

BOROUGH OF JEFFERSON
COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 5, 2017
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 Frank Thomas
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

In Attendance:

Conrad Eiben, Planning Commission Chairman

1. CALL TO ORDER AND PLEDGE TO THE FLAG

President Marlyn Stauffer called the September 5, 2017, regular meeting of the governing body to order at 7:00 p.m. and led the pledge to the flag.

2. AUGUST 7, 2017 MINUTES

a) Councilman Loeffler made the **motion** to approve the August 7, 2017 Minutes, Councilman Thoman seconded and the motion passed 5-0.

3. PUBLIC COMMENTS - None

4. SOLICITOR'S REPORT

- a) 49 York Street Variance Appeal – Still waiting for response from Judge.
- b) Ordinance No. 2017-05 (Tobacco-Free Municipal Property) – Councilman Loeffler made the **motion** to approve Ordinance No. 2017-05 (Tobacco-Free Municipal Property), Councilman Thomas seconded and motion passed 5-0.
- c) 2018 Refuse & Recycling New Contract Bid – Councilman Loeffler made the **motion** to approve for advertising on the dates of 9/12/17 & 9/19/17, Councilman Thoman seconded and the motion passed 5-0.
- d) Ordinance No. 2017-06 (No Parking) – Councilman Thoman made the **motion** to have our engineer do the required traffic study for the Ordinance, Councilman Loeffler seconded and the motion passed 5-0.
- e) JVFC – Council discussed with the Solicitor Act 172 (Local Tax Credits for Volunteer Firefighters and EMS). Council will need more discussion and contact with the Fire Company.
- f) International Property Maintenance Code. Council decided to have a Committee to review and form the Property Maintenance Code to best work with the borough.

5. ENGINEER'S REPORT

- a) 2018 Street Improvements – Preliminary Cost Estimates were given by Engineer.

	<u>OPTION 1 – FULL DEPTH RECLAMATION</u>	<u>OPTION 2 - REBUILD</u>
Church Street	\$17,000	\$22,000
E. Sunset View Street	\$56,100	\$70,900
- b) E. Sunset View Street Storm Drain – Preliminary Cost Estimate (\$78,567.50)
- c) Optional South Cherry Street Storm Sewer (at borough garage) – Preliminary Cost Estimate (\$10,340). Engineer will contact PennDot regarding loan qualifications for storm drains.
- d) The grate where W. Cedar Street and Spruce Street meet has a problem at the surface and needs to be fixed.

Solicitor & Engineer left meeting at 7:45.

6. PLANNING COMMISSION

- a) Planning Commission Meeting August 16 – Chairman Eiben was in attendance and gave a report of the meeting. The matter discussed was the Zoning Hearing Board Application for 33 York Street, for a Special Exception for non-conforming use – Commercial-Minor Car Repairs. After reviewing the submitted application, the Planning Commission voted to recommend approval to the Zoning Hearing Board for the application.

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, Councilman Thomas seconded and the motion passed 5-0.
- b) Budget Meeting Scheduled – Tuesday, September 19 at 7:00 pm. President Stauffer gave a suggestion to include in the budget to pay for trimming trees and overgrown shrubs from borough streets. Council will discuss further at Budget Meeting.

8. JEFFERSON CODORUS JOINT SEWER AUTHORITY REPORT

- a) Operations – Next meeting is Wednesday, September 6 at 7:00 pm.
- b) Annual Audit Report – Copy is in Borough Office.

9. ZONING/PERMIT REPORT

- a) Permit & Ordinance Violations August Report – Reviewed report.
- b) 6 Highland – Fence installation. Councilman Loeffler made the **motion** to have the Zoning Officer, John McLucas, send a letter to 6 Highland Avenue and inform them that the fence cannot be on the right-of-way and they will have to remove it, Councilman Thomas seconded and the motion passed 5-0.
- c) The Zoning Hearing Board rescheduled the meeting for ZHB No. 2017-01 Application regarding 33 York Street for Wednesday, September 13 at 7:00 pm.

