

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 6, 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
Councilwoman Anne Loeffler
Councilman Zachary Thoman

In Attendance:

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

Absent:

Guest In Attendance:

Pat Roser, Sesquicentennial Chairperson

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the September 6, 2016 regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. AUGUST 1, 2016 MINUTES

a) Councilwoman Loeffler made the **motion** to approve the August 1, 2016 Minutes with the correction under #4 b) Policy for Square Fund – Hold till after centennial should be Hold till after Sesquicentennial Celebration, Councilwoman LeVault seconded and the motion passed 5-0.

3. PUBLIC COMMENTS

- a) Sesquicentennial Celebration – Council made a presentation of a plaque of appreciation to Pat Roser for her work as the Sesquicentennial Celebration Chairperson. Ms. Roser gave a brief report on expenditures and the program was enjoyable for all that attended. Councilwoman Loeffler read a proclamation received from Governor Tom Wolf of Pennsylvania.
- b) Spring Grove Ambulance Association – President Stauffer gave a short report from the Spring Grove Ambulance Association requesting donation for their 2017 Budget.

4. SOLICITOR'S REPORT

- a) Ordinance Sample – Dangerous Structure Removal. The solicitor feels it would be effective and enforceable but suggested making a few changes to the ordinance as it is stated. In Section 5 change the reporting to any representative of the Borough instead of Borough Council or the Mayor, and change the person to investigate and examine the structure to the Borough Engineer. Councilwoman Loeffler made the **motion** to have the solicitor draft an Ordinance for Dangerous Structures, Councilwoman LeVault seconded and the motion passed 5-0.
- b) Zoning Officer Advisory Committee – 2 Items for Discussion:
- Spring Grove Borough's letter requesting approval to withdraw from the Intermunicipal Agreement effective October 1, 2016. Councilwoman LeVault made the **motion** to approve their letter to withdraw from agreement, Councilman Thoman seconded and the motion passed 5-0.
 - Decision to stay or withdraw from the Intermunicipal Agreement for 2017. Councilwoman LeVault made the **motion** to withdraw from the Intermunicipal Agreement on December 31, 2016 and use Spring Grove Borough on an hourly rate starting January 1, 2017 for the Borough Zoning Officer, Councilman Loeffler seconded and motion passed 5-0.
- c) Ordinance Violation for 49 York Street Driveway – The Solicitor will discuss with the Zoning Officer and collect information and send letter to property owner.
- d) Policy for Square Fund – Hold for next meeting.
- e) Question was brought up whether it is legal to video or skype live the borough council meetings by someone in the audience. Solicitor will research.

5. ENGINEER'S REPORT

- a) Dollar General Store – They are progressing.
- b) Graystone & Rosewood Development – No correspondence has been received.
- c) Burns Road Culvert – President Stauffer will make arrangements with Northeastern York County Sewer Authority to have cameras video the pipes.
- d) Hanover Street Driveway/Culvert at Ball Field – The area involved is not the borough's responsibility.
- e) Hanover Street Sidewalk Issue – Work was done to PennDot specifications therefore waiting to see if anything can be done.

Engineer left meeting at 7:48 pm.

Solicitor left meeting at 8:18 pm.

6. PLANNING COMMISSION – No August meeting or report.

7. TREASURER'S REPORT

- a) Cash Flow Report, Budget vs. Actual Report, Income & Expense Reports for August – Councilwoman Loeffler made the **motion** to accept the Treasurer's Report, Councilwoman LeVault seconded and the motion passed 5-0.
- b) CD (Centennial Funds) Maturity Date 9/10/16 – Councilwoman Loeffler made the **motion** to deposit the funds into the general account and deduct expenses for the Sesquicentennial Celebration that was on August 20, 2016 and then reinvest the balance for the next centennial celebration, Councilwoman LeVault seconded and the motion passed 5-0.
- c) Paper Shredder for the Office – Councilman Loeffler made the **motion** to get a paper shredder costing at the maximum \$500.00, Councilwoman LeVault seconded and the motion passed 5-0.
- d) 2017 Budget – Budget meeting was held Tuesday, August 16. Council reviewed the proposed budget and made entries for a balanced budget. The 2017 budget will be ready for advertising and final approval at the next borough council meeting. The September 20 budget meeting will be cancelled because not enough members will be able to attend to make a quorum.

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.

10. MAYOR'S REPORT – No Report.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building Property & Supply – Chairperson Loeffler
 - Maintenance Person – Councilwoman Loeffler made the **motion** to allow the borough to hire Spring Grove Borough and other contractors for the purpose of completing jobs that need to be done within the borough due to the maintenance position vacancy, Councilwoman LeVault seconded and the motion passed 5-0.
 - Maintenance List – September reviewed.
 - Servpro Service (Commercial Cleaning) – Councilwoman LeVault made the **motion** to allow Servpro to mark our shutoff valves for utilities for the building at no cost, Councilman Loeffler seconded and motion passed 5-0.
 - Bush Hogg – Need to make preparations to sell.
 - Replace Eagle on Dough Boy – President Stauffer will look into getting a quote.
 - Councilwoman Loeffler will check into getting information from the state regarding a sign or plaque for the circle with information on the artifacts to help inform the public.
- b) Finance – Chairperson A. Loeffler & CoChairperson A. LeVault

- YATB – Councilwoman Loeffler gave a report.
- c) Lights, Water & Gas – Chairperson Thoman
 - Outages – 2 York Street light still out.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - Councilwoman Loeffler attended the Spring Grove Ambulance town hall meeting on August 23, 2016, and gave a report on what was discussed.
- e) Solid Waste & Sewer – Chairperson A. LeVault.
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Hanover Street Hidden Driveway Sign – President Stauffer will contact Spring Grove Borough to hire to put in the signs for the Hidden Driveway on Hanover Street.
 - Storm Drain Map Layout – In progress.
 - Street Names & Measurements for Ordinance Draft of “No Parking Signs” – In progress.

12. NEW BUSINESS

- a) Secretary Vacation – Office will be closed September 19, 20, 21.
- b) YCBA Third Quarter Dinner Meeting – Sept. 22 @ 6:30. Councilwoman Loeffler and LeVault will be attending.

13. OLD BUSINESS

- a) NIMS Certification for Office Files – Update.

14. PUBLIC COMMENTS – No Comments.

15. CORRESPONDENCE

	Organization	Subject	Date
	YCDES	EOC Exercise – Volunteers are needed	Sept. 17 @ 9am-12pm
	PA-Pipeline	Pipeline Safety Awareness & Emergency Response	Sept. 19 @ 5:30pm (York)
	YCPC	Monthly Meeting (3 rd Tuesday)	Sept. 20 @ 7:00 pm
	YCBA	YC Borough’s Association - Next Meeting	September 22
	WAY	Watershed Alliance of York - 2016 Watershed Weekend	Sept. 24-25
	YCDES	Damage Reporting Training Session	Oct. 1 & 5 @9:00am-11:00am
	YCDES	Quarterly Training	Oct. 5 @6:00pm-9pm Oct. 8 @9:00am-12pm
	PSAB	Inside Pennsylvania Boroughs (PCN TV)	Oct. 9 @ 5:00pm
	PA PennDot	Winter Partnership Meeting	Oct. 13 (1pm to 3pm)
	PSAB	Fall Leadership Conference (Gettysburg)	Oct. 14-16
	APA-PA	American Planning Assoc.-2016 Annual Conference	Oct.16-18 (Allentown)
	LTAP	Upcoming 2016 Classes	List Attached
	PSAB	Education Courses: www.classes.boroughs.org	
	PSAB	Webinars: www.boroughs.org	PSAB Training

16. ADJOURNMENT

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

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary