

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for July 2, 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
Junior Council Person Jon Ritz

Also Present

Secretary Treasurer Deborah Corbin

Absent

Councilman Wilson Heltzel

Absent by Request

Attorney Glenn Smith
Engineer Chad Clabaugh

I. Pledge to the Flag

President Stauffer led the July 2, 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 June 4, 2012 regular meeting minutes. Mr. Loeffler made a motion to adopt the June 4, 2012 minutes. Mrs. Roser seconded the motion. The motion passed unanimously.

III. Planning Commission Report

Mr. Eiben was present to report on the Planning Commission meeting of June 20, 2012. Mr. Eiben reported that all members of the Commission, Mr. James Holley, Mr. Tom Baum, Mr. Rebert, and Mr. Stauffer were present.

A. CFR Partners Corner Development

Mr. Eiben reported that Mr. Holley submitted sketch plans with waiver requests to the Planning Commission. The plan would combine two properties on the northeast corner of the square, south of Cedar Street, to provide a lot large enough to site a five unit townhouse complex. Space constraints require waivers concerning sidewalk placement and the widening of the street widths on east Cedar Street where there is a 33' (thirty-three foot) right-of-way. To abide by the Ordinance two or three utility poles would have to be moved so that the street could be widened from Berlin Street to the edge of the lot. There would be a section of street that would not be widened in this scenario. The Commission voted to table further discussions on the sketch plan pending further direction from the Council or the submission of development plans. The Council discussed the possibility of waiving the requirements if the Berlin Street access were widened for vehicular safety. No action was required by Council until a preliminary plan was submitted.

B. Nextel Access Road

Mr. Eiben reported that the Planning Commission was approached by the Baseball Association and Mr. Rebert concerning the access road to the Nextel cell tower. Their interest was to not pave the road to allow for wider farm equipment to access the same passage, but the plan had already been approved through months of negotiation. Mr. Eiben reported that the plan had been voted for conditional approval at the June 4th, 2012 Borough Council meeting.

IV. Solicitor's Report

A. Street Map Ordinance Adoption Status

President Stauffer announced to Council that the street map ordinance would most likely be adopted in the August meeting.

V. Engineer's Report

A. Block Grant Opportunities for Sidewalks

President Stauffer announced to Council that a Block Grant opportunity may be one answer to make the sidewalk repair affordable for the Borough. President Stauffer reported that Mr. Clabaugh had explained to him that Block Grant applications are not going to be accepted or reviewed until 2014.

Mr. Clabaugh will continue to look for opportunities for the Borough to apply for monies for sidewalk repair. Mr. Loeffler had said he talked to Mel's Excavation about an estimate for the whole project but has not heard back from the contractor. The Borough could call H&H Contracting for an estimate as well, though specifications for the job may need to be provided first.

B. Invitation to the Revolutions Game

Council members were invited to the Revolutions game at the CS Davidson, Inc.'s Client Appreciation Ballgame and Picnic on July 31, 2012. Council members were invited to RSVP themselves; all pertinent information was available on the invite.

VI. Residents

A. Pat Simpson of the Jefferson Lion's Club

Mrs. Simpson of the Jefferson Lion's Club attended the Council meeting to thank Council for the annual donation and request support in the Lion's efforts to host the National Night Out event at the Lion's pavilion rather than the Borough circle. Mrs. Simpson reported that some pedestrians were almost hit by a vehicle last year and that there were no bathroom services at the circle. The pavilion would have portable toilets available and ample parking. Mrs. Roser made a motion to move the National Night Out event to the Lion's Club pavilion. Mr. Ritz seconded the motion. The motion passed with all yea votes.

B. Mr. Rebert Concerning the Nextel Tower

Mr. Rebert was present to request the access road to the Nextel Tower not be paved as his farm equipment is too wide to travel on a paved access road. President Stauffer explained that he had called a representative of the Baseball Association to work on the issue before the Zoning Hearing gave a ruling and no-one responded. The Borough had requested a copy of the contract between the Baseball Association and Mr. Rebert concerning the access road and no one produced that document. The Zoning Hearing Board ruled an access road should be paved to the bottom of the hill. The Zoning Hearing Board had jurisdiction for that ruling, not the Council. The ruling stands.

VII. Treasurer's Report

A. Treasurer's Report 5/7/2012

Checking / Savings

| | |
|--------------------------------------|---------------------|
| 01.100.000. General Fund | \$113,458.38 |
| 30.100.000. Capital Improvement Fund | \$15,089.46 |
| 05.100.000. Parks & Recreation Fund | \$64.74 |
| 35.100.000. Highway Fund | \$19,373.11 |
| 18.109.000. CD - Centennial Fund | \$7,322.58 |
| Total Checking / Savings | \$155,308.27 |

Debt

| | |
|-----------------------------------|---------------------|
| HVAC Peoples Bank | \$33,424.40 |
| Roof and Gutter Loan Peoples Bank | \$71,082.19 |
| <u>DCED HVAC Loan</u> | <u>\$34,276.34</u> |
| Total Debt | \$138,782.93 |

Mr. Loeffler made a motion to accept the Treasurer's Report. Mrs. Loeffler seconded the motion. The motion passed with all yea votes. Council discussed the payment for the forklift. A general consensus was reached that the cost should come from the small tools and minor equipment account.

B. Storm Water Ordinance in General Code Submission

The Secretary Treasurer reported to Council that the Storm Water legislation did not have any changes on the legislative level at this time, and suggested submission for the codification up-date. Mr. Loeffler made a motion to include the Storm Water Ordinance in the codification up-date. Mrs. Loeffler seconded the motion. The motion passed with all yea votes.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report

A. Sewer Hook-Up Update

The Zoning Officer provided Council with the most recent list of sewer connections in the Borough. There were sixteen reported permitted but not confirmed for hook-up. Seven residences were not permitted. A concerted effort was being made to have residents follow through. Submission of non-compliant residents to the District Magistrate was being considered.

IX. Zoning Officer Report

A. Permits

One sewer permit was issued in June totaling \$64.00.

B. Violations

Three properties were sited for street cutting permit violations. The Borough streets would have to be restored to proper pre-construction blacktop standards. Mrs. Roser asked if those repairs would become the owners' expense or the Borough's expense. President Stauffer assured Mrs. Roser it was the owner's expense to repair the street after cutting into it for sewer installation. Council also discussed weeds in sidewalks, stop signs needing vegetation cleared for view on Cedar Street, and Mulberry tree trimming along Hanover Street. These items would be submitted for the Zoning Officer to review.

C. Demolition Permit Request

President Stauffer reported to Council that our Zoning Officer, Mr. Wayne Smith, was approached by Mr. Roger Miller of 7-9 Hanover Street for a second annual demolition permit extension two days before the permit due date. Mr. Miller had been sited for the incomplete job. Mr. Wayne Smith inquired with President Stauffer about the permit extension. President Stauffer brought the question before Council for vote. Mrs. Loeffler motioned not to extend the permit a second time that would extend the completion due date a third year. Mr. Ritz seconded the motion. The motion passed with all yea votes.

X. Mayor's Report

Mayor Sanders reported that there were six incidents in May and seven incidents in June. Council reviewed the State Police reports.

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 the forklift was delivered to the Borough Shed.

3. New Bench

Mr. Loeffler reported that he had discussed treating the new lumber for the benches with a stain and protection and President Stauffer reported that Mr. Thoman had the new slats ready for the bench.

4. Salt Spreader

President Stauffer reported that the new salt spreader was ordered and that it would be affixed to the new truck when it came into Douglas Supply sometime in early August.

6. Power Washer

President Stauffer explained to Council that the Borough would need to purchase a power washer to rinse the salt spreader after the season was completed. Discussion about a power washer that was electric versus a gas powered washer was discussed. The truck would also have to be brought to the Borough building to have the spreader washed, as no water was available at the Borough Shed. Mr. Loeffler inquired about the necessary psi for washing the salt spreader and suggested contacting Douglas Supply. Mr. Ritz considered inquiring with the Fire Company for assistance to annually clean the salt spreader there.

7. Budget Items for BP&S

President Stauffer suggested the BP&S Committee consider the following items for the budget hearings; window caulking in the Borough building, repair of blinds in Borough Chambers, and a cement floor in the Borough shed addition.

8. Cannon Carriage for Circle Civil War Cannon

Mr. Charlie Smithgual, who was the Mayor of Lancaster, has a personal collection of cannons. The Council considered contacting Mr. Smithgual to inquire about possible carriages for the civil war cannon on our circle.

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

Mrs. Ritz reported that there was a special meeting scheduled June 28th was held to discuss the lease of the Adams County Tax Collection Office five-year lease option. Draft minutes were provided for Council review. The next regularly scheduled meeting would be held July 30th.

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

Mrs. Roser reported no new items for review. The Budget Hearing would consider costs for a light ordinance and Met Ed had not considered allowing solar on light poles as yet.

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

1. Emergency Evacuation Plan/Church Letter

Mrs. Loeffler reported that the Methodist Church on Hanover Street responded that they would allow emergency housing to people during a time of need. The Church expressed concern about the access lock box. Mrs. Loeffler reported that Mr. Snyder, the Fire Company Chief would work with the Church to demonstrate the lock box. No other churches had responded as yet.

2. Fire Company Meeting

Mrs. Loeffler reported that there were sixteen calls and five medical assists for the month of May. Additionally, the Fire Company was in the process of getting bids to repair the parking lot. Mrs. Loeffler also reported that the corner gas station ran out of diesel fuel and the Fire Company would need to consider alternate fuel options for the future. The Fire Company attended a three-day summer blast for public service. The Fire Company was considering having the auditor run all financial reports and bill remittance as this was considerably time consuming for a volunteer.

3. NIMS Submission

Mrs. Loeffler reported that she had completed her NIMS training and submitted her certificate to the Borough for filing.

4. Curb Painting

President Stauffer reported that the possible painting of the curb near the Fire Company had been raised again and that he would inquire with Mr. Snyder about the Fire Company's wishes on the matter.

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

1. Sludge Manifest Reports

President Stauffer inquired with the Secretary concerning the non-sewer residents in the Borough. The Secretary explained that all septic systems residents received certified mail to comply with septic clean-out and inspection. Unfortunately, sludge manifest reports had been submitted to the Borough in massive quantities both for sewer and non sewer residents. There would need to be time set aside to separate all sludge manifest reports for reference to decipher the exact dates of clean-out for non-sewer residents. This project was listed on the Borough work schedule. President Stauffer said he would volunteer time separating and filing reports.

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

1. Sidewalk Repair

Mr. Loeffler reported to Council that this job was in need of formal estimates and engineering specifications for budget consideration. The project would be tabled until information on the possible costs was realized.

2. Snow Removal Meeting

The meeting was to be scheduled for July.

3. Sinking Grate on Spruce Street

President Stauffer expressed concern about the ability of Mel's Excavation to complete the project due to a family emergency. The Secretary Treasurer offered to contact Mel's Excavation to have the job completed by mid July for the Carnival traffic. President Stauffer explained that if the job was not completed by August 1, 2012 by Mel's Excavation the Borough would have to consider other options.

4. Swale Maintenance

Council discussed the necessary maintenance of the storm water swales installed in the Borough. The Council would differ to the engineer's opinion on the need for trimming or mowing inside the swale areas.

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

Mr. Jon Ritz reported that submission of web pages to Charity Advantage would take place by mid month for a tentative completion date of August 1, 2012.

XII. New Business

A. Record Destruction

Council discussed the closing of the Office to complete the record destruction project. A tentative week for the project was set for the third week of August. The dates would be confirmed in the August meeting.

B. 6 Hanover Mowing

Council decided the property, though abandoned, should be cited by the Zoning Officer and mowed if there was no response to the citation.

C. Codification Book Submission

President Stauffer requested that every Council member submit the Codification books back to the Borough for up-dates in the August meeting. Signatures by Council members wishing to have the new Codification books would be required. Up-dates would be placed in all books when received by the Secretary Treasurer. Mrs. Roser returned her book #11 to the Secretary.

XIII. Old Business

A. Attorney Letter/ North Cherry Street

The Council received a copy of the letter sent by the Attorney to the Baugher's explaining the decline of the request to reverse the abandonment of the north Cherry Street segment behind the Fire Company as no public hardship could be demonstrated.

B. Attorney Letter/ Sewer Connection 8 Hanover Street

A copy of the Attorney Letter submitted to the owners of the 8 Hanover Street residence was available for Council review. The letter states that no response within a thirty-day period constitutes a violation pursuable by the Borough with a District Court notification. This action for this property has been taken due to the hardship it is causing the Sterner family of 10 Hanover Street as they are unable to commence work on sewer connection without the 8 Hanover Street property owners right-of-way agreement cooperation. The 8 Hanover Street property shall be submitted to the Magistrate if no communication is received at the Borough or Attorney's Office.

C. Comcast Internet for the Fire Company

The Fire Company has requested the Borough continue to look into free internet service for them.

XIV. Communication

A. PSAB Up-Date & Trainings- Code Up-dates Webinars through July/Aug

B. Fire Company Donation Thank You.

C. Met Ed Electric Choice Letter

XV. Adjournment

President Stauffer announced he would be stepping down as President of Council after the 2012 year. He would still be a Council member for the 2013 year to finish his term. Mr. Ritz made a motion to adjourn the meeting at 10:00 p.m. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough