

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for November 5, 2012

Present

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

Also Present

Secretary Treasurer Deborah Corbin
Engineer Chad Clabaugh
Attorney Glenn Smith

Absent

Councilman Dave Ritz

I. Pledge to the Flag

President Stauffer led the November 5, 2012 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:02 p.m.

II. Minutes

President Stauffer asked Council to review the October, 2012 regular meeting minutes. Mrs. Roser made a motion to adopt the meeting minutes. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

III. Planning Commission Report

Mr. Eiben was present to explain that no Planning Commission meeting had been held due to the absence of agenda items. He inquired with Council if any information regarding the Nextel Tower was available. The Secretary reported that the invoice for the Zoning Hearing engineering expenses had not been paid, even after a second submission of the paperwork. Attorney Glenn Smith and Engineer Chad Clabaugh agreed that the project could be halted until due fees were collected. President Stauffer reported that he thought the project would move forward, though the Baseball Association, Mr. Rebert and Nextel were discussing the access road issues amongst themselves. Mr. Eiben reported that the development on the Borough Square was moving forward and that the Borough should be receiving new plans soon.

IV. Solicitor's Report

A. Refuse Contract

Attorney Smith explained to Council that the issue of contract extensions had reached the Superior Court and the new case law indicated a need for the Borough to advertise for new specifications for bid for another three-year contract. The new bids would be due at CGA Law Firm on the 30th of November. The bids were scheduled to be opened and awarded on the 3rd of December.

B. Development Plans Extension

Attorney Smith reiterated that the new law extended any development plans that were signed by Borough Council to be valid until July 2, 2016. Council discussed concern for the Rosewood Development preliminary plans as they were not in congruence with the 2003 Zoning Ordinance; it had been that long since the development had been approved initially. The Planning Commission Chair, Mr. Eiben explained to Council that when the final plans were submitted, Council could make requests to ensure the development had appropriate lighting, or approach other areas of concern at that time. Attorney Smith explained to Council that they could choose to charge administrative fees for the re-instatement of the development plans that were extended by the state if they wished. Council agreed not to charge administrative fees for the re-instatement of the plan extensions because the state law has taken precedence and no action was required by the Borough.

C. Heavy Snow Removal

Attorney Smith requested a copy of the heavy snow removal contract to review with regard to Council Member Sam Heltzel providing services for the Borough on an as needed basis. The Secretary Treasurer would forward a copy of the contract.

V. Engineer's Report**A. Borough Stream/ Overflow**

Mr. Clabaugh stopped by the stream that runs through the Borough beside the sewing factory to assess the cement dam that runs across the stream. The cement dam was placed there initially to provide a way to fill a local pond for fire trucks to refill tanks with many years ago. The pond has since been filled in and the pipe has disappeared, all that is left is a cement dam. Mr. Clabaugh explained to Council that his first assessment of the situation is that the dam should not be there, though the stream is considered the property of the Commonwealth, and therefore it would not be handled by the Borough. Mr. Clabaugh explained that a property owner experiencing overflow of water onto their property may be eligible to pursue the issue with the Department of Environmental Protection or the Commonwealth of PA. The Engineer responded that he would find a contact for the resident to follow up on the issue.

B. Garage Post Sink Hole

President Stauffer addressed Council concerning the addition to the garage. The posts all have sunken ground around them as the wet weather caused the ground to compress. The stability of the building is not compromised as the posts are all sitting on cement footers underneath the top soil. Mr. Clabaugh looked closely at the situation and expressed to Council that the builder should be willing to refill and tamp the areas. President Stauffer would contact the builder to have the garage post holes repaired.

C. Post-Flood Recovery Checklist

The Secretary Treasurer submitted a copy of the Post-Flood Recovery Checklist to Mr. Clabaugh. Mr. Clabaugh explained that the Borough has passed the Flood Plain Ordinance, and since no claims from Hurricane Sandy were filed in the Borough the checklist was satisfied. Mr. Clabaugh reminded Council that residents in the Borough are eligible to apply for flood insurance due to passing the Flood Plain Ordinance. The Secretary Treasurer would inform the public again in the next Borough Newsletter.

D. Street Work

Mr. Clabaugh explained to Council that fabric paving could be used on Emerson Street and Sunset View to prolong the life of those streets before total paving was necessary. Mr. Heltzel explained to Council that American Paving Fabrics was a company he used at his place of employment in Maryland. Mr. Clabaugh was familiar with the company and highly recommended their work. Mr. Loeffler inquired about the ability for a street to be reclaimed after fabric had been used on the street. Mr. Clabaugh and Mr. Heltzel remarked that the reclamation process for creating a pavement base was unaffected. Mr. Clabaugh also discussed the appropriate uses for "soil cement" on areas of streets that could use spot base repair.

VI. Residents

No residents were present.

Mr. Clabaugh left the meeting at 8:02 p.m.

VII. Treasurer's Report**A. Treasurer's Report 11/5/2012**

The Secretary Treasurer submitted the expenses, deposits, and the budget versus actual report to Council. The Borough Funds were as follows;

Checking / Savings

01.100.000. General Fund	\$73,519.03
30.100.000. Capital Improvement Fund	\$12,803.15
05.100.000. Parks & Recreation Fund	\$65.78
35.100.000. Highway Fund	\$19,392.71
18.109.000. CD - Centennial Fund	\$7,349.22
Total Checking / Savings	\$113,129.89

Debt

HVAC Peoples Bank Loan	\$31,382.07
Roof & Gutter Loan Peoples Bank	\$67,967.16
DCED HVAC Loan	\$31,688.75
Total Debt	\$131,037.98

Total Assets **-\$17,908.09**

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

B. Proposed Budget

The Secretary Treasurer explained to Council that the Proposed Budget would be advertised for adoption during the December meeting to allow for some changes if necessary regarding insurance rates.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

A. Sewer Hook-Ups

The Secretary Treasurer submitted a list to the Borough Council of all residences not hooked into the sewer as of the November 5, 2012 meeting. A total of thirteen residences have not been improved that are required to. Seven have not applied for a permit; five of those are abandoned or foreclosed homes. Four of the residents owning permits have immanent hook-ups, and three have been stalled in their progress for some time. Mr. Heltzel made a motion to submit all residences not hooked into the new sewer system to be submitted to the District Court for action. Mrs. Loeffler seconded the motion. The motion passed with all yeas votes.

IX. Zoning Officer Report

A. Permits

Six permits were issued in October 2012, totaling \$316.00. Two of those permits were plumbing permits for 13 Berlin Street and 30 Baltimore Street.

B. Violations

The Zoning Officer documented the progress of the clean-up at 7-9 Hanover Street. The owner has until December 7, 2012 to complete the demolition. There was a junk vehicle at 56 Baltimore Street that had been submitted for citation with the District Court. Several other notices had been filed and are available in the Borough Office for review. Council was concerned for the state of the property at 11 East Sunset View. The back area of the property had not been maintained since the farmer stopped leasing it to farm. Council requested that the Zoning Officer look at the property and sent a notice to mow or maintain the area.

X. Mayor's Report

A. State Police Report

Nine incidences were reported in Jefferson Borough September.

B. Quarterly Marriage Report

Mayor Jim Sanders submitted a Quarterly Marriage Report to Council for the 3rd Quarter 2012 as per the new legislation of 2012. Six marriages were performed for the total donation revenue of \$400.00.

XI. Committee Reports

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

1. Maintenance List

A copy of the maintenance list was submitted for Council to review. President Stauffer informed the Council that he had been able to keep up with the draining of the boiler, and that the trash was being removed, though there were items on the Maintenance List that would need to be addressed. The Maintenance Man Zach Thoman had not yet been released by doctors to go back to work. President Stauffer was concerned for the placement of stakes and cinder barrels in the Borough. Mr. Loeffler and Mr. Heltzel said they would try to come together to complete the job. A list of barrel placement would be provided by the Secretary.

2. Truck Plow

Mr. Loeffler reported that the plow needed to be attached to the large truck and that he knew how to do that. Mr. Heltzel said the he and Adam may be able to help attach the plow.

3. Power Washer

The power washer is not needed until the spring when the final clean-up will need to be done. Mr. Heltzel will see to the purchase of the power washer when he is able.

4. Garage Cement Project

President Stauffer explained to Council that he felt the cement work should wait until spring. The most current estimate from Mark D. Foore of \$4,200.00 was copied for Council to review. President Stauffer informed Council that he would contact Hanover Building to come review the ground settling in the new garage addition.

5. Replacement Window Quotes

Mr. Loeffler reported that a Mr. Tim Kissle of Brown's Glass came to the Borough building to estimate the work that the Borough was considering for the window replacement. Council was given a copy of the quotes. Quote # 1 was to repair the two broken windows in the Borough building for \$225.00. Quote # 2 was to replace three panes per opening with a ½ inch insulated glass at \$390.00 per opening. Quote # 3 was to replace the lower two panels, keeping the top panel painted at \$270.00 per opening. Quote #4 was to replace the entire window and window sash with a store pane and small painted top pane at \$975 per window. Council discussed repairing the broken windows as soon as possible, and saving the replacement window idea for the next budget.

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

No report. Copies of the recent YATB minutes, agenda, and treasurer's report were available in the Borough Office for review.

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

Mr. and Mrs. Loeffler met a man named Chris at the PSAB Fall Conference that explained to them how a transition to LED lighting and owning our own utility poles could be accomplished without costing the Borough huge up-front payments. He would negotiate the transition of pole ownership from Met Ed to Jefferson Borough and help draw up a contract allowing for an amortized payment of the poles while electric savings was enjoyed by the Borough offsetting the costs for the purchase of the retro-fitting and purchase of the poles. The Secretary Treasurer was in the process of providing the current electric bills to Chris.

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

1. PSAB Spring Conference

Mrs. Loeffler explained to Council that her name had been chosen for the door prize for the 2013 PSAB Conference Gift Certificate registration fee of \$225.00. The Secretary would store the gift certificate until the spring when it would be redeemed. Mrs. Loeffler spoke to Council concerning the Castle Doctrine, and the difficulties the new doctrine is causing.

2. Fire Company Meeting

Mrs. Loeffler reported to Council that the Fire Company had approximately \$28,023.00 in the General Fund. The Fire Company reported that an electrical storm had broken their generator so they had purchased a new generator for the Company. The new generator provided the garage and upstairs front area with adequate electricity to run heat, sewer, garage doors, and lighting in an emergency. The Fire Company was also working to provide a more regular maintenance schedule to check the trucks, and planned to purchase 2,500 feet of new hose and strobe lights for the trucks.

3. Workman's Compensation Insurance

The Secretary Treasurer reported to Council that Selective Insurance planned to keep our Firefighters Workman's Compensation Insurance for 2013. Slight increases from the projected budget may be experienced. If necessary, the Secretary Treasurer would adjust the budget for Council approval without changing the bottom line expenditures/ revenues for 2013.

4. Evacuation Plan Borough Building Insurance

The Secretary spoke with the insurance agent Mr. Doug Truax concerning emergency liability coverage in the Borough building. Mr. Truax assured the Secretary that the current liability policy covered the Borough as an emergency facility. Copies of the pages in the insurance policy stating that coverage were copied for Council to review.

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

1. Penn Waste Service Lists and Delinquent Accounts

After discussing the Ordinance with a Penn Waste representative the Secretary reported that any business with separate refuse collection is exempt from the collection of curbside service. However, residents are required by contract to uphold service annually whether the house is occupied or not. Penn Waste can collect on the residential service accounts because of the collection Ordinance Jefferson Borough passed. Therefore, when a house is sold the collection of the utility service is collectable. Additionally, Council was given a new delinquent account summary from Penn Waste to review. The summary indicated that there were twelve accounts over 90 days late in the Borough, for a total delinquent amount of of \$1,695.00, representing 11% of the Borough total accounts as of September 1, 2012. The Borough need not take any action, as Penn Waste was capable by Ordinance to make collections.

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

1. Winter Maintenance Seminar

The Secretary Treasurer provided Council with a flyer on a Winter Maintenance Operations Training in Harrisburg. Council directed the Secretary to register Mr. Loeffler for the event.

2. Street Tree Study/ Cornell University

The Secretary received an e-mail from a graduate student requesting information on the number and breadth at chest height of the street trees in Jefferson Borough. The Secretary provided a copy of the e-mail for Council to review. Council requested that the Secretary send an e-mail to the interested party and invite them to measure the trees.

3. Snow Plowing Interviewing Committee

The Secretary advertised the secondary snow plowing position in the York newspapers. Several interested parties had requested applications. President Stauffer asked if any Council member was interested in volunteering for the Interviewing Committee. Mr. Loeffler, President Stauffer and the Secretary Treasurer, Mrs. Corbin responded to serve on the Committee.

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

No report.

XII. New Business

A. 3 Independence Ave.

Mr. Douglas Crawford was building a house on Independence Avenue and asked the Borough for an official address for the property. After consulting the Zoning Officer the appropriate address seemed to be 3 Independence Ave. Mr. Heltzel made a motion to appoint 3 Independence Ave. to Mr. Crawford's new house. Mrs. Ritz seconded the motion. The motion passed with all yeah votes.

B. Maintenance Shed Address

Mr. Heltzel made a motion to appoint 2 Cherry Street to the Borough shed property to register with emergency services. Mrs. Roser seconded the motion. The motion passed with all yeah votes.

C. Historic Society Contract

The Council was given a copy of the 2013 Historical Society Contract with fees unchanged from 2012. Mr. Heltzel made a motion to submit the contract to the Historical Society for response as is. Mrs. Ritz seconded the motion. The motion passed unanimously.

D. SPCA Contract

Council was given a copy of the contract from SPCA for 2013. The fees had stayed the same from 2012. Mrs. Ritz made a motion to accept the SPCA 2013 contract. Mrs. Roser seconded the motion. The motion passed with all yeah votes.

E. Appointments

Mayor Sanders explained to Council that he would sit on the Sewer Authority for the next five-year term if no other resident could be found. President Stauffer reminded Council that a Zoning Board Member would also need to be appointed in January.

XIII. Old Business

No Old Business Items were listed for the November 5, 2012 meeting.

XIV. Communication

- A. PSAB Up-Date & Training**
- B. YCPC Meeting Minutes**
- C. Advertisement Copy for Proposed Budget**
- D. Holiday Pot Luck**
- E. Copies of Heavy Snow Removal Contracts**
- F. Municipal Legislative Report**

XV. Adjournment

Mr. Heltzel made a motion to adjourn the meeting at 10:14 p.m. Mrs. Roser seconded the motion. The motion passed with all yea votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough