and the motion passed 3-0.

3. PUBLIC COMMENTS

a) No Comment

4. SOLICITOR'S REPORT

- a) PennWaste Contract Renewal – Councilwoman LeVault made the **motion** to approve the 2017 PennWaste Contract, Councilman Thoman seconded and the motion passed 3-0.
- b) Review Resolution No. 2008-04 (Procedure to Sell Personal Property) – Councilwoman LeVault made the **motion** to repeal Resolution No. 2008-04 designating the procedure to sell personal property, Councilman Thoman seconded and the motion passed 3-0. Councilwoman LeVault made the **motion** to renew Resolution No. 2016-08, Sell Borough Bush Hogg, Councilman Thoman seconded and the motion passed 3-0.
- c) Policy for Square Fund – Discussion on policy for preserving funds for future use will be addressed at future meeting.

5. ENGINEER'S REPORT

- a) Dollar General Store – Preconstruction Meeting will be July 6 at 11:00am on sight. Borough Engineer will attend. Sewer Authority will have inspections done on the sewer hook-up for the store.
- b) 2017 Road Improvements – Council agrees to wait till 2018 to do borough road improvements to combine projects for better pricing and save state funds for projects.
- c) 2016 Road Improvements – Stewart and Tate has completed the work requested and waiting for invoice.
- d) 2015 Hanover Sidewalk – Complaint of the sealant between the sidewalk in the area of 43 Hanover Street has been coming out. Engineer contacted the Contractor and they will check it.
- e) Cluvert Burns Road – Engineer does not feel it an emergency at this time but agrees it will need to be repaired at some time. Will continue to monitor the situation.
- f) Hidden Driveway Sign on Hanover Street – Received notice that PennDot will do an Engineering and Traffic Study and will inform us of their decision.

Solicitor & Engineer left meeting at 7:30 pm.

6. PLANNING COMMISSION

- a) No Report

7. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for June – Councilwoman LeVault made the **motion** to accept the Report, Councilman Thoman seconded and the motion passed 3-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – New Bond is still progressing.

9. ZONING/PERMIT OFFICE

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

10. MAYOR'S REPORT

- a) Mayor's Quarterly Marriage Report – Copies of 2016 1st and 2nd Quarter Reports were reviewed by council.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Loeffler
 - Maintenance List – July
 - Circle Maintenance – Council approved to contract extra help to work on the circle in preparation for the Sesquicentennial Celebration.
 - Sign For Playground Park Area – Ready to install.
 - Park Area Slide – Ready for installation.
 - Bush Hogg – Prepare to Sell
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
 - YATB – Update
- c) Lights, Water & Gas – Chairperson Thoman
 - Outages – 2 York Street light is out.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Cameras on Square – First Camera on square is working.
- e) Solid Waste & Sewer – Chairperson A. LeVault.
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Storm Drain Map Layout – In progress.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

12. NEW BUSINESS

- a) No new Business.

13. OLD BUSINESS

- a) We will distribute flyers with information of opening time capsule for public to attend.
- b) Sesquicentennial Celebration – Most Plans have been finalized but still working on details. Next meeting is on July 25th.
- c) Borough Pick-up Truck – Add possible purchase item to 2017 budget proposal.
- d) SWRP – Information was printed and distributed for council to review.
- e) NIMS Certification for Office Files – In Progress.

14. PUBLIC COMMENTS – No Comments

15. CORRESPONDENCE

Organization	Subject	Date
YCPC	Monthly Meeting	July 19 @ 7 pm
YCBA	YC Borough's Association - Next Meeting	September 22
PSAB	Inside Pennsylvania Boroughs (PCN TV)	August 14
PSAB	2016 Annual Municipal Legal Update	August 3 – 4 @ Hershey
Lions Club	National Night Out	August 2
PA PennDot	Winter Partnership Meeting	Oct. 13 (1pm to 3pm)
PSAB	Education Courses: www.classes.boroughs.org	
PSAB	Webinars: www.boroughs.org	

16. ADJOURNMENT

Councilman Thoman made the **motion** to adjourn at 8:00 pm., Councilwoman LeVault seconded and the motion passed 3-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary