

**Jacobus Borough Council Meeting Minutes
December 7, 2011**

Jacobus Borough Council met on the above date at the Borough Municipal Building. Council President Brian Dell called the meeting to order @ 7:00 p.m., and followed with a Prayer and the Pledge of Allegiance. Secretary Cynthia Ferree called roll. In attendance were: Council President Brian Dell, Mayor Greg Gruendler, Council Vice President Bill Eshenour and Council Members: Jeff Hammers, