

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING

MONDAY, AUGUST 7, 2017

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

York County • Pennsylvania

In Attendance-Council:

President Marlyn Stauffer
Vice President Dave Loeffler
Councilwoman Anne Loeffler
Councilman Zachary Thoman

Absent:

President Pro-Tem Frank Thomas

In Attendance:

Mayor Jim Sanders
Solicitor Devon Myers, CGA Law Firm
Engineer Chris Toms, C.S. Davidson
Secretary-Treasurer Janny Graham

In Attendance:

Allen Brittel, Glatfelter Memorial Library
Kate Sweeney, Glatfelter Memorial Library

1. CALL TO ORDER AND PLEDGE TO THE FLAG

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

2. JULY 10, 2017 MINUTES

a) Councilwoman Loeffler made the **motion** to approve the July 10, 2017 Minutes, Councilman Thoman seconded and the motion passed 4-0.

3. PUBLIC COMMENTS

a) Allen Brittel & Kate Sweeney from Glatfelter Memorial Library in Spring Grove were in attendance – They gave a report on behalf of the library and the improvements that have been made over the past year. They acknowledge the borough’s monetary contribution and how beneficial it is to the library.

4. SOLICITOR’S REPORT

- a) 49 York Street Variance Appeal – The case has been assigned to a judge and we are waiting on a judgement.
- b) Ordinance No. 2017-05 (Tobacco-Free Municipal Property) – Councilman Loeffler made the **motion** to approve to advertise Ordinance No. 2017-05 (Tobacco-Free Municipal Property), Councilman Thoman seconded and the motion passed 4-0.
- c) 2018 Refuse & Recycling Contract Bid Draft – Council reviewed contract and requested the solicitor to add wording for clarification. Council will then be ready to approve for advertising at next council meeting.
- d) Ordinance for No Parking – Signs have been posted and curbs are painted. Solicitor will start preparing a draft for a “No Parking” Ordinance.

5. ENGINEER’S REPORT

- a) Dollar General Store Outer Area Upkeep – Area was cut before any notice went out.
- b) Borough Building Parking Lot – Engineer gave a report on parking spaces needed for the size of the borough building which is set at 26 spaces and the estimated cost would be \$68,000. Suggestion would be to include it with a bigger street project if possible.
- c) PA Grant Program – RACP (Redevelopment Assistance Capital Program) Engineer’s suggestion is to meet with another C.S. Davidson Engineer that works with this type of grant and let him assist us with ways to qualify. An elected official of the borough is required to submit the application for this grant. We will make arrangements for a meeting with C.S.Davidson.

6. PLANNING COMMISSION

- a) Zoning Officer John McLucas joined our meeting at 7:36 pm – Zoning Officer McLucas gave a report regarding the International Property Maintenance Code and how it can benefit the borough

along with how it is enforced. Council will review the sample of the International Property Maintenance Code manual and take a closer look at making adjustments to better fit our borough.

- b) Planning Commission Meeting August 16 – Members will be reviewing the Zoning Hearing Application submitted for 33 York Street.

Engineer left meeting at 7:35 pm.

Solicitor left meeting at 8:20 pm.

7. TREASURER’S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for July – Councilwoman Loeffler made the **motion** to accept the Treasurer’s Report, Councilman Thoman seconded and the motion passed 4-0.
- b) Budget Meeting Scheduled – The Borough Budget Meeting is scheduled for Tuesday, August 15, at 7:00 pm.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Next meeting is scheduled for September 6, at 7:00 pm.

9. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations July Report – Reviewed report.
- b) Zoning Hearing Scheduled for August 30 – Application requesting a special exception and/or variance for 33 York Street.

10. MAYOR’S REPORT

- a) PSMA 46th Annual Conference – The Mayor attended the PSMA Annual Conference July 20 thru July 23 at Erie, PA. Topics were beneficial and had information regarding grant possibilities.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
- Maintenance List – August Reviewed. Add to Maintenance List weeds around trees on circle to be removed regularly and the Cedar Street swell kept trimmed.
 - Lights on Square – Estimate price is \$2200 by Masimore.
 - Play Ground Repair – In progress.
 - Basketball Court – Working on getting a quote.
 - Shed – President Stauffer will check for an estimate on painting the exterior of shed.
 - Shed Repair – Repair was completed and the cost will be deducted from the next Suburban Propane bill.
- b) Finance – Chairperson A. Loeffler
- YATB – Report for July.
- c) Lights, Water & Gas – Chairperson Thoman.
- Street Lights – Cedar & Berlin light is fixed and Corner light on Baltimore & Square is fixed.
- d) Public Safety and Welfare – Chairperson A. Loeffler
- JVFC – There was no meeting for July.
 - Councilwoman Loeffler will attend the next JVFC Meeting and will inform Fire Company of our scheduled budget meeting.
 - Spring Grove Ambulance Report reviewed.
- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
- Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.
- g) Borough Projects – C. Loeffler & Z. Thoman
- Windows (Ever Last Windows) – Received estimate.
 - Burns Culvert needs to be filled around grate.

12. NEW BUSINESS

- a) Southwestern Regional Police Dept. – Reviewed report received from SWRP for the Jefferson Carnival.
- b) PSAB Fall Leadership Conference – October 13-15, 2017 (Kalahari, Pocono Manor)
- c) Community Service Program of York County Juvenile Probation Dept. – York County Probation Services left information for the Community Service Program of York County Juvenile Probation Department. Council will review the information.
- d) Councilman Thomas – President Stauffer made the **motion** to allow the borough to pay Councilman Thomas for the August 7th council meeting even though he was unable to attend do to surgery, Councilman Loeffler seconded and the motion passed 4-0.

13. OLD BUSINESS

- a) Updates for Code Books – Secretary has requested the Borough Code Books so she may update the books.
- b) Cub Pack 97 – Sesquicentennial Service. Councilman Thoman made the **motion** to send \$150.00 to the York New Salem Cub Pack 97 for their service in helping with the Sesquicentennial Celebration in August of 2016, Councilwoman Loeffler seconded and the motion passed 4-0.

14. PUBLIC COMMENTS – None

15. CORRESPONDENCE

- a) Erdman Animal Control Services – April & May Report
- b) YCPC Information regarding Aging in York County
- c) Initiative to Promote Nuclear Energy Production in PA
- d) YCDES – Hurricane Awareness Course (August 28)
- e) U.S. Census Bureau – Services available to the Borough regarding census data for our area.
- f) South Central PA Regional Summit – October 18 (Sheraton Harrisburg Hershey Hotel)

16. MEETING AND TRAININGS

	Organization	Subject	Date
	YCPC	Monthly Meeting	Aug. 15 @ 7 pm
	PSAB	2017 Municipal Legal Update (Heraton Harrisburg/Hershey)	Aug. 9 – 10
	YCDES	Hurricane Awareness Course – Lancaster	Aug. 28 @8:30-5:30
	YCBA	YC Borough Assoc. Meeting – Dover Fire Hall	Sept. 21
	YCDES	Qtrly Training: WebEOC Exercise	Oct. 4 & 7
	PSAB	Fall Leadership Conference – Kalahari, Pocono Manor	Oct. 13-15
	SCPRS	South Central PA Regional Summit – (Sheraton Harrisburg Hershey Hotel)	Oct. 18 @8:30-4:00
	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	Aug. 13 @ 5pm Aug. 27 @ 2pm

17. ADJOURNMENT – Councilman Loeffler made the **motion** to adjourn at 9:50 pm., Councilman Thoman seconded and the motion passed 4-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary