

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING

MONDAY, JULY 10, 2017

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
Engineer Chris Toms, C.S. Davidson
Secretary/Treasurer Janny Graham

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the July 10, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. PSAB 10 YEAR AWARD

President Stauffer awarded the PSAB Plaque for 10 years of service on council to Councilman Zach Thoman.

3. JUNE 5, 2017 MINUTES

a) Councilman Loeffler made the **motion** to approve the June 5, 2017 Minutes, Councilwoman Loeffler seconded the motion with the correction to the resident last name of Linebaugh and the motion passed 5-0.

4. PUBLIC COMMENTS

a) No Comments.

5. SOLICITOR'S REPORT

- a) 49 York Street Variance Appeal – Next phase is decision by Judge.
- b) Tobacco-Free Municipal Property – Ordinance draft will be reviewed by council for next meeting.
- c) Refuse & Recycling New 2018 Contract Bid – Contract Bid will be approved at August Meeting for advertising and then will be advertised on 9/12/17 and 9/19/17.

6. ENGINEER'S REPORT

- a) Dollar General Store – Vegetation around drainage pond needs to be mowed. Zoning Officer will be contacted to send a notice to Spring Grove DPP, LLC.
- b) Borough Building Parking Lot – Discussed an estimated cost and options for redoing parking lot around building.
- c) Basketball Court – Will need to contact contractors for estimates for redoing court.

7. PLANNING COMMISSION

- a) Planning Commission Meeting June 21 – Main purpose of meeting was to discuss the possibilities of rezoning properties within the borough for commercial use. Solicitor will research laws for guidelines.

7:50 Solicitor & Engineer left meeting.

8. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for June – Councilwoman Loeffler made the **motion** to accept the Treasurer's Report, Councilman Thoman seconded and the motion passed 5-0.
- b) People's Bank Hanover Street Loan – Decision by council will be to wait till the end of the year and make a large principal payment toward the loan according to the borough's availability of funds.

9. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Plans are being started for the screening placement.

10. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations June Report – Reviewed report.
- b) Zoning Officer will meet with council at the borough regular council meeting on August 7, 2017.

11. MAYOR'S REPORT

- a) PSMA 46th Annual Conference – Mayor will be attending the Conference on July 20 thru July 23 in Erie, PA.

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - July Maintenance List – Reviewed.
 - Shed Driveway Black Top – Reviewed
 - South Building Light has been finished. Waiting for estimate for repairs on the lights on square.
 - Play Ground Repair – Received quote for repairs from George Ely Associates. Councilman Loeffler made the **motion** to order the parts and repair the “Shifting Sands Activity” on the playground equipment, Councilman Thomas seconded and the motion passed 5-0.
 - Basketball Court – Add cost for repairs to the 2018 Budget.
 - Shrubs on Square – President Stauffer will contact Spring Grove Borough to see if they will accept the job.
- b) Finance – Chairperson A. Loeffler
 - YATB – Report for June. Next meeting is scheduled for the end of July.
- c) Lights, Water & Gas – Chairperson Thoman.
 - Light on Cedar & Berlin out.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC meeting report. June meeting was attended by Councilman Thomas.
 - Spring Grove Ambulance report reviewed.
- e) Solid Waste and Sewer – Chairperson F. Thomas
 - 19 Burns Road Past Due – Pumping Report was received the day of meeting.
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.
- g) Borough Projects – D. Loeffler & Z. Thoman
 - Windows (Ever Last Windows) Estimate – Councilman Loeffler has been in contact with company and they will be sending an estimate.

13. NEW BUSINESS

- a) No new business.

14. OLD BUSINESS

- a) Employee Handbook – Continue to review drafts.
- b) Storm Drain at Cedar and Spruce Street – Brian Glatfelter made repairs to storm drain but it will need to be checked periodically.

15. PUBLIC COMMENTS

No Comments.

16. CORRESPONDENCE

- a) Erdman Animal Control Services – April & May Report
- b) Volunteer Actors Needed for Keystone 6 Exercise – Emergency exercise based on nuclear explosion in New Jersey that drives people to evacuate into PA
- c) 2017 PA Municipal Legal Update – August 9 – 10 (Sheraton Harrisburg/Hershey)
- d) YCPC 2016 Municipal Population Estimates

17. MEETINGS AND TRAININGS

Organization	Subject	Date
YCPC	Monthly Meeting	July 18 @ 7 pm
YCMFOA	Municipal Finance Officers Asso. Meeting (Red Lion Comm. Center)	July 18 @9:30 am
JEFFERSON	Jefferson Carnival	July 17-22
PSMA	2017 PA Mayors Annual Conference (Erie, PA)	July 20-23
C.S.Davidson	Client Appreciation Picnic & Ballgame (RSVP by July 17)	July 31 @ 5:30 pm
YAMPO	Next Meeting	Aug. 3 @ 9 am
PSAB	2017 Municipal Legal Update (Sheraton Harrisburg/Hershey)	Aug. 9-10
YCDES	Qtrly Training: WebEOC Exercise	Oct. 4 & 7
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	July 9 @ 5pm July 30 @ 2pm

18. ADJOURNMENT – Councilman Loeffler made the **motion** to adjourn at 9:00 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary