

# Jefferson Borough, York County, Pennsylvania

## Meeting Minutes for May 7, 2012

### **Present**

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

### **Also Present**

Secretary Treasurer Deborah Corbin

### **Absent**

Councilman Dave Ritz

### **Absent by Request**

Engineer Chad Clabaugh  
Attorney Glenn Smith

### **I. Pledge to the Flag**

President Stauffer led the May 7, 2012 Jefferson Borough Council Meeting with the pledge to the flag of the United States of America at 7:04 p.m.

### **II. Minutes**

President Stauffer asked Council to review the April 2, 2012 regular meeting minutes. Mr. Loeffler made a motion to adopt the April 2, 2012 minutes with one correction; Section IV, number 5, changing the word circle to sphere. Mrs. Loeffler seconded the motion. The motion passed unanimously.

### **III. Planning Commission Report**

Mr. Eiben was not present to report for the Planning Commission. President Stauffer explained to Council that the requirements for the Nextel tower included a paved portion of road leading to the tower from Hanover Street. The Council would, however, have the final word on the extent of pavement necessary, or if pavement would be required. Information regarding the Nextel Tower specifics would be provided in the June meeting.

### **IV. Solicitor's Report**

#### **A. Trucking Brake Ordinance No. 2012-3**

A proper copy of the Brake Ordinance that had been advertised and amended to list the proper streets was given to Council for review. Mr. Loeffler made a motion to adopt Ordinance 2012-3. Mrs. Loeffler seconded the motion. The motion passed with all yea votes.

#### **B. Council Reduction**

Attorney Smith reported to the Secretary Treasurer that the court date for the council reduction hearing was scheduled for May 22, 2012 at 10:00 a.m. Mayor Jim Sanders informed Council he planned on attending the meeting but would inform President Stauffer if he could not attend.

#### **C. Legal Letter Delivery**

Attorney Glenn Smith mailed four letters to the Secretary Treasurer to deliver to persons who did not accept the certified letters reminding residents who had not hooked up to the sewer that they had a legal obligation to do so. The Secretary Treasurer informed Council she was hesitant to personally deliver the letters. Council discussed having the Sheriff's Department for York County deliver the letters but President Stauffer informed Council that the Sheriff's Department no longer provided such a service to municipalities. Council decided to ask the Zoning Officer deliver the letters to the individuals by hand.

#### **D. Borough Street Map Ordinance**

The Street Map Ordinance was changed as per the York County Planning Commission's guidelines and may be ready for adoption in the June meeting.

### **V. Engineer's Report**

#### **A. Liquid Fuels Listing**

The Secretary Treasurer reported that the liquid fuels remittance was more than originally expected. The original estimate from the state reported a \$15,424.20 remittance and the final remittance for 2012 was \$17,350.93. Mr. Clabaugh had informed the Secretary Treasurer that the submission deadline for

updated streets in our new Borough map was September. The Secretary predicted that this should further increase our Liquid Fuels return in the Borough for 2013.

**B. Act 13**

President Stauffer reported to Council that York County is one of the few counties that would not be receiving MS-4 monies as a kickback to deal with the costs of updating legislation for gas and oil harvesting and transporting. The new legislation in Act 13 will not affect Jefferson Borough directly, though the Borough should become knowledgeable of the updated Ordinance requirements occurring in surrounding Counties of Pennsylvania.

**VI. Residents**

**A. North Cherry Street Closure/ Baugher Hearing**

Ms. Sarabelle Baugher and her daughter Ms. Cindy Baugher were present to discuss the closing of the north section of Cherry Street behind the fire hall, the parking issues regarding their business in front of their property along Berlin Street, and water drainage issues in their property to the north of the Monticello Street housing development called Codorus Heights. Regarding the street closing the Borough Council explained that continued permission to travel the area behind the fire hall in their parking lot could be granted by the fire company and that, furthermore, the driveway access to the south side of the business and housing structure along Berlin Street was now solely owned by the Baugher sisters providing access to the rear of their property. Council discussed the many options regarding signs and lack of enforcement power. A “no parking” or “emergency vehicles only” sign would not allow for the car delivery trucks to unload in the area which was the major concern for the business. A new sign that would read “loading and unloading only” would restrict parking for volunteer fire persons. No decisions on an alternate sign or having the Borough pay for the sign was made. At this time the area is a public street with public parking. The drainage onto the Baugher property from Codorus Heights would be reviewed by the engineer Mr. Clabaugh and Mr. Stauffer before the June 4, 2012 meeting.

**VII. Treasurer’s Report**

**A. Treasurer’s Report 5/7/2012**

**Checking / Savings**

01.100.000. General Fund	\$100,985.08
30.100.000. Capital Improvement Fund	\$15,081.90
05.100.000. Parks & Recreation Fund	\$64.72
35.100.000. Highway Fund	\$19,363.40
18.109.000. CD - Centennial Fund	\$7,309.29
<b>Total Checking / Savings</b>	<b>\$142,804.39</b>

**Debt**

HVAC Peoples Bank	\$34,413.29
Roof and Gutter Loan Peoples Bank	\$72,624.17
<u>DCED HVAC Loan</u>	<u>\$34,276.34</u>
<b>Total Debt</b>	<b>\$141,313.80</b>

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

**B. Annual Donations**

The Secretary Treasurer expressed to Council that the payment of annual donations would be prudent to pay after the taxes had been collected. The donations include the Jefferson Volunteer Fire Company, the VNA of Hanover, the Spring Grove Ambulance, the Gladfelter Library, and the Lions Club. The final remittance in the budget is a payment into the Borough’s Capital Improvement Fund, and is generally determined for transfer at the end of the year. Mr. Loeffler made a motion to remit all five donations in May in the amounts specified by the 2012 budget. Mrs. Ritz seconded the motion. The motion passed with all yea votes.

### **VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report**

#### **A. Non-Permitted Residences**

The Secretary Treasurer reported that there were ten non-permitted residences. Five of the ten had been in communication with the Borough and were resolving their sewer hook-up issues with funding payment options through the Authority or another lending institution. One resident was hooked-up but never received a permit, or applied for one, and has not paid the hook-up fee to the Authority as yet. Each case was being carefully monitored and researched for future action.

#### **B. Permitted but Not Hooked-Up Residences**

The Zoning Officer supplied the Borough with a preliminary list of all hook-ups in the Borough. The list indicated that thirty-two residences had been permitted but not hooked-up. There are several residences that are listed but they have been hooked-up. This is because there are inspection tickets that have yet to be submitted to the Zoning Officer from the inspector. The Borough should be able to have a more realistic picture of the total sewer hook-up for the June meeting.

### **IX. Zoning Officer Report**

#### **A. Permits**

Three zoning permits and one sign permit were issued in April totaling \$159.00.

#### **B. Violations**

One violation was reported for 7 Hanover Street for the final removal of the dangerous garage shell structure. A packet of copies of previous notices and reminders was given to each Council member for review. The Zoning Officer reported that he would pursue action if the structure was not removed.

### **X. Mayor's Report**

Mayor Sanders reported that there were 3 incidents in the Borough that the state police responded to in April. He also reported that he had spent four days in the hospital near Seven Springs during the conference due to sickness, but was feeling better.

### **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. No additions were made.

##### **2. Fork Lift**

Mr. Loeffler reported that a Mr. Blane Sanders might be able to bring the lift back from the company we are looking to buy the lift from, thereby eliminating getting the lift in the Borough truck. Mr. Loeffler reported that he and Mr. Thoman were working on choosing the appropriate lift and they may have to go to the store to do that.

##### **3. New Bench**

The bench was still in Mr. Baum's shop. President Stauffer reported that pins for the benches were proving difficult to find, as treated lumber would need to be used or metal rods. Mr. Loeffler noted that the pins may need to be hand made and tapered.

##### **4. Salt Spreader**

President Stauffer visited Douglas supply and found that there were fiberglass salt spreaders but didn't know if they would work well with cinders. The hardwired fiberglass spreader cost three thousand eight hundred fifty dollars (\$3,850.00), and the removable fiberglass tailgate spreader cost four thousand dollars (\$4,000.00). President Stauffer then reported that a stainless steel spreader with remote control cost four thousand six hundred dollars (\$4,600.00). Council discussed the different types of salt spreaders and their benefits. Mr. Heltzel made a motion to purchase the stainless steel salt spreader with remote control not to exceed \$5,000.00, using one half (1/2) of the funds from the General Fund and (1/2) of the funds from the Capital Improvement Fund to purchase the spreader. Mr. Loeffler seconded the motion. The motion passed with all yeah votes.

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

Mrs. Ritz reported on the York Adams Tax Bureau meeting. The Bureau had voted to distribute funds from an account that was to be closed by vote. The Borough's portion of the money would be approximately eight hundred dollars (\$800.00).

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

Mrs. Roser gave a copy of draft for a new Light Ordinance to the Council for review. After reviewing several types of ordinances it was decided to not use a complicated document that would require a lighting engineer services to enforce. The SALDO was taken into consideration in preparing the draft. Council would look at the document for review in the June meeting.

