JEFFERSON BOROUGH COUNCIL MEETING MINUTES

SEPTEMBER 8, 2026 - 7:00 pm

Council	In Attendance	Public
Dan Kauffman – President	Kelsey Hoke – Mayor**	5 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	

**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 AUGUST 3, 2026 MINUTES**
   - A.Loeffler made the motion to approve of last month's meeting minutes, F.Thomas seconds. ***Motion carried.***
3. **PUBLIC COMMENT**
4. **SOLICITOR**
   - Baltimore Letter of Credit – was reviewed, and material terms were missing. Will correct and send back.
   - Bylaws samples will be sent via email for review
   - Temporary signage – Ordinance amendment can be lumped together with other ordinances for cost – saving measures. Include Speed limit, data center, vape shop etc. Upon further discussion, it was brought up about waiting on York County's update on the Data Center Ordinance changes and taking that into consideration. We can move along with the other tasks pending.
   - Internal Facebook Use Policy – Solicitor discusses concerns brought up by Communications Committee. Council or committee can vote on Internet Admin. And also defining terms of the policy to apply to any/all situations.
   - Fire Tax – sample provided for review
   - Playground bidding – our low bidder would not sign the contract, putting him into default. There was a clerical error on their part, and they are refusing to sign the contract. Borough's choices are – put back out for bid or go with second bidder – H&H Excavating, who we have worked with before. D.Kauffman reviews information he gathered to show pricing. Suggestion is to go with bidder 2, with putting a few things on hold. Motion made to pull the bond on bidder 1: MainStream Services LLC – A.Loeffler motions, G.Muntz second. ***Motion Carried***. Motion needed to proceed with Bidder 2 – A.Loeffler motion to award to H&H as base bid $177k, with the options of alternate 1 & 2, G.Muntz second. 4-Yay. 1-Nay by J.Knowles. ***Motion carried***.
5. **ENGINEER**
   - Data Center/Smoke Vape shop recommendations – setback language is agreeable. Will watch for changes presented by York County
   - Design for gazebo – designs should be produced by the end of the week
   - Traffic study – discussion with LTAP, will let Council know date of traffic study
   - Crosswalks and signage summary presented for review and discussion. Est cost around $16k for signs and thermoplasty crosswalks. Will get updated proposals for improving the current 8 crosswalks at the square. Motion to get supplies for Maintenance to start the work that can be done in house. A.Loeffler motions, G.Muntz second. ***Motion carried.***
   - Grants upcoming – no new update for Fire Company, no decision has been made. Other grants can be sought out for planning, comprehensive maps, etc. Statewide grants are open and available with no match, up to Nov 30th. Suggestion for heating system improvements. Submission in with Codorus Township may be a better chance.
   - J.Knowles asks Engineer about Berlin St about standstill water in the area from the corn field to Krafts Mill Rd. Anthony will speak to Ltap when they come out.

   ***Mayor entered meeting at 7:28 pm*
6. **ZONING** - Permit and Ordinance Violation- Reviewed

   Solicitor, Engineer & Zoning Officer – exits at 8:16 pm
7. **SECRETARY REPORT**
   - Cash Flow, Budget vs. Actual, Income & Expense – A.Loeffler motion, G.Muntz second. ***Motion carried***.
   - A.Loeffler to attend both YCBA Dinner and PSAB Fall conference
8. **JEFFERSON CODORUS JOINT SEWER AUTHORITY –** Next meeting November 4, 2026
9. **MAYOR REPORT** – Reviewed
10. **COMMITTEE REPORTS/ASSIGNMENTS**
    a. Building, Property, Streets & Sidewalks – D. Kauffman
    b. Finance – A. Loeffler

Respectfully Submitted by Connie Wentz, Jefferson Borough Secretary

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c. Lights, Water & Gas – G. Muntz
d. JVFC/Public Safety and Welfare – F. Thomas
e. Solid Waste and Sewer – J. Knowles
f. Communications – K.Hoke – Water pressure survey. Motion to approve electronic survey. A.Loeffler motions. J.Knowles second. ***Motion carried.*** Borough signs – 2 quotes reviewed. President seeks budget amount to approve. A.Loeffler motions to approve purchase of sign to no more than $4,000. J.Knowles second. ***Motion carried.***

11. OLD BUSINESS

12. NEW BUSINESS

- J.Knowles discusses resident concerns regarding stray cats.

13. PUBLIC COMMENT

- Carla Rebert updates on church water main issue.

ADJOURNMENT **–** Meeting adjourned at 9:21 pm.

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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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