

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for March 5, 2012

Present

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

Also Present

Recording Secretary, Karen Yingling
Engineer Chad Clabaugh

Absent

Secretary Treasurer Deborah Corbin
Attorney Glenn Smith

I. Pledge to the Flag

President Stauffer led the March 5, 2012 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:00 p.m.

II. Minutes

President Stauffer asked Council to review the February 6, 2012 regular meeting minutes. Mr. Loeffler made a motion to adopt the February 6, 2012 minutes with corrections to page 5, section XIV, D to read as follows; "...PSAB suggestion for public comment ... President Stauffer acknowledged this suggestion...". Mrs. Loeffler seconded the motion. The motion passed unanimously.

III. Planning Commission Report

Mr. Eiben was present to report the Nextel Plan was tabled at the February meeting. Nextel was asking for an extension to be granted. President Stauffer called for a motion to extend the deadline. Mr. Loeffler made a motion to extend the deadline until June 5, 2012. Mrs. Ritz seconded the motion. The motion passed unanimously. Mr. Clabaugh stated the infiltration testing has been completed. Mr. Eiben asked if CFR revision plans had been received. Mr. Clabaugh stated both he and the Zoning Officer, Wayne Smith had received plans, and they would be on the agenda for the March Planning Commission meeting. Mr. Eiben requested that copies of the plans be distributed to the Planning Commission before March 21, 2012.

IV. Solicitor's Report

President Stauffer reviewed the items in lieu of Attorney Smith

A. Cherry Street Vacancy Ordinance

A motion was made by Mr. Loeffler to adopt Ordinance #2012-02. Mrs. Roser seconded the motion. The motion passed unanimously.

B. Council Reduction

A motion was made by Mrs. Ritz to move forward with the reduction of the Council by two members, one in 2014 and one in 2016. Mr. Ritz seconded the motion. Mrs. Loeffler expressed a vote of "no", all others were in favor. The motion passed.

C. Electronic/Jake Brakes

Mr. Stauffer reported that Attorney Smith advised him to table the matter of posting "No Electronic/Jake Brake" signs until a draft ordinance could be presented at the next meeting. There is a concern that a sign cannot be erected without a method of enforcement.

D. EDU's / Proof of Inspection by Zoning Officer

Attorney Smith's answer to Council's question regarding expenses that may be incurred by the Borough should EUD's be remiss in sewer installation or payment of fees was outlined in his February 13, 2012 letter. He felt "the Borough should not be faced with such a decision" based on the fact that "There are a number of mechanisms available to give a property owner proper incentive to become compliant".

V. Engineer's Report**A. Cell Phone Tower**

Discussed earlier in Planning Commission report

B. Garage Expansion

Mr. Clabaugh stated the project has been completed; also noted grading and seeding was not part of the contract. A motion was made by Mr. Loeffler to remit final payment of \$19,193.75 with the condition that the metal along the once outside/now inside perimeter of the original building be cut off a sufficient amount to allow for future concrete flooring. Mr. Heltzel seconded the motion. The motion passed unanimously. Mr. Clabaugh advised waiting one year before any concrete be poured in the area to allow for settling.

C. Street Adoption Ordinance and Official Map

Mr. Clabaugh distributed Street Maps to each Council member as well as provided two extra sets for the office. He asked members to review the maps and remember only Borough rights of way were shown, not easements. Official adoption of the map will take place at the April Council meeting.

D. Lighting Ordinance

Tabled for further discussion next month.

VI. Residents

Fire Chief, Troy Snyder presented the Annual Report for 2011. Mr. Snyder requested that reminders be placed in Borough Newsletters telling residents the Fire Company is in need of donations. Mr. Stauffer noted he would ask Mrs. Corbin to include that item in the subsequent newsletters. Council agreed. Mr. Stauffer asked Mr. Snyder how long a shed on Fire Company property that had been temporarily relocated would remain in its current position. Mr. Snyder indicated it may need to remain until this fall until funds become available to resurface the parking lot. Mr. Snyder asked if the Borough would request free internet service for the Fire Company at its next renewal with Comcast. Mr. Stauffer will ask Mrs. Corbin to see what could be done. Mayor Sanders suggested Council members rotate attending monthly Fire Company meetings. Mr. Stauffer stated Mrs. Loeffler should be the designated member to attend, but encouraged other members to attend also, or make arrangements with her to attend in her place.

At this point Mrs. Loeffler discussed the Safety Committee items that pertained to the Fire Company. She requested the Fire Company be present at large Community events, particularly the Yard Sale in May. Mr. Snyder agreed to do so. Mrs. Loeffler also discussed the need for an Emergency Management Plan for the relocation and evacuation of Borough residents in case of emergency. Mr. Snyder concurred and stated most York County municipalities do not have one. Mr. Stauffer suggested further investigation to find other communities with similar plans to use as a model. Mrs. Loeffler also discussed the need for Council members to become NIMS certified.

VII. Treasurer's Report**A. Treasurer's Report 3/5/2012****Checking / Savings**

01.100.000. General Fund	\$53,924.53
30.100.000. Capital Improvement Fund	\$15,074.34
05.100.000. Parks & Recreation Fund	\$64.70
35.100.000. Highway Fund	\$2,009.45
18.109.000. CD - Centennial Fund	\$7,275.29

Total Checking / Savings **\$78,348.31**

Debt

HVAC Peoples Bank	\$35,409.27
Roof and Gutter Loan Peoples Bank	\$74,156.10
DCED HVAC Loan	\$35,560.49

Total Debt **\$145,125.86**

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

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

No new business

IX. Zoning Officer Report

Mr. Stauffer reported that the property owners of the former Willie C's Restaurant were told to discontinue work on transforming the business area on the first floor to additional apartment dwellings. Work was discontinued. Mr. Stauffer will explain to them that they are not permitted to increase the number of dwellings units. They may keep the current usage as is, or they may use the former business area to enlarge the first floor apartment. Also, the residents at 8 Berlin Street will be issued a warning to remove the basketball net from the alley.

X. Mayor's Report

No incidents to report. Mayor Sanders will attend the People's Bank customer appreciation event.

XI. Committee Reports

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

1. Maintenance List

Mr. Stauffer requested that the spouting in the back of the Borough building be buried under ground and empty into the swale.

2. Fork Lift

Mrs. Loeffler made a motion to purchase a fork lift, not to exceed the price of \$379.00. Mr. Loeffler seconded the motion. The motion passed unanimously.

3. New Bench

Bench part is now with Mr. Tom Baum who will replace one and repair the other bench.

4. Salt Spreader & Snow Blower

Mr. Heltzel will visit Douglas Equipment and bring back pricing.

5. Keys

Keys for new building are made. A key box is now located in the original building, mounted on the wall next to the electrical box. It contains all truck keys.

6. New Building

Mr. Heltzel was asked to cut a door between the old building and the new. This must be done before next Council meeting due to inspection. Mr. Stauffer will contact Mr. Ray Masimore to install overhead lighting.

7. Playground Mulch

Mr. Stauffer will obtain calculations so proper amount can be purchased.

8. Playground Port-a-potty

Mr. Stauffer will instruct Mrs. Corbin to arrange to use the same vendor as last year.

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

The Spring Grove Area Little League requested a donation from the Council. Request denied.

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

A new stop sign is needed at the intersection of Cedar and Pine Streets. The current one is faded.

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

Items discussed earlier. Mayor Sanders installed new officers at the recent Fire Company meeting.

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

No new business.

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

Mr. Loeffler made a motion to approve the price increase for grass mowing by Hersh Concepts, LLC from \$100.00 per mowing in 2011 to \$110.00 per mowing in 2012 & 2013. Mr. Heltzel seconded. The motion passed unanimously. Mr. Stauffer would like to have a type of ornamental grass planted in the new swale at the Borough shed to eliminate need for mowing it.

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

Website was updated.

XII. New Business

A. SPCA

Mr. Stauffer urged Council to review York County SPCA proposed tethering ordinance.

B. Emergency Management

Replacement is needed for Robb Green who has removed himself from as Deputy Coordinator.

C. Hobbs request

Mr. Loeffler was asked to investigate concern by Mr. Chris Hobbs regarding problem with his rainspout on York Street, incurred as a result of the sewer project. Mr. Loeffler will be on site Tuesday.

D. Payroll

Mr. Loeffler made a motion that all hourly Borough employees will be paid monthly by the seventh day of the month following the service or employment rendered. Mrs. Loeffler seconded the motion. The motion passed unanimously.

E. Seminar

Mrs. Loeffler made a motion to send two Council members to the "Communicating in the 21st Century" seminar. Mr. Loeffler seconded the motion. The motion passed unanimously.

F. Environmental Covenant

Mr. Stauffer discussed correspondence received concerning an Environmental Covenant between the Owner of the former Forry's Exxon and the PA DEP. No action is needed from Council, however Mr. Stauffer suggested there may be ramifications in the future if ground is dug in the surrounding area. The notification should be preserved for the future.

XIII. Old Business

A. Statement of Financial Interests

Mr. Stauffer requested that anyone who has not submitted their statement to do so by the May meeting.

XVII. Communication

A. PSAB Training & Conference

B. PennDOT Scope Application Process

C. PennDOT Traffic Counting on Municipal Roads

D. York County Economic Allowance Annual Dinner Celebration 3/30/2012

E. MS4 Workshop

F. Spring Summer LTAP Schedule

G. Hagen Letter

XVIII. Adjournment

A. Mr. Hagen's sewer letter, 8 Hanover St, has been certified as received.

B. Mrs. Roser will contact Mrs. George Kepler regarding possibility of cement balls, which previously decorated the square, being stored on her property.

C. Mr. Heltzel made a motion to adjourn the March 5, 2012 Jefferson Borough Council meeting at 9:54 pm. Mr. Loeffler seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Karen Yingling
Recording Secretary
Jefferson Borough