

Jefferson Borough, York County, Pennsylvania

Meeting Minutes for September 4, 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
Engineer Chad Clabaugh

Also Present

Secretary Treasurer Deborah Corbin

Absent by Request

Attorney Glenn Smith

I. Pledge to the Flag

President Stauffer led the September 4, 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 August 6, 2012 regular meeting minutes. Mr. Loeffler made a motion to adopt the August 6, 2012 minutes. Mrs. Ritz seconded the motion. The motion passed unanimously.

III. Budget Meeting Minutes

Council received a copy of the August 21, 2012 Budget meeting Minutes for review. Mrs. Loeffler made a motion to adopt the September 21, 2012 Budget Meeting minutes. Mr. Loeffler seconded the motion. The motion passed with all yeah votes.

IV. Planning Commission Report

Mr. Eiben was not present to report as no August meeting was held due to no agenda items having been submitted.

IV. Solicitor's Report

A. 39/41 Baltimore Street

Attorney Smith had reported to the Secretary that a letter had been sent to him from the Betzel's lawyer and that the Betzels intended to appear before the Sewer Authority to discuss the options for the barn as an established dwelling unit of an improved property. A copy of the letter was e-mailed to the Secretary. The office computer was unable to print the e-mailed attachment. Council would receive a copy of the Betzel's Attorney's letter in the October packet.

B. House Bill 823/ Act 97

President Stauffer spoke to Council about the new requirements for the Municipal Planning Code Act 97. The Council received a copy of the Act's description from the Borough News Magazine. All new development is to be reported to local school systems upon the approval of a development plan. President Stauffer had the Secretary inquire with the Solicitor on the effects this Act might have on the Borough as intended plans for development stand today in the Borough. The memorandum from the Solicitor was unable to be printed by the office computer. At this time no action was necessary by the Borough as no final plans had been approved by Council. President Stauffer reminded Council that the five house development that was intended for the Borough square would need to be reported when a plan was finalized.

V. Engineer's Report**A. 2011 Street Work Warranty Inspection**

Mr. Clabaugh explained to Council that the street improvements made in 2011 had to undergo inspection before the warranty on the work expires. Mr. Clabaugh and President Stauffer inspected the Cedar Street paving and swale and the Borough shed/Cherry Street swale work. The work was found to be satisfactory for the warranty and Mr. Clabaugh reported to Council he would approve of letting the warranty elapse. The Secretary was requested to write a letter to Fitz and Smith, Inc. and report that no outstanding items had been found and that the Borough would allow the warranty to elapse.

B. Stormwater Public Security Requirements

Mr. Clabaugh reported to Council that the Stormwater Management Ordinance allows a municipality to ask any developer to post a public security bond for a development project that includes a stormwater plan. Mr. Clabaugh reviewed with Council that the requirement could be based on the cost of the of the project; for example, waiving any requirements for projects less than a \$1,000, or for the area of the impervious surface of the project; for example, waiving public security requirements for any project with more than 5,000 square feet of impervious surface. Mr. Loeffler made a motion to waive the requirement for posting an escrow account for a public security bond for any project requiring a stormwater plan that is less than 5,000 square feet of impervious surface. Mrs. Loeffler seconded the motion. The motion passed with all yeah votes.

C. Stormwater Fee Schedule Resolution 2012-6

A copy of the new fee schedule was submitted to Council for review. The Zoning Officer would receive a flat rate sum of \$50.00 per stormwater review for any structure with a 1,000 square feet or less of impervious surface. The Engineer would bill the developer via the Borough Office for time and materials for any development with over \$1,000 square feet of impervious surface. The Resolution was considered by Council in light of the previous decision on bond posting requirements. Mr. Loeffler made a motion to adopt Resolution 2012-6 adding the bond posting decision. Mrs. Loeffler seconded the motion. The motion passed with all yeah votes.

D. Sidewalk Repair

Mr. Clabaugh provided Council with a schematic of the sidewalk repair for Hanover Street that included almost the entirety of the street. This schematic was adjusted in the meeting to exclude all areas not intended for repair. Mr. Clabaugh would review the changes and recalculate the project estimate. As the project was one that would qualify for a block grant, and the next block grant submission was in 2013 for monies awarded in 2014, the project would not affect the 2013 budget process.

E. Review of Five Year Street Repair Plan/ New Liquid Fuels Listing

Council received a copy of the new five-year street repair plan from Mr. Clabaugh. Council discussed a possible change of micro surfacing the west section of Monticello Street concurrently with the Fire Company's intensions to repave the parking lot adjacent to it. Council discussed options for paving the street versus crack sealing the division. Mr. Clabaugh explained to Council that one advantage to micro surfacing a street rather than repaving a street was cost effectiveness. Monticello could be micro surfaced for \$3.40 per square yard and that surface could last five to ten years. Thus two micro surfacing treatments could last twenty years for approximately \$7.00 a square yard, versus repaving for \$50.00 a square yard at a later date. President Stauffer agreed to contact the Fire Company's contractor, H&H Co., Inc. to look at the street. After discussing the available Highway Fund monies available it became apparent that a paving project on Monticello was affordable this autumn. The current five-year street maintenance plan financial break-down would not be affected. Mr. Clabaugh submitted a list of the street sections that where to be added to the liquid fuels listing for the Borough. The Secretary was to submit this list and any other required information to Penn DOT to increase the liquid fuels listing remittance for 2013.

Mr. Clabaugh left the meeting at 8:00 p.m.

VI. Residents**A. Mr. & Mrs. Eugene Hahn of 24 York Street**

Mr. Hahn spoke to Council about concerns that his property was adversely affected by the abandonment of 20 York Street. Weeds were entering his property and choking trees along the property line. Wildlife had begun to take up residency in the area causing borrow holes dug into the earth along the property line. Additionally, Mr. & Mrs. Hahn were concerned for the general lack of upkeep of the property and its affect on the value of their home. President Stauffer explained that a notice of Ordinance Violation had been sent to the property owners and mowing and weeding had been addressed. There was also a sinkhole found on the property next to the sidewalk. President Stauffer explained that this would have to be addressed by the property owners as the warranty for the Act 537 Sewer line installation had terminated. President Stauffer explained that had the owners followed the Ordinance to hook-up to the sewer in the time allotted the sinkhole would not have formed. The Zoning Officer would be notified about the sinkhole.

VII. Treasurer's Report**A. Treasurer's Report 9/4/2012**

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	\$85,069.51
30.100.000. Capital Improvement Fund	\$12,796.73
05.100.000. Parks & Recreation Fund	\$64.76
35.100.000. Highway Fund	\$19,382.99
18.109.000. CD - Centennial Fund	\$7,335.89
Total Checking / Savings	\$124,650.88

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

B. Preliminary Budget Submissions

The Secretary Treasurer offered Council members office support for any budget considerations the Committee Chairpersons may have for the September 18, 2012 Budget Hearing.

C. Municipal Code Book Orders

The Mayor and Mr. Loeffler requested copies of the new Borough Code book. The Secretary Treasurer would order those and a couple more copies from PSAB for the office.

VIII. Jefferson Codorus Joint Sewer Authority (JCJSA) Report**A. 8 Hanover Street**

The Secretary reported to Council that American Realty, based out of York, was now handling 8 Hanover Street. All sewer hook-up requirements had been forwarded to the appropriate party. In addition, the 10 Hanover Street residence was given the same information so that the two properties could make a right-of-way agreement for sewer installation.

B. Open House Invitation

President Stauffer announced the new sewer plant Open House on September 23, 2012 from 2 to 4 p.m. Everyone in the Borough would receive an invitation to attend the Open House with the September sewer bill.

IX. Zoning Officer Report**A. Permits**

One building permit was issued in August, totaling \$25.00.

B. Violations

A court date was scheduled on September 9th for 9 Hanover Street concerning negligence in removing dangerous buildings within the extended permit time allotment.

