

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for December 3, 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
Councilman Dave Ritz
Junior Council Person Jon Ritz

Also Present

Secretary Treasurer Deborah Corbin
Engineer Chad Clabaugh
Attorney Glenn Smith

I. Pledge to the Flag

President Stauffer led the December 3, 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 November 5, 2012 regular meeting minutes. Mrs. Ritz made a motion to adopt the meeting minutes. Mrs. Roser seconded the motion. The motion passed with all yeas votes.

III. Planning Commission Report

Mr. Eiben was present to report on the November 21, 2012 Planning Commission meeting. All Council members were given a copy of the Planning Commission Report for review.

A. Reverse Subdivision Plan 39/41 Baltimore Street

The Planning Commission recommended following the Borough Engineer's lead on the Reverse Subdivision Plan for 39/41 Baltimore Street request for formal drawings as per the SALDO for purposes of proper submission to York County. The Planning Commission felt there was no need for the issue to return to them as they recommended accepting the Reverse Subdivision once proper drawings were provided to the Borough Engineer. Mrs. Ritz made a motion to table the approval of the Reverse Subdivision Plan of 39/41 Baltimore Street until proper drawings were submitted. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

B. CFR Development Berlin Street & York Street Corner Plans

Mr. Blaine Markle of James Holley & Associates was present to review the development plans. Though the Planning Commission Chair had received the plans the other members had not, and no comments had yet been received from the Borough Engineer and the York County Planning Commission regarding the development as the allotted time for review had not passed since the submission of the plans. The plans were scheduled for review during the next Planning Commission meeting on December 19, 2012.

IV. Solicitor's Report

A. Act 73

Council inquired with Attorney Smith about the donations in the budget to various emergency services and to the local library to ensure they were legal donations following the parameters of Act 73. The Solicitor said he would research the issue and get back to the Borough.

B. Budget Adoption

Council reviewed the final Budget submission. Mr. Heltzel made a motion to adopt the 2013 Jefferson Borough General Fund Budget. Mrs. Ritz seconded the motion. The motion passed with all yeas votes.

C. 2013 Tax Ordinance

Council was given a copy of the 2013 Tax Ordinance No. 2012-5 forwarded by Attorney Smith's office. Mr. Heltzel made a motion to adopt the 2013 Tax Ordinance No. 2012-5 keeping the real estate tax rate of 4.200 mills in the Borough. Mrs. Roser seconded the motion. The motion passed with all yeas votes.

D. Refuse Contract Bids

Attorney Smith presented Council with the only bid to have been submitted to the Borough of Jefferson for Refuse removal. The service remains the same but there was a slight increase in the cost. The minimum 26-bag purchase for the per-bag option was now \$4.00 a bag or \$104.00 annually. The quarterly payment was now \$53.25. Attorney Smith explained that the new contract had two one-year extensions built into it, however, due to the bidding laws the price would have to remain stable for the contract to be valid. Mr. Loeffler made a motion to accept the new Penn Waste three-year Contract with the two one-year possible extensions. Mr. Ritz seconded the motion. The motion passed with all yeah votes.

E. Snow Removal

After discussing Mr. Heltzel's position on Council it was determined that Mr. Heltzel should not be contracted for snow removal. A formal letter breaking the Contract as per the Contract parameters was to be drafted and sent to Mr. Heltzel by the Secretary.

V. Engineer's Report**A. Liquid Fuels**

Mr. Clabaugh reported that Mr. Tipton of the Penn DOT in Harrisburg had visited the Borough to determine if there were any additions to be made to the Liquid Fuels remittance roster for the Borough. Spruce Street was denied due to no addresses located along the street. Willow, Birch and Ash Streets were being considered as additions to the liquid fuels list as there were addresses that had access to parking only through these streets. Mr. Clabaugh reported that there were 3.53 miles of road in the Borough with 3.34 miles of road paved.

B. Street Work

Mr. Clabaugh expected to start designing and bidding documents for the Emerson Street project in January so that the Borough was prepared for work in 2013. Mr. Eiben, the Planning Commission Chair, expressed concern for the future road access to the proposed Rosewood Development down Emerson Street, and whether the Borough was upgrading the street for this access. President Stauffer replied that the land that the proposed Rosewood Development was to be built on was currently in Clean and Green status, and no immediate interest to develop the land was expected. Therefore, the Borough would repair Emerson Street for borough traffic at this time, with no widening of the road scheduled.

VI. Residents

No residents were present.

Mr. Clabaugh and Attorney Smith left the meeting at 7:54 p.m.

VII. Treasurer's Report**A. Treasurer's Report 12/3/2012**

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	\$70,462.42
30.100.000. Capital Improvement Fund	\$12,806.31
05.100.000. Parks & Recreation Fund	\$65.79
35.100.000. Highway Fund	\$19,397.49
18.109.000. CD - Centennial Fund	\$7,349.22

Total Checking / Savings **\$110,081.23**

Debt

HVAC Peoples Bank Loan	\$30,868.22
Roof & Gutter Loan Peoples Bank	\$67,170.72
DCED HVAC Loan	\$31,688.75
Total Debt	\$129,727.69

Total Assets **-\$19,646.46**

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

B. CIF Transfer

The Secretary Treasurer explained to Council that the undesignated reserve monies in the General Fund at year's end would allow for Council to make a transfer of a large sum of money to the Capital Improvement Fund. The Act 32 Earned Income Tax remittances had been fairly consistent quarterly, and would prove to hold through the first quarter monthly expenses with less undesignated reserve monies in the General Fund. The Capital Improvement Fund was due for reimbursement as the Borough was able to refill the Fund. After discussion President Stauffer made a motion to transfer the budgeted amount of \$500.00 from the General Fund to the Capital Improvement Fund. Mr. Loeffler seconded the motion. The motion passed with all yeah votes.

C. Donation for Work

Mr. Sam Heltzel made a motion to donate \$50.00 to the Jr. Council Member, Mr. Jon Ritz, for his time and labor putting out the winter cinder barrels for the Borough. Mr. Loeffler seconded the motion. Mr. and Mrs. Ritz recused their votes due to a conflict of interests. The motion passed with five yeah votes.

D. Borough News

The Secretary Treasurer took a count of Council person's subscriptions to the Borough News magazine for order. Five subscriptions were requested.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

A. Jefferson Borough Citizen Appointment

The Mayor announced to Council that he would accept an appointment in January for a Member position on the Jefferson Codorus Joint Sewer Authority as Mr. Eiben's term was ending.

IX. Zoning Officer Report

A. Permits

One permit was issued in November 2012, totaling \$25.00.

B. Violations

The Zoning Officer documented the final clean-up at 7-9 Hanover Street. The owner had until December 7, 2012 to complete the demolition. There were some trees on Starlite and some grass along E. Sunset View that were notified, along with three vehicle notices.

C. Sewer Hook-Up

The Borough was in process of submitting all remaining non-compliant sewer hook-up residences to the Magistrate.

X. Mayor's Report

A. State Police Report

No report.

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.

2. Power Washer

Mr. Heltzel reported that Sam's Club had the power washer that was appropriate for the Borough and he will see to the purchase of the power washer when he is able.

3. Garage Posts

President Stauffer reported that Hanover Building Systems had repaired the sink holes around the posts of the Borough Garage.

4. Salt & Cinder Spreader/ Supplies

Mr. Loeffler reported to Council that the Plow was on the pick-up and that Mr. Thoman was working on getting the spreader set up. Mr. Ritz may have a good price on the salt to be purchased. Additionally, the stakes would need to be placed at the rolled curbs and the new back-up snow plowing persons would need to be made aware of rolled curbs as well. Several small items like bolts, special sign bolts, hack saw blades, and snow shovels need to be purchased.

5. Vests for Plow Personnel/ Plastic Barrels

The Borough still needs approximately two new plastic barrels for cinders. Council will keep a look out for possible donated materials. Mr. Heltzel reported that he felt all snow plow persons should wear safety vests during the plowing. Vests would need to be purchased or donated.

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

There was a December 13th meeting as the make-up meeting did not have a quorum. The secretary Treasurer agreed to attend the meeting. Draft minutes from the previous YATB TCC meeting were available for Council to review.

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

Met Ed was running a webinar for the Act 129 Rebates and rebates for lighting up-grades on December 4th at noon. No-one volunteered for or was assigned to the webinar.

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

1. Fire Company Meeting

Mrs. Loeffler reported to Council that the Fire Company had twenty-three calls in October, fourteen of which were Borough calls.

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

No Report.

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

1. Snow Plowing Hiring

Mr. Loeffler reported to Council that two individuals, Mr. Donald Thoman, and Mr. Daniel Miller, had been selected as good candidates for back-up Jefferson Borough snow removal. Mr. Loeffler made a motion to hire Mr. Donald Thoman and Mr. Daniel Miller as contract employees. Mr. Heltzel seconded the motion. The motion passed with all yeah votes. Mr. Loeffler made a second motion to pay the contracted employees time and one-half the current maintenance wage for their snow removal labor at \$ 19.32/hr in the year 2013, which is the same amount the maintenance man is allocated for snow removal labor. Mr. Heltzel seconded the motion. The motion passed with all yeah votes.

2. Winter Maintenance Meeting

Mr. Loeffler and Mr. Heltzel were planning to hold a meeting at the Borough shed with the winter maintenance crew on Saturday, December 15, 2012, at 9:00 a.m. The Secretary Treasurer was to prepare contracts and keys for the crew.

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

No report.

XII. New Business

A. Appointment Vacancies

President Stauffer explained to Council that two positions, one on the JCJSA and one on the Zoning Hearing Board had people that had stepped up for appointment. As stated earlier in the meeting, Mr. Jim Sanders would agree to be appointed to the JCJSA and Mr. Yingling had agreed to be appointed to the Zoning hearing Board. All known vacancies were therefore able to be filled.

B. 2013 Meetings List for Advertisement

Council was given a copy of the meeting dates for 2013. Mr. Loeffler made a motion to advertise the meeting dates as printed. Mrs. Ritz seconded the motion. The motion passed with all yeah votes.

C. SGASD Breakfast

The Council was given a copy of the SGASD Breakfast invitation for Wednesday December 5, 2012 at 7:30 a.m. President Stauffer, Mrs. Ritz and Mr. Jon Ritz replied that they would like to attend.

XIII. Old Business

No Old Business Items were listed for the December 3, 2012 meeting.

XIV. Communication

A. PSAB Up-Date & Training

B. Cong. Todd Platts: Reflections on Service and a Look Ahead 7:30 a.m. Dec. 4, 2012

C. Flooding Webinar December 12, 2012 10:00-11:00 a.m.

D. Ethical, Legal & Practical Guidelines / Collecting Debt PSAB April 10-12:00-1:30 p.m.

XV. Adjournment

Mr. Heltzel made a motion to adjourn the meeting at 9:55 p.m. Mr. Ritz seconded the motion. The motion passed with all yea votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough