

# Jefferson Borough, York County, Pennsylvania

## Meeting Minutes for August 6, 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  
Engineer Chad Clabaugh  
Attorney Glenn Smith

### **Also Present**

Secretary Treasurer Deborah Corbin

### **Absent**

Councilman Wilson Heltzel

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

President Stauffer led the August 6, 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 July 2, 2012 regular meeting minutes. Mr. Loeffler made a motion to adopt the July 2, 2012 minutes with a correction in III B, the second sentence should read "...interest was...." instead of "...interests were....". Mr. Ritz seconded the motion. The motion passed unanimously.

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

Mr. Eiben was present to report that the Planning Commission had no meeting in July due to no preliminary or final plans being submitted by CFR Development or by Nextel. Mr. Eiben explained that the Subdivision and Land Development Plan was clear in that a sketch plan was an informal plan and that any advisory feedback did not constitute a ruling. Mr. Clabaugh contributed by saying that he had discussed the issue with Attorney Smith and felt the need to advise Council not to make any motions concerning any waiver requests without a preliminary or final plan submission. Mr. Clabaugh did advise Council that they may discuss options for the development and make suggestions to the party inquiring about waivers. Mr. Blane Markel was present from James Holley & Associates, Inc. as a representative for Mr. DeBrabender of CFR Development, Inc. He explained that at the last Planning Commission meeting Mr. Holley of Holley and Assoc. was informed that plans had not been submitted within the 30-day pre-meeting time period and that they would have to return for waiver consideration at the next Planning Commission meeting. Mr. Clabaugh reiterated that plan submission for waivers would need to be in the form of a preliminary or final plan proposal. Council discussed that they had reviewed the requests at the last meeting and given an informal blessing at that time. The entrance to Cedar Street from Berlin Street was recommended to be enlarged for traffic, and the non-movement of telephone poles was discussed and generally agreed upon. Council also discussed the opportunities for sidewalk to be placed along the edge of the proposed improved property in preparation for future development that would encompass the block. Mr. Markel remarked that he would communicate the information from our meeting to Mr. James Holley and Mr. DeBrabender concerning the proposed corner development.

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

#### **A. Borough Map Ordinance**

Mr. Loeffler made a motion to adopt Ordinance 2012-4, the Borough Map Ordinance. Mrs. Loeffler seconded the motion. The motion passed with all yea votes. Copies of the new map would be submitted to the Borough.

**B. 39/41 Baltimore Street**

Attorney Smith explained to the Council that Mr. and Mrs. Betzel would like to attend the September meeting to discuss the grouping of their sewer hook-up. Council was provided with a copy of the correspondence from the office to the Betzels thus far.

**C. Sewer Hook-up Citation**

The Secretary-Treasurer provided the Solicitor with a copy of the notice that was to be sent to residents not yet hooked into the sewer. Attorney Smith said he would review the language in the notice and work with the Secretary-Treasurer to submit certified notices to the public.

**D. Marriage Licenses**

Attorney Smith requested that the Secretary-Treasurer place all copies of marriage licenses from marriages performed by Robert Green in the Historic room, for Mr. Green to retrieve.

**E. Borough Code**

Attorney Smith reminded Council that the new Borough Code had gone into effect on June 1, 2012. A number of changes had been made.

**V. Engineer's Report**

**A. Stormwater Permits vs. Building Permits with a Stormwater Plan**

Mr. Clabaugh explained to Council that there may be incidences in the Borough where no building permit is necessary, but a stormwater plan may be necessary under the new legislation. President Stauffer remarked to Council that the \$500 minimum cost for permit requirement in the Borough Codification caused the Zoning Officer difficulties in obtaining proper stormwater plans for projects less than \$500. Council received a copy of this section from the codification Chapter 64 Building Construction Article 1B, that stipulates a \$500 minimum cost for building permit requirement. President Stauffer asked Council to consider removing this requirement from the codification, to require building permits for all projects. This would allow for the Zoning Officer to evaluate the need for stormwater plans in any project. Mr. Clabaugh requested that the Secretary Treasurer submit a copy of the new stormwater ordinance to Mr. Barry Newman in the Department of Environmental Protection.

