

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING

MONDAY, JULY 9, 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:

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 9, 2018 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. JUNE 4, 2018 MINUTES

a) Vice President Loeffler made the **motion** to approve the June 4, 2018 Minutes, Councilman Thomas seconded and the motion passed 5-0.

3. PUBLIC COMMENTS – Rick & Kim Rohrbaugh representing The Hillside Development was in attendance along with resident Yvonne Geiger to discuss the process to submit plans for developing the property located on Raber Drive. The recommendation given is to submit a sketch showing infrastructure information and parcel layouts along with stormwater requirements for the borough planning commission to review prior to the approval of preliminary plans.

4. SOLICITOR’S REPORT

- a) 49 York Street Variance Appeal – Both briefs have been submitted and waiting for the PA Commonwealth ruling.
- b) Resolution No. 2018-05 (PIB Loan) – Councilwoman Loeffler made the **motion** to approve the authorization to enter into a loan agreement with the Pennsylvania Infrastructure Bank and authorizing individuals to execute documents associated with the loan, Councilman Thomas seconded and the motion passed 5-0.
- c) Resolution No. 2018-06 (Authorizing Small Borrowing Loan for Capital Purposes) – Vice President Loeffler made the **motion** to approve Resolution No. 2018-06 authorizing small borrowing loan for capital purposes under Section 8109 of the Local Government Unit Debt if the Borough qualifies, Councilman Thomas seconded and the motion passed 5-0.
- d) Vice President Loeffler made the **motion** to authorize the advertising of an Ordinance for the PIB Loan if we are unable to secure a loan under the Small Borrowing for Capital Purposes, Councilman Thomas seconded and the motion passed 5-0.
- e) Enforcement of Borough Right-of-Way Violations – Discussion of trees, shrubs, etc. that cover or have been planted in the borough Right-of-Way Areas and the best way to enforce ordinances. Further discussion will be needed.
- f) Ownership Issue for Property on North West corner of South Burns Road and Raber Drive – Councilman Thoman made the **motion** to have the Solicitor and Engineer research the property deeds and boundaries of the corner where Burns Road meets Raber Drive to determine ownership, Councilman Thomas seconded and the motion passed 5-0.
- g) 16 W. Sunset View Street – Received anonymous complaint for 16 W. Sunset View Street in violation of possible “Home Occupation”. Will send to the Zoning Officer for review.

5. ENGINEER'S REPORT

- a) 2018 Street Improvements – Vice President Loeffler made the **motion** to approve to execute the H&H General Contract Agreement once the loan or the PIB obligations have been met, Councilman Thoman seconded and the motion passed 5-0.
- b) Zoning Update for adding Commercial Property within the Borough – Engineer reviewed the information that was discussed during an informal meeting to add commercial property within the borough. Suggestions are to see how taxes would be affected and other specific things that would need to be reviewed.
- c) C.S. Davidson Letter – Received a letter from C.S. Davidson addressing a current legal issue that was resolved on their behalf.
- d) Upcoming Stormwater Meeting – Engineer and Solicitor are planning to attend.

Solicitor and Engineer Left Meeting – 8:26 pm.

6. 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.

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 June Report – Reviewed report.

9. MAYOR'S REPORT – No Report

10. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance Personnel – Position is still open. Council agreed to hire Spring Grove Borough to take care of jobs that they will agree to do and we will continue to find someone to fill the maintenance position.
 - Snow Removal – Council would like to add the Fire Company's parking lot to the snow removal agreement with Hersh Concepts.
 - Maintenance List – July.
 - Park Sign (Harbold) – Contact Spring Grove Borough.
 - Shed Painting – Received estimate from Frey's Custom Painting for the amount of \$1770.00.
 - Basketball Court – Has been completed.
 - Borough Windows – Waiting for installation quote. May not be able to acquire installers.
 - Cannon Needs Painted – Has not been done to date.
 - Shrubs on circle – Contact Spring Grove Borough.
- b) Finance – Chairperson A. Loeffler
 - YATB – Councilwoman Loeffler gave a report.
- c) Lights, Water & Gas – Chairperson Thoman.
 - Outages – Hanover and Senft Road.
 - Circle Light – Continue to Update.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC Report – Council Representative was unable to attend last meeting.
 - Spring Grove Ambulance Report – Reviewed report sent from SG Ambulance.
 - Councilwoman Loeffler discussed an email from DHS regarding Active Shooter Attacks, Chemical Attacks, Vehicle Ramming, and Mass Gatherings for security awareness.
- e) Solid Waste and Sewer – Chairperson F. Thomas

- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Trees along 11 Burns Road – Vice President Loeffler will trim trees along 11 Burns Road to clear limbs from road way.

11. NEW BUSINESS

- a) Jefferson Carnival (July 16 – 21, 2018)
- b) National Night Out – August 7 (Tuesday)

12. OLD BUSINESS

- a) Planning Commission Vacancy – Need to fill 1 or 2 positions, term ending 12/31/19.
- b) Zoning Hearing Board Member Vacancy – Need to fill 1 position, term ending 12/31/18
- c) Councilman Thoman gave Councilwoman Loeffler a thankyou for her work for cleaning the grass cuttings out of the swell by the shed.
- d) Councilman Thoman made the **motion** to contact the company that we may use to sell the borough dump truck with the salt spreader and plow on the internet, Vice President Loeffler seconded and the motion passed 5-0.

13. PUBLIC COMMENTS – None

14. CORRESPONDENCE

- a) PA Department of Revenue – Collection of Local Earned Income Tax
- b) U.S. Dept. of Homeland Security – Active Assailant Security Action Guides
- c) York County Planning Commission – Requesting Input on Survey
- d) PSAB Update – Newsletter

15. MEETING AND TRAININGS

	Organization	Subject	Date
	YCPC	Monthly Meeting	July 17, 7:00 pm
	YCTC	YC Transportation Coalition Meeting-Committee Members	July 19, 9:00 am
	PSMA	Annual Conference – PA State Mayors’ Assoc.	July 19 – 22, 2018
	JCJSA	Jefferson Codorus Joint Sewer Authority Meeting	August 1, 7:00 pm
	PSAB	Legal Update – Sheraton Harrisburg-Hershey	August 8 – 9, 2018
	BORO	Borough 2019 Budget Meeting (Tuesday)	August 21, 7:00 pm
	BORO	Borough 2019 Budget Meeting (Tuesday)	Sept. 18, 7:00 pm
	YCDES	IS Classes for NIMS: http://www.training.fema.gov/IS/crslst.asp http://www .	
	PSAB	Education Courses: www.classes.boroughs.org	PSAB Courses
	PSAB	Webinars: www.boroughs.org	PSAB Training
	PA LTAP	Local Technical Assistance Program (Classes) – LTAP Website	PennDot

16. ADJOURNMENT – Councilman Thoman made the **motion** to adjourn at 10:15 pm., Councilwoman Loeffler seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary