

**Jefferson Borough
Regular Meeting Minutes
April 2, 2007**

Council Members Present

Marlyn Stauffer- President
Conrad Eiben- Vice President
Dawn (Pat) Roser
F. Richard Yingling, Sr.
Wilson (Sam) Heltzel
Edward Criss
Dan Gibson

Council Members Absent

Also Present

Mayor Robert Green
Secretary /Treasurer - Dolores Barczak
Assistant Secretary- Deborah Corbin

Also Absent

Zoning Officer- David Unger
Solicitor -Jeffrey L. Rehmeier II
Engineer- Jason Reichard

I. Call to Order

The April 2, 2007 Regular Meeting was called to order at 7:01 p.m. by President Marlyn Stauffer with the pledge to the flag of the United States of America.

II. Approval of Minutes

Mr. Stauffer and Ms. Barczak made corrections to the minutes. A motion to accept the March 5, 2007 minutes with clerical changes was made by Mr. Sam Heltzel, seconded by Mr. Criss. Motion carried.

III. Engineer's Report

Verizon Reimbursement

The Borough is waiting for reimbursement from Verizon through C.S. Davidson. This reimbursement was for payment to Doug Lamb for cement work done in front of Peoples Bank. C.S. Davidson is working on the reimbursement.

Act 537

Act 537 has been submitted to C.S. Davidson for reimbursement to the Borough. Ms. Barczak reported that the Borough is expecting \$16,965.69 back from the Department of Environmental Protection. The estimated time frame is 4-6 weeks.

Growing Greener

Mr. Stauffer reported that he and Mr. Reichard looked at two possible projects in the Borough for the Growing Greener grant initiative. One project was located on N. Spruce Street. The other was located along 516. Unfortunately, after looking at these two projects, Mr. Reichard informed Mr. Stauffer that neither one would qualify for the program.

Senft Road Project

The Engineer has forwarded no information on the Senft Road project. Questions and results of project specifications are tabled until the May meeting.

Circle Curbing

A new estimate was submitted to the Council for review. The newest quote for reworking the circle is \$49,090.00. Council members had several questions about items on the estimate that seemed unnecessary for the project. These questions will have to be tabled until Mr. Reichard is present to answer them.

IV. Solicitor's Report

Ordinance No. 2007-5

The discussion of Ordinance No. 2007-5 has been tabled until May. At this time the Zoning Officer, Mr. Unger, and the Solicitor, Mr. Rehmeier, are in communication as to the Ordinance specifics of subdivision plan submission. Mr. Eiben requested that the Secretary check to see if the number of Planning Commission members can be amended in this Ordinance as a piggyback clause. The original Ordinance designating the Planning Commission states that there are eight members, specifically those founding the Planning Commission.

Ordinances Restricting Sex Offender's Residency

The Council Members have all reviewed several ordinances submitted by the Solicitor regarding restrictions to the residency of sex offenders. The enforcement of these ordinances was stated as a police-force matter. A question whether the state police would cover Jefferson Borough in this regard was made. Mr. Stauffer was concerned that the Borough would incur fees for the drafting of an ordinance that would not be enforceable. Mr. Eiben noted that the restrictions are largely based on school proximity, and wondered if the Jefferson Preschool in town would qualify as a legitimate school for the residency ordinance to be effective. Mayor Green announced that the present Lieutenant Gebhart was shifting into a different position. Mayor Green offered to inquire with the state police about the enforceability of such an ordinance in Jefferson. He will report back to the Council in May.

Marriage Fund Communication

Mr. Stauffer communicated the possibility to Council of charging the Marriage Fund a \$20.00 monthly fee for the handling of the Marriage Fund accounts. The March 27th letter from the Solicitor Jeffrey L. Rehmeier II suggested this as a possible solution. It was noted that this fee would be prorated from January 2006 to the present month. A formal invoice will be submitted by the Borough to the Marriage Fund for payment into the General fund. Mayor Green had no objections to the writing of a resolution to this effect. Mr. Eiben asked if this measure could become part of the Mayor's Fees Ordinance that is currently being drafted, Ordinance No. 2007-4. The Secretary is requested to inquire with the Solicitor on this matter. Mr. Sam Heltzel made a motion to charge the Marriage Fund \$20.00 per month, retroactive from January 2006, for the handling of deposits, and payments, from the Marriage Fund. Mr. Eiben seconded the motion. Motion carried.

V. Executive Session

The Council met for an executive session at 7:15 for a personnel matter. The session ended at 7:24 p.m.

VI. Invitation for Residents to Speak

Sherry Shearer was present to represent her personal interests in the final grading of the closed Elm Street throughway. She stated that the previous grading left very limited space for her to get into and out of her garage. There is only ½ of a car length of stone for her and her husband to turn around in. Additionally, the new neighbors are parking in the old alley space without recognizing ½ of that old throughway as being in the Shearer's ownership at this time. Finally, Mrs. Shearer noticed that since the original grading there is water is pooling in front of the neighbor's house. The Secretary is requested to contact Mr. Reichard about the final grading and seeding of the closed Elm Street project as Pflumm's employees need to be informed of the resident's requests.

Mr. Jim Sanders was present to represent his concerns about a property on Burns Road that he sold to Scott Rill. Mr. Sanders' complaint was that the property was not being cared for and was in need of mowing. Mr. Stauffer reminded Council and others present that this property was in

litigation due to a lightning strike that was keeping the owner from developing the lot in question. Mr. Saunders replied that he had offered to help Mr. Rill with the expense of the removal of the lightning strike from the property plans. He also said he would be willing to help with the mowing of the property in question. The Secretary is requested to submit a mowing ordinance letter to Mr. Rill.

Pastor Brenda Brenneman from Christ U C Church was present to inquire about erecting a sign for a church function. The council referred her to the Zoning Book regulations and suggested contacting the Zoning Officer, Mr. Unger, to confirm proper sign regulations. Pastor Brenneman was also there to offer monies from the church to facilitate the purchase of a banner for the town. Mr. Yingling confirmed that the banner materials were previewed and that each banner was going to cost approximately \$85.00.

Mayor green offered to purchase two banners from the Marriage Fund. Mr. Yingling made a motion to buy two banners for the town from the Marriage Fund at Mayor Green's request. Mr. Eiben seconded the motion. Motion carried.

VII. Treasurer's Report

Ms. Dolores Barczak read the Treasurer's Report as of March 31, 2007 to the Council.

Current Assets

Checking/ Savings	
100.000 - General Fund	\$7,015.23
102.000 - Highway Fund	\$768.87
103.000 - Capital Improvement Fund	\$69,912.00
104.000 - Centennial Fund	\$6,783.00
106.000 - CD – Burns Road Improvements	\$20,000.00
108.000 - Marriage Fund	\$27,948.29
Total Checking / Savings	\$132,427.39
Total Assets	\$132,427.39

President Stauffer asked Council for a motion to approve a transfer of funds from the Capital Improvement Fund to the General Fund for the payment of bills. Mr. Eiben made a motion to transfer \$15,000.00 from the Capital Improvement Fund to the General Fund for the payment of bills. Seconded by Mr. Sam Heltzel. Motion carried.

Ms. Barczak announced that the Borough would receive \$15,148.73 from the Liquid Fuels reimbursement for 2007 for the highway fund. This amount will reflect in the May report. Additionally, Ms. Barczak announced the submission of a matured unclaimed water bond to the Commonwealth of Pennsylvania Treasury Department in the amount of \$5,190.00.

An inquiry as to the miscellaneous revenue of \$380.00 and miscellaneous expenditures of \$480.00 was made. Ms. Barczak is requested to pull that information and report to Council in May.

Mr. Sam Heltzel made a motion to accept the Treasurers report with possible explanations. Seconded by Mr. Eiben. Motion carried.

Mr. Yingling made a motion to approve the payment of bills for March. Seconded by Mrs. Roser. Motion carried.

Mrs. Roser made a motion to approve the payment of the Marriage Fund vouchers for February. Seconded by Mr. Criss. Motion carried.

VIII. Joint Sewer Authority Report

No report.

IX. Zoning Officer Report

No permits were issued for the month of March.

Planning

The revised plans for the Graystone Subdivision have not been submitted for review.

Zoning

New office hours will be posted at all municipalities by April 9th. No new cases for the Zoning Hearing Board were submitted for review.

