

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, AUGUST 4, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

President Marlyn Stauffer
Vice President Dave Loeffler
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:

President Pro-Tem Sam Heltzel

1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the August 4, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. JULY 7, 2014 MINUTES

Councilwoman Roser made the **motion** to approve the July 7, 2014 minutes, Councilwoman Loeffler seconded and the motion passed 5-0.

3. PUBLIC COMMENTS - None

4. SOLICITOR'S REPORT

- a) Parking at a Yellow Painted Curb – Discussion on regarding no parking ordinance. Solicitor will check whether we are required to list the locations of the no parking areas in the ordinance.
- b) Snow Removal Ordinance 2014-01 – Councilwoman Anne made the **motion** to approve advertisement of Ordinance 2014-01, Councilman Jackson seconded and the motion passed 5-0.
- c) Light Pole Raber Drive – Contractor contacted President Stauffer and gave him the deadline to complete the job of August 31. If not completed by date, then council will rebid project.

5. ENGINEER'S REPORT

- a) 2014 Street Improvements – Councilman Loeffler made the **motion** to authorize the full amount of Invoice #67887 for \$15,412.17, Contract #2 with Stewart & Tate, Inc., but we will only pay the amount that was adjusted by Engineer Toms which includes the reduction for milling work from 60 square yards to 43 square yards, which makes the adjusted total amount of this invoice at \$14,337.60 until the amount is justified by Stewart and Tate, Inc., Councilwoman Roser seconded and the motion passed 5-0.
- b) CFR Partners Townhomes – As of 8/4/14 Permit #08083373 is still open.
- c) Water Drainage Problem – Council and Engineer will continue to watch for Grant Money possibilities to help finance the project of correcting the drainage for the back lots of York Street between Duke Street and Burns Road.
- d) Hanover Street Sidewalk Project – Council approved for letters to be sent by certified mail to residents that are involved with project to notify them of meeting that will be held towards the end of August to help explain the costs and process of the project.

Solicitor and Engineer left meeting 8:15

6. PLANNING COMMISSION

Nothing to Report.

7. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for July – Councilman Loeffler made the **motion** to approve the Treasurer's Report, Councilman Jackson seconded and the motion passed 5-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

Authority Member Marlyn Stauffer gave update on sewer operations for plant. Nothing new to report.

9. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed.
- b) Ordinance Violations Report – Letters were sent at the end of July. Councilwoman Loeffler made the **motion** to hire Hersh Concepts to trim trees of residents that did not comply to the notices for ordinance violations, Councilman Jackson seconded and the motion passed 5-0.

10. MAYOR'S REPORT

Mayor Sanders attended the Pennsylvania State Mayors' Association Annual Conference and gave a brief report of information obtained.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Heltzel
 - Maintenance List – August
 - Maintenance Company for Banners – Update, waiting for MetEd Agreement
 - Insurance Coverage for Circle & Artifacts. – Committee members met with Insurance Agent and received clarification of the type of insurance coverage that would best for the square. Committee is now working to confirm replacement values of artifacts and items on square.
 - Cannon & Gun Pads on Square – Discussion regarding possible contractors and material donations which Committee members will continue to pursue.
 - Repairs to light box on circle – Waiting for call back.
 - Cost List for Accidents to Circle – Committee members will review list and propose changes to the list.
- b) Finance – Chairperson A. Loeffler
 - Donation Project for the Square/Cannon – Project is moving forward.
 - YATB is holding an Open House August 13 at the York Office to give information and answer questions. Councilwoman Loeffler and Councilman Jackson will plan to attend.
- c) Lights, Water & Gas – Chairperson Roser
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC – Meeting is next week.
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Street Signs – Street Signs have been completed.

12. NEW BUSINESS

Resolution No. 2014-07 – Councilwoman Loeffler made the **motion** to approve Resolution No. 2014-07 Opposing the Expansion of Federal Control Under the Clean Water Act, Councilwoman Roser seconded and the motion passed 5-0.

13. OLD BUSINESS - None

14. PUBLIC COMMENTS – None

15. CORRESPONDENCE

- 1) PSAB – New Borough Code Available Online, Effective June 18 (www.boroughs.org)
- 2) PAMA (PA Assoc. of Municipal Adm.) – 55th Annual Conference, August 13-15.
- 3) YATB – Open House and Information Sessions, Aug. 11-14.
- 4) Penn State Extension Webinars – Summer Fall 2014 Land Use Webinars starting July 23.
- 5) PSAB – Basic Municipal Budgeting Classes, August 7 in Adams County.
- 6) PSAB – PA Municipal Legal Update (August 13 & 14 in Dauphin County)
- 7) PACOG (PA Assoc. of Councils of Governments) – 40th Annual Conf., Sept. 12-13.
- 8) PSAB Fall Leadership Conference – in Gettysburg, October 17-19. –need to register Anne & Dave
- 9) PSAB Municipal Planning Education 2014 Courses – If interested look online www.classed.boroughs.org for more information of classes that are available.
- 10) PSAB WEBINARS:
 - MS-4 Requirements and the EPA – Sept. 3
 - Before You Hit Send: How Email Can Get Employers in Trouble – Oct 1
 - New Developments in Municipal Finance Law – Oct. 15
 - The Open Records Act – Nov. 5

16. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 10:09 pm, Councilman Jackson seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary