JEFFERSON BOROUGH COUNCIL MEETING MINUTES

AUGUST 3, 2026 - 7:00 pm

Council	In Attendance	Public
Dan Kauffman – President	Kelsey Hoke – Mayor	6 Residents in attendance
Gwen Muntz – Vice President	Connie Wentz – Secretary/Treasurer	
Frank Thomas – ProTem	Jeff Koons – Zoning Officer	
Anne Loeffler – Member	Anthony Lain – CS Davidson – Engineer	
Jason Knowles – Member	Mackenzie Devita – CGA Law Firm – Solicitor	
*absent **late*	Devon Myers– CGA Law Firm*	

**Meeting is being recorded by Resident Faith Kriener.*

1. **CALL TO ORDER –** Council President called the meeting to order at 7:00 pm.
   President opening remarks.
2. **APPROVAL OF JULY 8, 2026 MINUTES**
   - A.Loeffler made the motion to approve of July 8th meeting minutes, G.Muntz seconds. ***Motion carried.***
3. **PUBLIC COMMENT**
   - Faith Kriener – Baltimore St – would like to discuss purchasing the parcel between their property and the Borough property. – Asks about a violation letter that her in-laws received, Zoning Officer will address.
   - Troy Snyder – Fire Chief – discussed calls in the Borough; fire hydrant flow tests.
   - Carla Rebert – Asks about the status of 2 York St; curious on if dispensaries are included in the Ordinance
4. **SOLICITOR**
   - Temporary signage – Ordinance amendment will need to go to the County. Motion to further the temporary sign ordinance to Planning Commission, then County. A.Loeffler motions to do proper steps, F.Thomas second. ***Motion carried.***
   - Internal Facebook Use Policy – was not discussed further at Communication Committee
   - Speed Limit change ordinance – Review of Ordinance provided for review. Lowering limit to 25 mph on York St, Hanover St, Highland Rd. Motion to accept Ordinance – A.Loeffler moves, F.Thomas second. ***Motion carried.***
   - Fire Tax – clarification on what Borough is looking for. Solicitor to research.
   - Data Center – suggests the 75 ft setback. Council was asked if they would like to move forward. Secretary suggests we table to September upon feedback from Planning Commission
   - Personnel issues – suggesting adopting by-law to address issues of personnel.

   Motion to amend the agenda for council to enter executive meeting. J.Knowles motion, G.Muntz second. 4- yay, 1-nay. A.Loeffler votes against. ***Motion carried***. Executive session – 7:48 pm – 8:41pm regular council meeting resumes. - Motion to amend executive session reasons to include pending litigation, A.Loeffler motions, F.Thomas second. ***Motion carried***.
   - Current policies and pending policies need to be added to next month's meeting. A.Loeffler motion, G.Muntz second. **4 -Yays, 1- Nay** - Jason Knowles voted against. ***Motion carried***.
5. **ENGINEER**
   - Data Center/Smoke Vape shop recommendations – discussed previously
   - Design for gazebo – Pictures were taken and is in process for permit.
   - Traffic study – traffic calming study is requested.
   - Streets & signs priority list discussed. Where and what holds importance. Motion made by A.Loeffler, second by G.Muntz for Anthony to pursue pricing options for the various safety issues, starting with crosswalks. ***Motion carried***.
6. **ZONING** - Permit and Ordinance Violation- Reviewed
   - 68 Baltimore St – judgement will be issued to the Borough, violations were not satisfied
   - JA Myers – Warehaus has applied for an extension thru 12/31/2026

   Solicitor, Engineer & Zoning Officer – exits at 9:23 pm
7. **SECRETARY REPORT**
   - Cash Flow, Budget vs. Actual, Income & Expense – A.Loeffler motion, F.Thomas second. ***Motion carried***.
   - Borough office will be closed August 24th – 28th
8. **JEFFERSON CODORUS JOINT SEWER AUTHORITY –** Next meeting September 2nd, 2026
9. **MAYOR REPORT** – Reviewed
10. **COMMITTEE REPORTS/ASSIGNMENTS**
    a. Building, Property, Streets & Sidewalks – D. Kauffman – updates: cannon, bank building, playground,
    b. Finance – A. Loeffler
    c. Lights, Water & Gas – G. Muntz
    d. JVFC/Public Safety and Welfare – F. Thomas – fire co events; police coverage information ($70k for 15 hrs/wk)

Respectfully Submitted by Connie Wentz, Jefferson Borough Secretary

e. Solid Waste and Sewer – J. Knowles
f. Communications – K.Hoke – committee meeting updates; next meeting rescheduled for 6pm

11. OLD BUSINESS

- Wed/Facebook policy – tabled to later date
- Playground bid documents – Detailed discussion regarding bids and recommendation from YSM. Motion to authorize up to $191k, however allow for $152k with possibility of change orders for the alternates, to award project to lowest bidder – Mainstream Services, LLC. A.Loeffler motions, G.Muntz second. ***Motion carried.*** 4- Yay, 1-Nay - J.Knowles objects.

12. NEW BUSINESS

13. PUBLIC COMMENT

ADJOURNMENT **–** Meeting adjourned at 10:53 pm.

Meeting schedule

Organization	Subject	Date
BORO	Council Meeting	1st Monday @ 7:00 pm
JCJSA	Sewer Authority Meeting	1st Weds (odd months) @ 7:00 pm (as needed)
PC	Jefferson Borough Planning Commission	3RD Weds @ 7 pm (as needed)
ZHB	Jefferson Zoning Hearing Board	Last Weds @ 7 pm (as needed)

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