

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for January 3, 2012

Present

President Marlyn Stauffer
Mayor James Sanders
Vice President Dawn Roser
President Pro-Tem Dave Loeffler
Councilwoman Anne Loeffler
Councilwoman Jennifer Ritz
Councilman Dave Ritz
Councilman Wilson Heltzel
Junior Council Person Jon Ritz

Also Present

Secretary Treasurer Deborah Corbin
Engineer Chad Clabaugh

Absent By Request

Solicitor Glenn Smith

I. Oath of Office

Mayor Sanders read the oaths for office for the three newly elected Council Members and the volunteer Junior Council Member; Mr. Dave Ritz, Mr. Wilson Heltzel, Mrs. Anne Loeffler and Mr. Jon Ritz respectively. The members were sworn into office.

II. Pledge to the Flag

Mayor Sanders led the January 3, 2012 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:00 p.m.

III. Nominations and Votes for Council President

Mayor Sanders invited Council members to submit names for nomination of Council President. Mr. Heltzel nominated Mr. Stauffer for Council President. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

IV. Nominations for Council Positions and Resolution 2012-1 Appointments 2012

A. Vice President

President Stauffer invited Council members to nominate a Vice-President. Mr. Heltzel nominated and made a motion to appoint Mrs. Dawn Roser for Vice-President. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

B. President Pro-Tem

President Stauffer invited Council members to nominate individuals for President Pro-Tem. Mr. Ritz nominated and made a motion to appoint Mr. Loeffler President Pro-Tem. Mrs. Roser seconded the motion. The motion passed with all yeas votes.

C. Appointments

President Stauffer asked Council to review the Resolution 2012-1, Appointments for 2012. Mrs. Loeffler made a motion to adopt Resolution 2012-1. Mrs. Ritz seconded the motion.

V. Minutes

President Stauffer asked Council to review the December 5, 2011 regular meeting minutes. Mr. Loeffler made a motion to adopt the December 5, 2011 minutes. Mrs. Loeffler seconded the motion. The motion passed unanimously.

VI. Planning Commission Report

Mr. Eiben was present to report on the Planning Commission meeting held December 21, 2011. All four Planning Commission Members were present along with the Borough Engineer Chad Clabaugh. Nextel was represented by Attorney Mike Grab, and two Nextel employees, M. Smith and Mr. Wolfe. York County Planning Commission and C. S. Davidson had submitted comments for review by the Planning Commission. Several points were bulleted for consideration by Nextel, most were technical in nature. President Stauffer inquired whether PennDOT would need to issue a permit for the entrance work. Mr. Clabaugh thought that a permit would need to be applied for the entrance construction and paving. Council discussed the involvement of the Baseball Association in this matter. President Stauffer explained that he would contact an officer from

the Association to attend the January 18, 2012 meeting. Council was concerned that the access road could be paved under the right-of-way agreement between the Baseball Association and Mr. Rebert.

VII. Solicitor's Report

A. Cherry Street Vacancy

Attorney Smith reported to Council that the quit claim to the deed of the triangular piece of property in question had not yet been signed by all parties involved.

B. IWRP

The fees and public forms for the Borough and the Zoning Officer had not yet been presented to the Borough. Mr. Clabaugh suggested that the Zoning Officer Wayne Smith sit down with Ben Baltzar to discuss the application process regarding the IWRP and to ensure the Borough had an understanding of the fee schedule. The Ordinance was tabled.

C. Council Reduction

Attorney Smith provided a memo to Council concerning the status of Jefferson Borough's request and petition to reduce Council members from seven to five by the year 2016. At this time the hearing for the completion of the process would need to be rescheduled at the Court of Common Pleas. The Council is also welcome to not reschedule the hearing, and in doing so, drop the request at this time. Council discussed several points regarding the benefits and difficulties with a reduction of Council Members including the availability of manpower, the local climate of volunteerism, and the commitment level of local residents to the government process. The decision was tabled until February's meeting.

VIII. Engineer's Report

A. Garage Work

Mr. Clabaugh submitted a Notice to Proceed to Council. He explained that the items of concern that were presented to the Planning Commission in December had been addressed by Hanover Building Systems, Inc. President Stauffer signed the Notice to Proceed for permit application. Mr. Loeffler made a motion to proceed with the initial payment to Hanover Building Systems, Inc. in the amount of \$5,501.25. Mr. Heltzel seconded the motion. The motion passed with all yeas votes.

B. SALDO Change

President Stauffer explained to Mr. Clabaugh that the present SALDO Ordinance dictates that the Borough maintain streetlights for new developments. In order for the Borough to remain fiscally sound, the elimination of large streetlights from new development in the SALDO was requested. In place of large poles maintained by the Borough budget, small individual lawn lights could be required. Mr. Clabaugh said he would review the SALDO and the other Ordinances in the Borough Codification that may address this issue. Mr. Clabaugh reported that he would look at other ordinances in the files of C.S. Davidson to formulate an amendment for the Borough.

Mr. Clabaugh left the meeting at 8:25 p.m.

IX. Residents

No residents presented.

X. Treasurer's Report

A. Treasurer's Report 1/3/2012

Checking / Savings

01.100.000. General Fund	\$73,583.60
30.100.000. Capital Improvement Fund	\$15,066.16
05.100.000. Parks & Recreation Fund	\$64.68
35.100.000. Highway Fund	\$2,008.62
18.109.000. CD - Centennial Fund	\$7,275.29
Total Checking / Savings	\$97,998.35

Debt	
HVAC Peoples Bank	\$36,376.68
Roof and Gutter Loan Peoples Bank	\$75,660.94
<u>DCED HVAC Loan</u>	<u>\$37,978.56</u>
Total Debt	\$150,016.18
Balance	-\$52,017.83

Mr. Loeffler made a motion to accept the Treasurer's Report. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

XI. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

A. Borough Resident Hook-Up Letter

The Secretary Treasurer drafted a letter that invited residents who had not commenced the process of hook-up to contact the office for information and assistance. Council reviewed the letter. Council decided that the letter should be sent and that a more legal letter be drafted for future use with non-responsive residents.

B. Additional Meters

Mayor Sanders reported to Council that he had attempted to put an additional water meter on his home for outside water use. This water use would not be part of the sewer bill calculations. Mayor Sanders reported that York Water Company does not sell the meters, and furthermore, that the cost of the meter does not warrant the savings that the meter would provide. The savings the meter would provide would take several years to repay the cost of the meter. Mayor Sanders expressed that he felt the Sewer Authority should have provided the public with a flat rate fee, with no additional water usage charge.

XII. Zoning Officer Report

A. Building/Zoning Permits

Sixty sewer connection permits and one zoning permit were issued for December for the total revenue of \$3,865.00.

B. Code Enforcement

The Zoning Officer reported no new zoning notifications.

XIII. Mayor's Report

A. Incidents

No incident report for December had been submitted to the Borough Office.

B. York County Economic Development Commission

Mayor Sanders told Council that there are several energy agencies that would like to give presentations to the Borough. President Stauffer was concerned that Benchmark reported that they took 20% of the profit savings of their clients. The Light Water & Gas Committee was in review of these issues.

XIV. Committee Reports

A. Building Property & Supply Committee Mr. Heltzel/ Chair Mr. Loeffler/Member

1. Maintenance List

No additional items were reported for the Maintenance List.

2. Fork Lift

President Stauffer reported that he saw a lift on Craig's List but it was sold by the time he got to the location to view it. There was no immediate need for the lift at this time, but a purchase would be made in 2012.

2. New Bench

The Secretary Treasurer had spoken with Mr. Baum about making the bench for the square using another bench as a mold. Mr. Baum was to take a bench apart on the square himself, and provide the Borough with a bill for the work as soon as he was able.

3. Boiler Pipe Fittings

President Stauffer explained to Council that when the boiler to the Borough building is drained the hot water flows into a bucket that is held by hand. President Stauffer suggested that pipes

for draining the boiler be affixed to the two places where the boiler is drained for the safety of the operator. Council agreed that President Stauffer should contact Davidson H & C for the work.

4. Mowing Around Borough Shed

President Stauffer followed up with Council on mowing the swale around the shed now that the job was completed. After reviewing the landscape President Stauffer felt mowers could easily traverse at one point close to Cherry Street if the bank were slightly shaved. Mr. Loeffler suggested that if a small bridge did need to be constructed that the Boy Scouts could construct the bridge using it as a service project. Council suggested that the Secretary Treasurer contact Jim Hersh of Hersh Concepts to look at mowing the new swale area around the shed.

B. Finance Committee –Mrs. Ritz/ Chair Mrs. Loeffler/Member

President Stauffer and Mrs. Ritz attended the York Adams Tax Bureau meeting and voted on the new Act 32 Ordinances. The Ordinances were passed.

C. Light Water & Gas Committee – Mrs. Roser / Chair Mrs. Ritz / Member

Mr. Loeffler inquired about what, exactly, was a pole number for reporting outages. President Stauffer explained that each pole had a yellow plate with black letters that indicated the exact location of the pole, though a physical address could also be used to identify poles with Metropolitan Edison Company.

D. Public Safety & Welfare Committee – Mrs. Loeffler/Chair Mrs. Roser/ Member

The promulgated plan would need to be provided to Mrs. Loeffler.

E. Solid Waste & Sewer Committee – Mr. Ritz /Chair Mr. Heltzel/Member

No report.

F. Streets & Sidewalks Committee – Mr. Loeffler/ Chair Mr. Ritz/ Member

1. Sidewalks 33-45 Hanover Street

The Secretary Treasurer discussed the sidewalk repair with the owner of Mel's Excavation to see if he was interested in doing the work. The owner said he would look at it and get back to the Borough.

2. Snow Plowing

Mr. Loeffler reported that the rolled curb along Burns Road would need to be marked with a special reflective, bendable post for snow removal around the area. President Stauffer would look into placing a post there so that the snow was pushed off the drain properly. Mr. Loeffler reported that the snow plowing meeting also covered the plowing of streets by pushing the snow off the side in a larger than one pass width to prepare for subsequent snows and to provide safe passage for motor vehicles on the streets. The rotation of additional labor was also covered.

3. Snow Blower

The Borough had no way of transporting the snow blower due to the spreader being affixed to the tailgate on the pick-up truck. President Stauffer asked Council to purchase a rack trailer to transport the snow blower. Mr. Loeffler made a motion to permit President Stauffer to purchase a rack trailer for the pick-up for the transportation of the snow blower. Mrs. Roser seconded the motion. The motion passed with all yea votes.

G. Web Site Committee – Mr. Jon Ritz/ Chair

Mr. Jon Ritz reported that the JCJSA would like up-dates to the minutes and the Borough was waiting for that information to be forwarded to the office electronically. The options for a new web site will be reviewed.

XV. New Business

A. Resolution 2012-2

The Promulgation and Resolution re-instating the Emergency Operations Plan (EOP) was presented to Council. Mr. Loeffler made a motion to adopt Resolution 2012-2, the adoption of the EOP and to promulgate the plan. Mrs. Loeffler seconded the motion. The motion passed with all yea votes.

B. Evacuation Plan

A date for the meeting to draft an evacuation plan for the Borough during catastrophic events would be set by the Chair Mrs. Loeffler and the Secretary Treasurer.

C. Tax Collection

The unclaimed taxes for 2011 totaled \$6,571.74. Twelve properties in the Borough had not paid the real estate tax in 2011.

XVI. Old Business

No Old Business items were submitted for discussion.

XVII. Communication

A. PSAB Training & Conference

Mrs. Loeffler would like to attend the New Council Member Training on January 27 & 28. The Secretary Treasurer would need to pay for the seminar. The Spring Conference was coming in April. Members of Council would need to request attendance from Council to attend due to the costs of the conference.

B. Outstanding Councilmember of the Year

Mr. Heltzel made a motion to submit President Stauffer's name for the Outstanding Councilmember of the Year Award. Mr. Loeffler seconded the motion. The motion passed unanimously.

C. PA Farm Show Government Officials Luncheon

Mr. and Mrs. Ritz requested to be registered for the Farm Show Brunch. Mayor Sanders would contact the Secretary with his number request to attend the luncheon after the meeting.

XVIII. Adjournment

Mr. Ritz made a motion to adjourn the January 3, 2012 Jefferson Borough Council meeting at 10:12 pm. Mrs. Roser seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Deborah Jean Corbin
Secretary Treasurer
Jefferson Borough