**B. Crawford Stormwater Plan**

Mr. Clabaugh reported to Council that he had received the first stormwater plan review for Mr. Crawford, who is building a house on Independence Avenue. Mr. Clabaugh had submitted a fee schedule to the Borough for review in the form of a mock ordinance. Mr. Clabaugh requested that Council consider listing the fee schedule in terms of time and material as each stormwater review would require different evaluation. Council agreed to adjust the resolution to allow for charges for time and materials for motion in the September meeting. Mr. Clabaugh informed Council that Jefferson Borough is not an MS4 municipality, and therefore was not required to submit Best Management Practice Inspection paperwork.

**C. Nextel Public Improvement Security**

Mr. Clabaugh provided a letter and Public Improvement Security estimate from Nextel for Council to review. The letter from C.S. Davidson, Inc. proposed that the Public Security amount of \$77,309.80 was appropriate. Mr. Dave Ritz made a motion to accept the Nextel Public Improvement Security amount of \$77,309.80. Mrs. Loeffler seconded the motion. The motion passed with all yea votes.

**D. Block Grant Possibilities for Sidewalk Repair**

Mr. Clabaugh reported to Council that there was a three year cycle for grant applications in the state of Pennsylvania; and that the next submission would be in 2014. Mr. Clabaugh estimated that the engineer's drawings for the sidewalks would cost somewhere between \$15,000 and \$20,000. The Borough would be required to put up a percentage of the money for the project. That requirement may run anywhere from 30% to 50% of the total cost. The project would need to be shovel ready to receive grant money. This project would need to be submitted in the Borough budget over a number of years. Mrs. Anne Loeffler made a motion to have the engineer estimate the cost of the sidewalk repair project on Hanover Street. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

**E. Review of Five Year Street Repair Plan**

Council received a copy of the five year street repair plan. Mr. Clabaugh explained to Council that the street work done in 2011 was originally scheduled for another year in the plan. Therefore, the plan would need to be revised to reflect the work done in 2011 and to plan out the next three years. Mr. Clabaugh will have a copy of the proposed revised plan for the September meeting.

**VI. Residents**

**A. Mr. Bill Pero of the Spring Grove Ambulance Club**

Mr. Pero appeared before Council to discuss the coming mandates that will affect the Spring Grove Ambulance Club from Act 37. Mr. Pero informed Council of his long history with emergency services. The new legislation requires that there are two available personnel for each ambulance 24/7. Mr. Pero reported that starting in January 2013; the Spring Grove Ambulance Club would be hiring another full-time person around the clock to meet this requirement. Mr. Pero also reported that the club could operate this way until 2014, at which time their financial reserves would be depleted. The Borough currently donates \$2,800 annually, and Mr. Pero estimated that considering the response percentage to our Borough, that the Spring Grove Ambulance Club would be requesting a contractual agreement with a fee attached of \$7,906.34. President Stauffer inquired as to the revenue the Ambulance Club received annually from private membership. Mr. Pero responded that memberships only accounted for approximately \$3,000 of revenue a year. President Stauffer suggested Mr. Pero submit a copy of the new contract for Council to review, and thanked Mr. Pero for his presentation.

**VII. Treasurer’s Report**

**A. Treasurer’s Report 8/6/2012**

**Checking / Savings**

01.100.000. General Fund	\$97,335.77
30.100.000. Capital Improvement Fund	\$12,793.30
05.100.000. Parks & Recreation Fund	\$64.75
35.100.000. Highway Fund	\$19,378.05
18.109.000. CD - Centennial Fund	\$7,329.512
<b>Total Checking / Savings</b>	<b>\$136,900.99</b>

**Debt**

HVAC Peoples Bank	\$32,905.27
Roof and Gutter Loan Peoples Bank	\$70,303.46
DCED HVAC Loan	\$32,985.77
<b>Total Debt</b>	<b>\$136,194.50</b>

Mr. Loeffler made a motion to accept the Treasurer’s Report. Mrs. Ritz seconded the motion. The motion passed with all yea votes. Mrs. Roser reported that she was approached by the People’s Bank Manager, Wanda Hartlaub, about the status of the Park and Recreation Fund. In order to keep the Fund active, a deposit was needed. Mrs. Roser deposited \$1.00 to the Parks and Recreation Fund and inquired with the Secretary Treasurer about the need to keep this Fund open. The Secretary Treasurer explained that any development which did not include a park area required a \$1,000 per lot fee to be remitted to the Borough for Park Maintenance and could be used for no other purpose. Therefore, the Park and Recreation Fund would need to remain for future development.

**B. General Code Submission**

Council requested that the Secretary Treasurer include the Street Adoption Ordinance in the General Code Submission.

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

**A. Street Address Sign**

President Stauffer reported to Council that the JCJSA needs to erect a sign at the opening of the sewer plant at 5147 Sinsheim Road. President Stauffer asked Council if our maintenance man, Mr. Thoman, could use the tractor with the auger drill bit to drill for the 4x4 address post for the JCJSA. Mr. Loeffler made a motion to allow Mr. Thoman to erect the post for the JCJSA and have the Secretary Treasurer

invoice for the maintenance man's time. Mrs. Loeffler seconded the motion. The motion passed with all yeas votes.

**B. Fire Police Request**

President Stauffer reported to Council that the JCJSA was holding their Open House ceremony on September 23, 2012 from 2:00 to 4:00 p.m. Council received a copy of the correspondence from the JCJSA Secretary Cecil Fetters requesting two fire police for the event. Mr. Loeffler made a motion for approve two fire police for the JCJSA Open House. Mr. Ritz seconded the motion. The motion passed with all yeas votes.

**C. Thank You Note**

The Secretary Treasurer announced to Council that the JCJSA had contributed \$150.00 to the new website costs for the next five years. Council requested that the Secretary Treasurer prepare a thank you note to the JCJSA for their generosity.

**IX. Zoning Officer Report**

**A. Permits**

Three building permits were issued in July, totaling \$228.00.

**B. Violations**

A citation was filed for 7 Hanover Street for negligence in removing dangerous buildings within the extended permit time allotment. 21 Baltimore Street was cited for junk and debris. 56 Baltimore Street was cited for a junk vehicle. Three notices were sent to residents concerning cutting the Borough streets for Sewer connections.

**C. Jefferson Avenue Barn Runoff**

Council requested that the Secretary Treasurer inform the Zoning Officer that the water runoff from the barn along Jefferson Avenue was the cause of the road washing out at the intersection of Jefferson Avenue and Spruce Street. The owner of the property was responsible for the stormwater runoff from their property.

**X. Mayor's Report**

Mayor Sanders reported that there were eight incidents in the month of July. The Mayor also inquired about the recent emergency service response on Baltimore Street. President Stauffer informed Council that a resident had passed in her home.

**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 Secretary Treasurer that the tool for installing the toddler swings in the playground was in the Borough shed for Mr. Thoman.

**2. Benches**

Mr. Loeffler reported that the benches had been painted and were ready to be replaced in the circle. Council also discussed the vandalism on the circle which left one bench disassembled and lying down on the pavement. Mrs. Loeffler suggested keeping a close eye on the benches, for all bench pins to be present. Mr. Loeffler reported to Council that he had discussed with Mr. Thoman putting screws in the bench pins from underneath the bench.

**3. Salt Spreader**

Mr. Loeffler reported that he and Mr. Thoman had Douglas Supply Co. install the new salt spreader on the truck, and the truck had been returned to the shed. President Stauffer inquired about washing the salt spreader out once annually with a power washer. Mr. Loeffler explained that the representative at Douglas Supply suggested using a hose to clean the spreader after every use, to grease the fittings, and to keep the chain and throttle lubricated. After Council discussed the topic, Mr. Ritz made a motion to purchase a pressure washer with a spending cap of \$300. Mr. Loeffler seconded the motion. The motion passed with all yeas votes.

**4. Budget Items**

President Stauffer reminded Council that the Borough building would need the windows to be caulked and the parking lot repaved in the near future. Council inquired about the reclamation that was done on Cedar Street. President Stauffer asked the Secretary Treasurer to research who had done the reclamation work and to get a possible estimate for the parking lot.

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

**1. Resolution for Delegates 2012-4**

Mr. Ritz made a motion to approve resolution 2012-4, appointing two delegates to the York/Adams Tax Bureau. Mr. Loeffler seconded the motion, the motion passed with all yeas votes.

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

No report.

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

**1. Emergency Evacuation Plan/Church Letter**

Mrs. Loeffler reported that there would be a meeting on August 23 at 7:00 p.m. with the local churches and the Fire Chief Troy Snyder to discuss the lockboxes for emergency use of the church facilities. Mrs. Loeffler reported that the Christ United Church of Christ Church had not responded as of yet.

**2. Fire Company**

President Stauffer reported that he had spoken with Mr. Snyder about the recent re-request to paint red curbs surrounding the Fire Company. President Stauffer discovered that no such formal request was being made according to Fire Chief Troy Snyder. Mrs. Loeffler reported that the Carnival had experienced several evenings of heavy rains which affected attendance in the last half of the Carnival week.

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

No Report

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

**1. Sidewalk Repair**

This item was tabled for consideration after the engineer's review.

**2. Snow Removal Meeting**

Mr. Loeffler reported that he had met with Mr. Thoman who expressed concern about plowing the Borough streets and blowing snow at the Borough Circle and Borough Building within the same shift. This concern would be addressed by the committee as the Borough previously contracted the street plowing to an outside contractor such that there was ample time for the maintenance crew to clear sidewalks within the 24 hour ordinance time period.

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

Mr. Jon Ritz reported that submissions of web pages to Charity Advantage were still taking place.

**XII. New Business**

**A. Burn Ban Resolution 2012-5**

Council was provided with a copy of Resolution 2012-5, providing for an effective way to call a burn ban in the Borough. The Resolution would allow for the President of Council to enact a burn ban on the recommendation of the Fire Chief at any time, with a motion for the ban to be given at the next scheduled Borough Council meeting. Council discussed that Mr. Thoman would be responsible for placing the burn ban signs on the four roads at the outskirts of town to notify the public. Council also requested that the Secretary Treasurer place notices of an enacted burn ban in Peoples Bank and the Post Office for public view. Mr. Ritz made a motion to adopt Resolution 2012-5. Mrs. Loeffler seconded the motion. The motion passed with all yeas votes.

**B. 2012 Annual PA Municipal Legal Update Training**

The Secretary Treasurer requested Council's approval to attend the Municipal Legal update Seminar August 15<sup>th</sup> and 16<sup>th</sup>, 2012 in Harrisburg, PA. The total cost to the Borough would be \$250.00 plus mileage costs. Council was provided with a brochure for review. Mr. Loeffler made a motion to allow

the Secretary Treasurer to attend the training. Mrs. Loeffler seconded the motion. The motion passed with all yea votes.

**C. Baseball Field Address**

The Fire Chief, Mr. Snyder had approached the Borough to provide the Baseball Association with a proper address for the future Carnival Events. The Secretary Treasurer approached the Zoning Officer to collaborate on the appropriate address. After reviewing the situation the Zoning Officer, Mr. Wayne Smith, suggested 57 Hanover Street become the proper address. That address would allow for possible future housing along Hanover Street between the Baseball Association and the current residential housing. Mr. Loeffler made a motion to give the address of 57 Hanover Street to the parcel of land now owned by the Baseball Association in the Borough of Jefferson. Mrs. Loeffler seconded the motion. The motion passed with all yea votes.

**XIII. Old Business**

**A. Record Destruction**

Council discussed volunteering for record destruction on the week of the next Council meeting; September 4<sup>th</sup> through September 7 from 8:00 a.m. to 4:00p.m.

**XIV. Communication**

- A. PSAB Up-Date & Training/ Bookkeeping and Accounting Basics/Fall Conference
- B. CGA Revolutions Game 9/14/2012...RSVP August 22<sup>nd</sup>
- C. Cows, Crabs & Cash Sept 21, 2012 Wrightsville
- D. Transco Pipeline Overview
- E. NPDES/BMP Workshop

**XV. Adjournment**

Mr. Ritz made a motion to adjourn the meeting at 10:50 p.m. Mr. Loeffler seconded the motion. The motion passed with all yea votes.

Respectfully Submitted,

Deborah Corbin  
Recording Secretary  
Jefferson Borough