

JEFFERSON BOROUGH COUNCIL MEETING

MONDAY, SEPTEMBER 3, 2013

48 Baltimore Street

Jefferson Borough, York County, Pennsylvania

In Attendance:

President Marlyn Stauffer
President Pro-Tem Dave Loeffler
Councilwoman Anne Loeffler
Secretary/Treasurer Janny Graham

Vice-President Pat Roser
Councilman Sam Heltzel
Councilwoman Jennifer Ritz

Absent:

Councilman Dave Ritz
Solicitor Glenn Smith
Junior Council Person Jon Ritz

Mayor Jim Sanders
Engineer Chris Toms

1. PLEDGE TO THE FLAG

President Stauffer called the September 3, 2013 regular meeting of the governing body to order at 7:00 pm and led the Pledge of Allegiance.

2. APPOINTMENT of SECRETARY/TREASURER

Councilman Loeffler made the **motion** to appoint Janny Graham as the new Secretary/Treasurer of the Borough for the remaining term for 2013, Councilman Heltzel seconded and the motion passed 6-0.

3. MINUTES

Councilman Loeffler made the **motion** to approve the August 5, 2013 minutes with the following corrections:

- Item II replace “bush” truck with “brush” truck;
- Item IV change the wording to “that loose horses can also present a problem in residential areas”;
- Item VI.A change the wording to “Mr. Toms announced that work on Locust and Emerson Street was scheduled to commence between the ninth and the sixteenth of September”;
- Item VI.C remove the word “on” in the sentence;
- Item IX.B make spelling correction to first sentence to the word “the” preceding JCJSA;
- Item IX.B spelling correction in the second sentence “Both sink holes were repaired”;
- Item IX.B change the wording in the sentence “the Cherry Street issue will be monitored for continued repair until the underground space is eliminated which is causing the sinking”;

President Stauffer seconded and the motion passed 6-0.

4. PLANNING COMMISSION REPORT

- Planning Commissioner Conrad Eiben had nothing to report at this time.
- Mr. Eiben met with our Zoning Officer, Wayne Smith, regarding Resolution 2012-6 which approves a \$50.00 fee for the borough’s zoning officer to review Stormwater Plans that constitutes less than one thousand square feet of impervious surface. Clarification of the intent of Resolution 2012-6 was requested. Discussion by the council members came to a decision to leave the Resolution as it is written, if any review is done by the Zoning Officer there will be a \$50.00 fee charged.

5. SOLICITOR’S REPORT

- a) **Ordinance 2013-01** – A draft of the Ordinance 2013-01 to amend Sewer Specifications was presented to council. Councilman Loeffler made the **motion** to have solicitor proceed with the advertisement of ordinance, Councilwoman Ritz seconded and the motion passed 6-0.

5. SOLICITOR'S REPORT - *CONTINUED*

- b) **Nextel Invoice** – Nextel collection letter was reviewed and sent by solicitor.
- c) **Signs in Square** – Policy for placing portable Signs in Square will be allowed 3 days before and take down 1 day after the event.
- d) **Advertising for Space in Building** – Parameters to advertising and leasing space in the borough building would be similar to landlord requirements.

6. ENGINEER'S REPORT

- a) **Street Work Report** – President Stauffer reported that trees were trimmed.
- b) **Traffic Study Emerson Street** - Mr. Bubb was contacted and he does not have copies of the traffic study. Councilman Heltzel made the **motion** to stop further action regarding this issue, Councilwoman Loeffler seconded and the motion passed 6-0.
- c) **Highway Occupancy Permit** – Question regarding invoicing fees to developer will be added to next month's agenda for discussion with engineer.
- d) **Storm Water Concerns** – Discussion regarding the church and their drainage issues have been addressed.
- e) **PA Municipal Planning Code Book for Office** – President Stauffer will contact Engineer for getting a copy for the office.

7. PUBLIC COMMENTS

President Stauffer received a request by person regarding weeds on Cedar Street and will they be getting cut. Council discussed the problems with overgrowth in right of ways and possible ways to address the issue.

8. TREASURER'S REPORT

- Cash Flow Report, August Income & Expense Reports – Reports were reviewed and Councilman Heltzel made the **motion** to approve the Treasure Report, Councilwoman Ritz seconded and the motion passed 6-0.
- Budget Meeting Reminder, September 17, 2013, 7:00 pm.

9. JOINT SEWER AUTHORITY REPORT

Nothing to report.

10. ZONING/PERMIT OFFICER

- a) **Permit Report** – reviewed by council.
- b) **Ordinance Violations Report** – Discussion regarding the camper being parked on Sunset Street and York Street, if situation continues will need to contact owner. Discussion regarding storage type unit on the borough rented parking lot property. President Stauffer will look into the matter, if necessary zoning officer will be contacted.

11. MAYOR'S REPORT

State Police Incidents – No report at this time.

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

Building, Property and Supply – Chairperson Sam Heltzel

- Maintenance List - Reviewed and updated.
- Barrels for Winter – Decision was made by council due to lack of use the cinder barrels will not be put out this winter. Residents with concerns may call the office. Notice will be put in the next newsletter.
- Cannon Restoration – Councilwoman Loeffler made the **motion** to have President Stauffer contact the person to schedule a time to get the cannon restored, Councilman Heltzel seconded and the motion passed 6-0.

12. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS - *CONTINUED*

Finance – Chairperson Jennifer Ritz

- Alternate Representative for the YATB – Councilwoman Ritz made the **motion** to appoint Councilwoman Loeffler as the Alternate Representative for the York Adams Tax Bureau, Councilman Heltzel seconded and the motion passed 6-0.
- Workers Compensation Insurance – Councilwoman Ritz will contact our insurance agent, Doug Traux, to request clarification regarding the Jefferson Volunteer Fire Fighters fund raising coverage along with which townships we are able to bill for a percentage of the workers compensation insurance premium coverage.

Lights, Water & Gas – Chairperson Dawn Rose

- Nothing to report

Public Safety and Welfare – Chairperson Anne Loeffler

- Chairperson A. Loeffler gave the report for the Jefferson Volunteer Fire Company. Borough received Spring Grove Ambulance Club Agreement sample and Councilwoman Loeffler will review agreement.

Solid Waste and Sewer – Chairperson Dave Ritz

- 15 Hanover Street – Possible hook up problem.

Streets and Sidewalks – Chairperson Dave Loeffler

- Call to Met Ed / Banner Work Protocol – Councilwoman Roser called MetEd and they require a contract for banners to be displayed on their poles.
- Hanover Street Sidewalks – Council discussed the different issues involved in replacing sidewalk and President Stauffer will do further research with the state.

13. NEW BUSINESS

York County Boroughs Association

- Councilwoman Loeffler and President Stauffer will attend the 9/26/13 meeting. Will check with the Mayor before registering.

Resolution #2013-06

- Councilman Loeffler made the **motion** to approve Resolution #2013-06 declaring its intent to follow the disposition of records, Councilwoman Ritz seconded and the motion passed 6-0.

Resolution #2013-07

- Councilwoman Loeffler made the **motion** to approve Resolution #2013-07 setting parameters of meeting recording methods which allows the secretary to record borough meetings to help with the transcribing of the minutes. Once the minutes have been approved the recording will be erased. Councilwoman Ritz seconded and the motion passed 6-0.

Hersh Concepts

- Councilwoman Roser made the **motion** to accept the bid from Hersh Concepts for the mowing season of 2014–2015, Councilman Loeffler seconded and the motion passed 6-0.

Animal Control Services Contract

- Councilwoman Loeffler made the **motion** to accept the contract with Michellee Lee Klugh for animal control services for 2014, Councilwoman Roser seconded and the motion passed 6-0.

Worker's Compensation Insurance

- Council approved to accept the option of one policy that combines the workers' compensation insurance for both the borough and the Jefferson Volunteer Fire Company that will be provided through the state but it will be directed through our insurance agent.

Recycle Bins for New Homes

- Council approved to give a new recycle bin to new homes in the borough.

14. OLD BUSINESS

PSAB Leadership Conference

Conference is scheduled for October 18 through October 20. President Stauffer will plan to attend.

15. COMMUNICATIONS

- Notice of Assessment Hearing/8 Hanover St. (Copy by request)
- National Night Out – Thank You Letter for Donation (Copy by request)
- PennWaste Report/Delinquent Account Summary (Copy by request)
- Department of Emergency Services/Quarterly Training (Copy by request)

16. ADJOURNMENT

Councilman Loeffler made the **motion** to adjourn at 10:30 pm, Councilman Heltzel seconded and the motion passed 6-0.

Respectfully Submitted,

Janny Graham
Jefferson Borough Secretary