C. \$500.00 Minimum Building Permit Requirement

Council was given a copy of the section in the Codification Chapter 64 Building Construction Article I.

Council discussed the difficulty in enforcing the new Stormwater Ordinance for impervious surfaces when projects under \$500.00 were exempt from acquiring a permit. President Stauffer made a motion to eliminate this section from the Codification, thus allowing the Zoning Officer to enforce the Stormwater Ordinance for impervious surfaces. No second to the motion was made to allow for a vote.

X. Mayor's Report

A. State Police Report

Mayor Sanders reported that there were five incidents in the month of August. Mr. and Mrs. Ritz reported to Council that a topiary tree had been taken from their home. Council discussed inquiring with the public if odd theft was occurring in other places in the Borough.

B. Marriages

The Mayor submitted a letter of intent to Borough Council that he was going to perform marriages. Quarterly reports for Council would be required listing the marriages and donations received for those services within the public office of Mayor.

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 Council that he and Mr. Thoman would place the new address marker along Sinsheim Road for the Sewer Authority.

2. Flags and Brackets

Mrs. Roser said she would try to repair the damaged flags and felt some were salvageable. President Stauffer reported that the Zoning Officer was interested in purchasing a new camera so that two cameras could be installed on the Borough Square to oversee accidents that damage poles and flags in the future. President Stauffer also reported that there were six spare brackets at this time but felt that purchasing a dozen more may be prudent for the Borough. President Stauffer would check if new small flags could be donated by the Veterans.

3. Benches for Circle

President Stauffer reported that the benches were ready to be placed back on the circle. Mr. Loeffler replied that he would contact Mr. Thoman to place benches back on the circle.

4. Power Washer

Mr. Heltzel informed Council that he would purchase a power washer for the Borough to store in the main office building for cleaning the salt spreader.

5. Garage Cement Project

President Stauffer was concerned that the cement job needed some wall alteration before the cement could be poured. Council discussed cutting the wall to allow for the new concrete to be poured properly. Mr. Heltzel replied that he would contact Mr. Thoman to cut the wall.

6. Radio System Extended Warranty Options

The Secretary received a radio system extended warranty in the Borough mail. Council discussed the options and opted not to purchase an extended warranty. President Stauffer asked the Secretary Treasurer to contact the Fire Chief to see if the Fire Company had opted for the warranty.

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

No report.

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 Knox Boxes

Mrs. Loeffler reported that the meeting with the churches concerning the emergency evacuation plan locations had produced a decision to place key boxes on the Borough Office building and the Fire Company building to provide the keys for entering the churches in case of an emergency short term need to house victims. Mrs. Loeffler explained that the larger Knox Box key boxes

recommended by the Fire Company Chief, Troy Snyder, cost approximately \$215.00 each. Mrs. Loeffler proposed that the Borough put the monies forward for the Knox Boxes, and said that she would submit the expense in the committee budget considerations in the September 18, 2012 Budget Meeting. Mrs. Loeffler also reported that one church had already insured their building for housing victims, and other churches were still looking into the issue with insurance changes possible. President Stauffer requested that our insurance agent be called to consider the insurance changes to house persons in the Borough building.

2. Ambulance Expense Changes

Mrs. Loeffler reported to Council that no response had been received from Mr. Pero of Spring Grove Ambulance at that time. President Stauffer was interested in how other municipalities were handling the request for an increase in costs. The Secretary Treasurer was requested to find out what other municipalities and ambulance services do for service, and how the new legislation was affecting them.

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

1. 20 York Street

As President Stauffer and the Zoning Officer were reviewing the issues of the sinkhole on 22 York Street wash water from 20 York Street spilled out onto the side street. President Stauffer inquired with the resident to find out that the water was indeed wash water that should be hooked into the main sewer system. The Sewage Enforcement Officer had been contacted and the matter was being handled.

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

1. Snow Removal Procedures

Mr. Loeffler reported that he would inform Council about snow removal costs and hourly rates at the September 18th Budget meeting.

2. Recon/Borough Parking Lot

The Secretary called Recon, the agency used by Fitz & Smith when paving Cedar Street to see if they might be interested in working on the Borough parking lot. No response had been received as yet. Council requested that the Secretary Treasurer contact Recon and set up a meeting for the company to look at our parking lot for future work. Consideration for the metal pipe in the lot would need to be communicated to the Recon agent.

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

The Secretary Treasurer reported that 18 pages of the 28 pages had been submitted but that work on the website was not moving as quickly as expected. The old web site was still on the World Wide Web for basic reference to contacts and our Codification.

XII. New Business

A. PSAB Fall Conference

Mrs. Ritz expressed interest in attending the PSAB Fall Conference. She would be able to commit by the Budget Meeting on September 18th. President Stauffer explained that he had a previous commitment and could not attend.

B. York County 2013 Annual Action Plan

The Secretary Treasurer gave Council a copy of the advertisement for the York County 2013 Annual Action Plan. Council suggested that the engineer attend the event. The event most likely would announce the allocations already applied for that were to be distributed in 2013. The next Block Grant applications would be accepted in 2013 for 2014-2016. Consequently, Jefferson Borough's possible sidewalk project would fall under the next grant submission time-line.

C. Half Staff Flag

The Secretary Treasurer announced to Council that anyone can register to receive an e-mail for government notification for half-staff flag events. The Secretary had entered the Borough Office e-mail, the President's e-mail, and the Mayor's e-mail into the system. If Council was interested they were told to contact www.halfstaff.com to register for notification.

D. September Fest Volunteers

Council members received a memorandum from Kate Werntz of the Spring Grove Regional Park and Recreation Center to volunteer for the Septemberfest event on September 22, 2012.

E. YCBA

President Stauffer announced to Council that the September meeting for the York County Borough's Association was advertised for Thursday, September 27, 2012 in Hallam. The changes to the new Borough Code would be discussed. Interested persons were Mr. & Mrs. Stauffer, Mrs. Loeffler, Mrs. Ritz and Mr. Sanders. The Secretary would register those individuals.

XIII. Old Business

A. Municipal Legal Update Seminar Report

The Secretary Treasurer reported that the Legal Update had been very informative and that several packets of information concerning the topics of different seminars were available for Council review. The Borough Code changes were covered as well as important changes to the Ethic Commission expectations. In light of the seminar about the Ethics Commission, the Secretary suggested advertising for secondary snow plow assistance.

XIV. Communication

A. PSAB Up-Date & Training/ Bookkeeping and Accounting Basics/Fall Conference

B. VNA Thank You

C. Winter Partnership Meeting PennDOT

D. York County Hazard Mitigation Plan

E. Asian Tiger Mosquito

XV. Adjournment

A. Banner Materials

President Stauffer asked if there were any other items for the good of the Borough. Mrs. Roser announced to Council that she had obtained samples of the vinyl and canvas for the new Borough banners. Council passed the samples around the tables. Concern that the vinyl was too weak for a long lasting flag was expressed. However, the cost of the vinyl banner was considerably less expensive. Mr. Loeffler mentioned that if the Borough had to replace them more frequently then the flags were not necessarily more cost effective. President Stauffer reported that Spring Grove had tried the vinyl and that according to the manager Andrew Shaffer, the banners did not hold up for very long. Council would need to consider the matter further.

B. Lion's Club Announcements

Mr. Loeffler announced that the Lion's Club would hold its District 14C Oktoberfest at the Volunteer Fire Company Fire Hall. Additionally, he announced that the Lion's Club would hold the Chicken BBQ on September 30th with presale tickets. Mr. Loeffler had tickets if anyone was interested. Finally, Mr. Loeffler announced that the Ladies Auxiliary was holding a breakfast fundraiser on September 28th.

Mr. Ritz made a motion to adjourn the meeting at 10:26 p.m. Mr. Heltzel seconded the motion. The motion passed with all yeas votes.

Respectfully Submitted,

Deborah Corbin
Recording Secretary
Jefferson Borough