Code Issues

Current investigations include a picture and letter to be sent for a 2076-abandoned automobile. Work being done at 12 Berlin Street without a permit. Possible home occupation with commercial vehicle on the property / grass at 49 York Street.

A copy of the Hopper / Curry subdivision plan has been submitted to Mr. Unger for his responses. He has also been asked to look at the Crone property for violations of vehicles.

X. Planning Commission Report

No meeting was held in March due to the Chairman being called out of town.

Mr. Holley was present to request a letter to be issued by the Borough to the York County Conservation District in reference to the renewal of the NPDES permit for Codorus Estates. The letter would allow for Codorus Estates to receive the permit before the 30-day standard waiting period. Mr. Eiben made a motion to expedite the NPDES permit for Codorus Estates by writing a letter to the York County Conservation District to that effect. Seconded by Mr. Sam Heltzel. Motion carried.

Mr. Holley hoped to be in control of the reviewed Graystone Plans by this time. The York County Planning Commission has submitted comments on the Graystone plans and were very specific as to the recommended changes for the plan to pass review. Mr. Eiben reports that these recommendations were at least as stringent as the Borough Planning Commission's initial review. Mr. Debrabender is interested in purchasing the plans and changing the development from a 70 to a 48 home plan. The new plans have been submitted for the April Planning Commission meeting, and will be reviewed then.

Mr. Eiben also submitted an inquiry about the Planning Commission Ordinance NO. 71-2 that states that there shall be eight Planning Commission members. As the Planning Commission stands now there are four members. Mr. Eiben was concerned whether the present Commission was lawful. Mr. Stauffer requested the Assistant Secretary submit the ordinance to the Solicitor for review.

Mr. Eiben stated he would provide the Borough Office with the letter for Burns Road Bonding Surety for Hardwood.

XI. Mayor's Report

Mayor Green announced that no state police report was submitted for March at this time. Mayor Green announced that the Emergency Management meeting for elected officials on March 28th,

the Healthy York affordable housing strategies, and section 8 discussions this month were very informative.

XII. Communications

Mr. Stauffer reported that our Borough couldn't apply for another grant from the same grantor, in this case DCED, until we close out the previous grant for the park.

The truck is at the service station for minor repairs.

XIII. Committee Reports

A. Building Property and Supply – Mr. Criss reported that the condensing units in the back of the Borough building have been moved to a location where snow falling from the roof will not hit the units. Mr. Criss also reported that where the gutter seams wrap around the building there seems to be some leakage. He reported that this needed to be looked at more carefully. The downspouts may not all be connected to proper drainage. These items would need further investigation to check for rust and proper drain basins. Mr. Gibson offered to bring his 40' ladder and look at the gutter system and seams with Mr. Criss.

Mr. Criss also looked at the Borough shed with Mr. Adam Heltzel and they will move the poles into the building. Mr. Criss also announced that he would spread cinder and dirt around the shed to make a wall so that water run-off would not enter the shed. Mr. Stauffer advised Mr. Criss to check the pile of stone carefully as it may contain nails or other building debris. Each room in the Borough building will only have one new radiator. The hall inset needs trim before the bell can be moved into that space. Mr. Stauffer will talk to Mr. Newcomer about completing the job.

Mr. Stauffer noticed that Mr. Adam Heltzel is fulfilling most of his hours during the last week of the month. He is concerned because there are details that need to be attended to during the month.

Mr. Criss suggested that Ms. Ginger check things in the building while she is cleaning to update the Borough on things Adam needs to attend to. Ms. Barczak noted that Ms. Ginger does leave notes about lights, toilets and other items. Mr. Criss feels we should allow Mr. Adam Heltzel the opportunity to fulfill his duties. Mr. Stauffer said he would call Mr. Adam Heltzel and sit down with him to have him review and sign the Caretaker Duties sheet.

B. Finance – Mr. Eiben received a letter from Aflack and is interested in reviewing the Borough's insurance coverage to see if Aflack has a better deal. As our current insurance policy is renewed in the summer, Mr. Eiben would like to have another quote from a different insurance company to compare prices and coverage.

C. Light Water & Gas – No report.

D. Public Safety and Welfare – Mr. Yingling requested that the information on the West Nile Virus be included in the Spring Newsletter.

E. Solid Waste and Sewer - The UCC requires an inspection by a certified plumber for sewer connections from houses to public sewer lines.

F. Streets and Sidewalks –Mr. Stauffer reported that a stop sign would need to be installed on Cherry Street near Zack Thoman's property, as it is dangerous for travelers. Mr. Stauffer will have a stop sign put in.

Mr. Eisenhart asked Council if they would consider making the oval at the center of town a circle to try and alleviate the issues of continual repair to the edges of the oval. Mr. Stauffer's concern

is for the drains, which are set next to the oval on the street for run-off. The question is whether these drains would have to be moved, which could be quite expensive. Mayor Green announced that the Penn Dot maps do not show an oval in Jefferson, and since trucks are not allowed to pass through Hanover they come through Jefferson. The question of how much it costs the Borough in the course of a year is asked. Mr. Stauffer announces that it is not overly expensive for each hit but that it adds up. Mr. Stauffer requested review of the average costs and reporting back to Council next month.

XIV. Old Business

- A. East Oak Street Parking in Alley – Mrs. Roser reports that there seems to be no-one parking in the alley, and that the Boyer property appears to be fixed from the plowing damage. Mayor Green reported that Kinsley has moved a hydrant along Highland Ave. and the curbing is disturbed. He reports that the curbing in question falls in the Borough's section of paved road. Mr. Stauffer said he would look at the problem.
- B. Stop Sign Transfer – The stop sign at the top of Highland and Baltimore Street still needs to be replaced by a less faded sign.
- C. Caretaker Job Description – This item was discussed earlier and Mr. Adam Heltzel will be invited to sign the job description.
- D. Air Conditioner Prices for Newsletter – Mr. Stauffer asked whether the newsletter should advertise the units as a closed bid or a set price. The units are 220 volts and 17,200 BTU. Mr. Heltzel noticed that the invoice presented to Council also reflected the installation costs. It is decided that the newsletter should advertise for bids to start at \$100.00, and that Council would have power to reject the bids if they are too low.

XV. New Business

- A. Allocation of Staff to the Census Local Update of Census Addresses (LUCA) Program – The Council advised watching for continued information in the mail for the census project. We will be staffing volunteers for the project when the time comes. Mayor Green announced that Jefferson is not listed as a low to middle income housing, and the town should be listed as such for the census.
- B. Election Information in Newsletter – Borough Council is going to need three new members for the next election. One available seat is a two-year term and two seats are four-year terms. Mayor Green announced that he knows three people who may be interested, and that primary write-ins must have signatures from the same party. Independent candidates have from March 7 to August 15 to submit, and a person belonging to any party may sign their nomination letter. Council requests that an advertisement in the Jefferson Newsletter reflect that Jefferson Borough Council is looking for three new members.
- C. Motion to Accept Marriage Fund Handling Costs – This item was covered in the Solicitor's Report.
- D. Block Watch – Mrs. Roser attended a Block Watch meeting. The National Night Out celebration will be held the 1st Tuesday in August. The Jefferson Borough Council will be donating \$225.00 for the event.
- E. Emergency Management Services – Emergency Management Services (EMS) will provide buses for Borough evacuation if gas lines are found to be leaking. The services provided are dependent on the wind direction and the threat the gas leak is causing the town. The EMS headquarters is the Jefferson Borough Building. Board Members were advised by Mayor Green to call 911 if anyone detected the smell of the additive put into the gas lines. The fireman will

determine if an EMA Director should be called. If more than one township is involved, an EMA Director may contact the York County authorities to take control of the situation. Mayor Green also informed the Council that the emergency shelter for North Codorus is the Community Center, and that the Red Cross will provide shelter in Spring Grove in the event of an emergency. Mr. Criss responded that he had looked at the pamphlet for the gas program, but that as a commercial entity we are not eligible for the program.

F. Recreation Board – The Recreation Board has dissolved and will return the \$400.00 donation for baseball equipment and supplies to the Jefferson Borough General Fund.

XVI. Adjourn

A motion to adjourn the meeting was made by Mr. Sam Heltzel at 9:06 p.m., seconded by Mr. Yingling. Motion carried.

Respectfully Submitted,
Deborah Jean Corbin
Assistant Secretary / Jefferson Borough