10. MAYOR’S REPORT

- a) Compensation for Unattended Council Meetings – The Mayor requested that we have a policy or resolution regarding members that are unable to attend council meeting due to illness, etc. but will be able to get compensated even though they were absent. Councilman Thoman made the **motion** to amend Resolution No. 2010-9 for any Council Member not in attendance for an advertised council meeting due to being ill and under a doctor’s care, in a hospital, or a death of a spouse will still be paid for the meeting missed, Councilwoman Loeffler seconded and the motion passed 5-0.

11. COMMITTEE REPORTS / COMMITTEE ASSIGNMENTS

- a) Building, Property and Supply – Chairperson D. Loeffler
 - Maintenance List – September Reviewed.
 - Lights on Square – Councilman Loeffler made the **motion** to update the lights on the square to LED Lights and add receptacles with timers on every light pole, Councilman Thoman seconded and the motion passed 5-0.
 - Basketball Court – Requested a quote from Lancaster Asphalt Systems which was the original subcontractor for installing the court, have not received estimate to date.
 - Shed – Waiting for estimate.
- b) Finance – Chairperson A. Loeffler
 - YATB – Gave a report for August.
- c) Lights, Water & Gas – Chairperson Thoman.
- d) Public Safety and Welfare – Chairperson A. Loeffler
 - JVFC Report. The Fire Company was informed by borough council that they should have a representative attend the budget meeting in August to help council know if there are financial issues that need to be addressed. Mr. Little did attend the August 15 Budget Meeting on behalf of the Fire Company and Act 172 (Local Tax Credits) were discussed.
 - Spring Grove Ambulance Report – No report

- e) Solid Waste and Sewer – Chairperson F. Thomas
- f) Streets & Sidewalks – Chairperson D. Loeffler
 - Weeds and Trees on W Sunset View Street – Council will discuss during September Budget Meeting.
- g) Borough Projects – C. Loeffler & Z. Thoman
 - Estimates for Borough building repairs have been received and a breakdown of the estimates are as follows: Windows – 33,000; Electrical – 10,000 with 3,000 additional work optional; Parking Lot – 68,000.

12. NEW BUSINESS

- a) YCBA Quarterly Meeting – Thursday, September 21 @ Dover Union Fire & Hose Company.
- b) 2017 November Ballot – The Borough will have a vacancy of a 2 year term to fill on the November election ballot.

13. OLD BUSINESS

- a) Community Service Program (Juvenile Probation Dept.) – Council will review at a later time.
- b) Personnel Manual – Substance Abuse & Testing Policy Reviewed
- c) Updates for Code Books – Reminder to turn into Secretary.

14. PUBLIC COMMENTS – None

15. CORRESPONDENCE

- a) Erdman Animal Control Services – July Report (nothing to report)
- b) House Bill 1620 – Wireless Infrastructure Deployment. Councilman Loeffler made the **motion** to send a letter on behalf of the Borough Council to State Representative Klunk and State Senator Wagner to oppose HB 1620, Councilman Thomas seconded and the motion passed 5-0.
- c) YCPC Stormwater BMP Tour – September 29 @9:00 am to 2:30 pm.
- d) VNA of Hanover & Spring Grove – Received a letter of appreciation for our donation.

16. MEETING AND TRAININGS

Organization	Subject	Date
YCPC	Monthly Meeting	Sept. 19 @ 7 pm
YCBA	YC Borough Association Meeting – Dover Fire Hall	Sept. 21
YCMFOA	Municipal Finance Officers Assoc. Meeting (Manchester Twp)	Sept. 26 @9:30 am
YCPC	Stormwater BMP Tour	Sept. 29@9am-2:30
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
PA One Call	Board Meeting, Lancaster PA	Oct. 25 @9am-1 pm
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	Sept. 10 @ 5pm Sept. 24 @ 2pm

17. ADJOURNMENT – Councilman Thoman made the **motion** to adjourn at 9:34 pm., Councilman Thomas seconded and the motion passed 5-0.

Respectfully Submitted,

Janny Graham, Borough of Jefferson Secretary