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

Mrs. Loeffler reported that Mrs. Roser had attended the Fire Company meeting and that the Company was planning on purchasing twelve new pagers. Mrs. Loeffler also reported that the committee had received emergency operation plans from other entities through Chief Bean. Mrs. Roser presented and read a letter she had written to the churches in town inquiring about their cooperation for use of their facility during an emergency. The Jefferson Volunteer Fire Company Chief Troy Snyder had asked that access be granted to church facilities by way of key lock boxes located on the extremity of the building such that in the event of an emergency access to the fire company could be granted for emergency personnel and victims. Council encouraged the committee to send forth the letter via the Secretary on Borough letterhead. Mrs. Loeffler asked if Mr. Snyder should sign the letter and President Stauffer encouraged this idea as the Fire Chief ranks before Council members in emergency situations according to the NIMS training.

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

**1. Sewer Installation Street Damage**

Damage to Borough streets during sewer installation by residents has occurred at two known locations. President Stauffer asked that the Zoning Officer be notified of these locations and that the Council Committee look for other street damage that will need to be repaired. The

**2. Penn Waste Contract**

Penn Waste submitted an extension contract to the Borough for review. The extension is a one-year extension as per the original three-year contract that offered two one-year negotiable contracts after the initial three-year period. The renewal is a contract for the 2013 year. A copy of the contract would be forwarded in the June Council packets.

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

**1. Mulch**

Mr. Loeffler reported that the extra mulch from the park went to the Borough circle.

**2. Shed Door**

The new shed door has a key located on the inside of the shed only, and was to be opened and locked from the inside of the building.

**3. Sidewalk Repair**

Mr. Loeffler reported to Council that he estimated the sidewalk repair using the estimate from Mel's excavation of \$14.50 per square foot. If the Council opted to repair only the needed sections of broken or lifted pavement, the job would cost approximately nine thousand six hundred dollars (\$9,600.00). If the entire section were to be replaced with a proper curb the job would cost approximately twenty six thousand dollars (\$26,000.00). President Stauffer addressed the issue stating that the extensive cost of the project necessitated that Council would have to consider this for the 2013 budget. President Stauffer reminded Council that the Borough Zoning Ordinance states that residents are responsible for the sidewalks that are in front of their property, though every other block grant sidewalk in the Borough was matched in funding by tax

dollars except for this area of old sidewalk. This project would need to be discussed at length before it was funded by tax dollars. Formal estimates for the job should be acquired before the

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August budget hearing for the whole section of sidewalk from the Methodist Church alley up to the last two houses before Emerson Street. President Stauffer would contact H & H contractors and the Secretary was to contact Mel's Excavation for formal estimates.

### **4. Sinking Grate on Spruce Street**

There are two options for repairing the grate on the storm drain. The first option is a total overhaul of the storm drain box and the second option is to repair the grate and reinforce the existing box with a cement repair. The Secretary and president would inquire with H & H and Mel's Excavation for both types of repair. Mr. Heltzel recommended a repair rather than a replacement for the storm drain.

### **5. Snow Removal Meeting**

The Streets and Sidewalk Committee would be meeting with the maintenance man, Mr. Thoman, before the budget hearing in August to determine the rates and contracts for using the new snow removal equipment.

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

Mr. Jon Ritz reported that he was reviewing the PSAB website options and that the new site would include a section for each committee to give announcements as well as a section for the newsletter.

## **XII. New Business**

### **A. Act 13 Model Ordinance Review Workshop and Seminars**

Council discussed the exclusion of our municipality in all of the Act 13 legislation. The Borough Council received this information strictly as an informative process.

### **B. Lion's Club Thank You**

Council was given a letter to the Lion's Club to sign for the assistance in spreading mulch in the Borough Park. Every Council member signed the letter and the Secretary was to mail it as soon as possible.

### **C. LGAC Dinner Meeting**

The Secretary distributed information about the upcoming LGAC dinner meeting to Council. No members registered to attend the event.

## **XIII. Old Business**

### **A. Statement of Financial Interests**

The Secretary reported having all necessary documents.

## **XVII. Communication**

A. PSAB Up-Date & Training- President Stauffer reminded Council about the November Conference.

B. PA Economy League

C. Municipal Developments

## **XVIII. Adjournment**

Mr. Loeffler made a motion to adjourn the meeting at 10:00 p.m. Mrs. Loeffler seconded the motion. The motion passed with all yeas votes.

Respectfully Submitted,

Deborah Corbin  
Recording Secretary  
Jefferson Borough