

# JEFFERSON BOROUGH COUNCIL MEETING

TUESDAY, SEPTEMBER 2, 2014

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

## In Attendance:

President Marlyn Stauffer  
Vice President Dave Loeffler  
Councilwoman Dawn Roser  
Councilwoman Anne Loeffler  
President Pro-Tem Sam Heltzel

## Absent:

Councilman Sam Jackson

## In Attendance:

Engineer Chris Toms  
Secretary/Treasurer Janny Graham

## Absent:

Solicitor Glenn Smith  
Mayor Jim Sanders

## 1. PLEDGE TO THE FLAG

President Marlyn Stauffer called the September 2, 2014 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

## 2. AUGUST 4, 2014 MINUTES

Councilman Loeffler made the **motion** to approve the August 4, 2014 minutes, Councilwoman Roser seconded and the motion passed 5-0.

## 3. PUBLIC COMMENTS

Mary Lou Stricker representing Glatfelter Memorial Library in Spring Grove wanted to express the libraries appreciation to the Borough for our 2014 contribution to the library. She requested our continued support for the 2015 budget.

Hanover Street Sidewalk Project – Property owners that were in attendance for this meeting were Stephen Stahl, Eva Golden, Bob Ross, Carla Rebert, and Mr. Klindedinst with the Bethlehem U.M. Church. The discussion covered the options that are being considered at this time. One option for some of the property owners is possibly grinding their sidewalks to eliminate tripping hazards. If grinding isn't possible then they would have to consider replacing sidewalk which would include putting in curbs which is a requirement by PennDot. The committee will give their final recommendations to Council once we receive confirmation of accepted or denied ADA Grant funds, at that time Council will vote on a project plan.

Resident Gary Spangler requested the trimming of tall grass and shrubs causing driving restrictions.

Resident Frank Thomas reported his concerns regarding the property of Penn-Mar Services located at 66 Baltimore Street.

Resident Stephen Stahl reported his concerns regarding the burning ordinance and the requirements.

## 4. SOLICITOR'S REPORT

a) **Snow Removal Ordinance 2014-01** – Councilwoman Loeffler made the **motion** to approve the adoption of Ordinance 2014-01, Councilman Heltzel seconded and the motion passed 5-0.

## 5. ENGINEER'S REPORT

- a) **2014 Street Improvements** – Plan is to finish microsurfacing by the end of September.
- b) **CFR Partners Townhomes** – Project is completed.
- c) **5-Year Plan** – Updated by adding culvert on Walnut Street and reviewed 5-Year Plan. Decision to use oil and chip on some of the roads next year will need to be decided.

## **Engineer left meeting at 9:15**

### **6. PLANNING COMMISSION**

Nothing to report.

### **7. TREASURER'S REPORT**

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

### **8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT**

Nothing new to report.

### **9. ZONING/PERMIT OFFICE**

- a) Permit Report – Reviewed.
- b) Ordinance Violations Report – Reviewed.

### **10. MAYOR'S REPORT**

### **11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS**

- a) Building Property & Supply – Chairperson Heltzel
  - Maintenance Position – Zach Thoman, the Borough Maintenance Person, has turned in his verbal resignation but stated that he would be available if needed until we hired a replacement. Councilman Heltzel made the **motion** to advertise for the job opening of the Maintenance Position in the Borough, Councilwoman Roser seconded and the motion passed 5-0.
  - MetEd Agreement & Maintenance Company for Banners – Waiting for MetEd to send Agreement.
  - Insurance on Artifacts – Forrest Taylor will meet with committee and give his recommendations of item values.
  - Cannon & Gun Pads on Square – President Stauffer has received an estimate and Councilman Loeffler is in the process of receiving another estimate. Councilman Heltzel made the **motion** to go with the better price when we have both estimates, Councilwoman Roser seconded and the motion passed 5-0.
  - Repairs to Light Box on Circle – Discussed options of making repairs that are needed.
  - Auxiliary Lights in Building – They need to be checked and working.
  - Accidents to Circle – Committee will review costs and update list. Review at next council meeting.
- b) Finance – Chairperson A. Loeffler
  - Donation Project for the Square/Cannon – New letters went out and committee will continue to research for new funds.
- c) Lights, Water & Gas – Chairperson Roser
  - Raber Drive Light Pole – Parts were order and should be repaired by end of September.
- d) Public Safety and Welfare – Chairperson A. Loeffler
  - JVFC Report – Councilwoman Loeffler gave an update of the fire company activities.
- e) Solid Waste & Sewer – Chairperson Jackson
- f) Streets & Sidewalks – Chairperson D. Loeffler
  - Trees Needing Trimmed & Weed Control – Letters were sent and most residents responded. Zoning officer has sent final notices.

### **12. NEW BUSINESS**

The York County Boroughs Association's September Meeting is Thursday, September 25, beginning at 6:30 pm and Councilwoman Loeffler and President Marlyn Stauffer will attend.

### 13. OLD BUSINESS

The next Borough Budget Meeting will be held Tuesday, September 16, at 7:00 pm.

### 14. PUBLIC COMMENTS

### 15. CORRESPONDENCE

1. PACOG (PA Asso. Of Councils of Governments) – 40<sup>th</sup> Annual Conf., Sept. 12-13.
2. YCBA (York County Boroughs Asso.) – Meeting & Dinner Sept. 25<sup>th</sup>.
3. YCDES (York County Dept. of Emergency Services) – Initial Damage Reporting Training Session Sept. 30<sup>th</sup> and Oct. 4<sup>th</sup>.
4. PSAB Fall Leadership Conference – in Gettysburg, October 17<sup>th</sup> – 19<sup>th</sup>
5. Glatfelter Memorial Library – Antique Appraisal Clinic Oct. 23<sup>rd</sup>.
6. PSAB Municipal Planning Education 2014 Courses – If interested look online [www.classes.boroughs.org](http://www.classes.boroughs.org) for more information of classes that are available.
7. PSAB WEBINARS:
  - MS-4 Requirements and the EPA – Sept. 3
  - Before You Hit Send: How Email Can Get Employers in Trouble – Oct. 1
  - Internal Control Basics and Understanding Audits – Oct. 8
  - New Developments in Municipal Finance Law – Oct. 15
  - Rethinking Our Historic Places as Community and Economic Assets – Oct. 30
  - The Open Records Act – Nov. 5

### 16. ADJOURNMENT

Councilwoman Loeffler made the motion to adjourn at 10:10 pm, Councilwoman Roser seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham  
Jefferson Borough Secretary