

**BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING**

MONDAY, AUGUST 1, 2016

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 Amy LeVault
Councilman Zachary Thoman
Councilwoman Anne Loeffler

In Attendance:

Mayor Jim Sanders
Solicitor Devon Myers, CGA Law Firm
Secretary/Treasurer Janny Graham

Absent:

Engineer Chris Toms, C.S. Davidson

Guest In Attendance:

Steve Hovis, Stock & Leader
Lou Verdelli, RBC Capital Markets

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the August 1, 2016 regular meeting of the governing body to order at 7:01 p.m. and led the pledge to the flag.

2. JULY 5, 2016 MINUTES

a) Councilwoman LeVault made the **motion** to approve the July 5, 2016 Minutes, Councilman Thoman seconded and the motion passed 5-0.

3. PUBLIC COMMENTS

a) Ordinance No. 2016-01 (Reimbursement Agreement-JCJSA) – Attorney Steve Hovis, with Stock & Leader and Lou Verdelli with RBC Capital Markets attended our meeting to explain the funds that the Jefferson Codorus Joint Sewer Authority will be acquiring by a Bond through Codorus Township and what is required from Jefferson Borough through our Ordinance No. 2016-01 (Reimbursement Agreement-JCJSA). Councilman Loeffler made the **motion** to approve Ordinance No. 2016-01 (Reimbursement Agreement-JCJSA), Councilwoman LeVault seconded and the motion passed 5-0. Roll call vote was taken: Councilman Loeffler – Yes, Councilwoman LeVault – Yes, Councilman Stauffer – Yes, Councilman Thoman – Yes, Councilwoman Loeffler – Yes.

4. SOLICITOR'S REPORT

a) Use of the Square-Parking Area for Open House – Council discussed business on square requesting to do a Bar-B-Que for an Open House using the square parking area. Solicitor's suggestion is to draw up an agreement to specify responsibilities and include an indemnity clause. Council approved Solicitor's suggestion and any fees that occur would be passed onto business owner.

b) Policy for Square Fund – Hold till after Sesquicentennial Celebration.

c) Borough Maintenance Position – Discussion regarding the borough maintenance position and the best way to take care of duties required. The current maintenance person has acquired a full time position elsewhere which will start in a few more weeks. Councilman Thoman made the motion to sell the snow plows and contract for snow plowing, there was no second, motion died. Councilwoman Loeffler made the **motion** to contract with Spring Grove to take care of the maintenance duties on an hourly rate, Councilwoman LeVault seconded and the motion passed 4-1 with 1 nay vote by Councilman Thoman.

5. ENGINEER'S REPORT

a) 2016 Road Improvements – Councilman Loeffler made the **motion** to pay the Stewart and Tate Invoice from General Funds for the 2016 Street Improvements that were done, Councilwoman LeVault seconded and the motion passed 5-0.

- b) Graystone Development Extension Date – Engineer reviewed documents and has determined that the Permit Extension Act date for the development is 12/3/2019.

Solicitor left meeting at 8:22 pm.

6. PLANNING COMMISSION

- a) No July Meeting and No Report.

7. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for July – Councilwoman LeVault made the **motion** to accept the Treasurer’s Report, Councilwoman Loeffler seconded and the motion passed 5-0.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations Update – Refinancing is in progress.

9. ZONING/PERMIT OFFICE

- a) Permit Report – Reviewed.
b) Ordinance Violations Report – Reviewed.
c) Advisory Committee – President Stauffer attended Advisory Committee meetings in July and gave a report of possible changes to agreement.

10. MAYOR’S REPORT

- a) PA Mayors State Association – Mayor Sanders attended the PA Mayors State Association that was held in Gettysburg.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Loeffler
- Maintenance List – August reviewed.
 - Circle Maintenance – Spring Grove Borough has agreed to take care of weeding and mulching on the circle before the Sesquicentennial. Councilman Thoman and Loeffler will straighten the posts that need to be done.
 - Bush Hogg – Need to make preparations to sell.
 - Replace Eagle on Dough Boy – Council discussed the replacement of the eagle on the plaque of the Dough Boy. It was agreed to get a quote.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault
- YATB – Councilwoman Loeffler attend the YATB meetings and gave a report.
- c) Lights, Water & Gas – Chairperson Thoman
- Outages – 2 York Street light is still out and the light on the square is out.
- d) Public Safety and Welfare – Chairperson A. Loeffler
- Cameras on Square – Received quotes for building door system with camera and park cameras.
- e) Solid Waste & Sewer – Chairperson A. LeVault.
- f) Streets & Sidewalks – Chairperson D. Loeffler
- Radar Speed Signs – Reviewed information received and discussed.
 - Culvert Burns Road – Discussion of drainage for properties on Burns Road. Councilman Loeffler made the **motion** to request Spring Grove Borough to use their camera and services to view the pipe on Burns Road, Councilman Thoman seconded and the motion passed 5-0.
 - Hanover Street Hidden Driveway Sign – Received approval and specific details for placement and size of sign from PennDot. Codorus Township approved placement on the Township road. President Stauffer will order two signs and proceed with installation.
 - Storm Drain Map Layout – In progress.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

12. NEW BUSINESS

- a) Budget Meeting – The Borough Budget Meeting will be Tuesday, August 16, 2016 at 7:00 pm in the Borough Building.

13. OLD BUSINESS

- a) Sesquicentennial Celebration – Most plans have been finalized, banners are completed. Committee will be meeting on August 8 at 11:00 am.
- b) Pick-up Truck – Discuss at budget meeting.
- c) NIMS Certification for Office Files – Update.

14. PUBLIC COMMENTS – No Comments

15. CORRESPONDENCE

Organization	Subject	Date
Lions Club	National Night Out	August 2
PSAB	2016 Annual Municipal Legal Update	August 3 – 4 @ Hershey
PAMA	PA Assoc. of Municipal Administrators Conference	Aug. 10-13 @Pittsburgh
PSAB	Inside Pennsylvania Boroughs (PCN TV)	August 14
YCPC	Monthly Meeting (3 rd Tuesday)	August 16
SGAC	Spring Grove Ambulance Club Meeting	August 23
YCBA	YC Borough’s Association - Next Meeting	September 22
PA PennDot	Winter Partnership Meeting	Oct. 13 (1pm to 3pm)
LTAP	Upcoming 2016 Classes	List Attached
PSAB	Education Courses: www.classes.boroughs.org	
PSAB	Webinars: www.boroughs.org	

16. ADJOURNMENT

Councilwoman Loeffler made the **motion** to adjourn at 9:48 pm., Councilman Thoman seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary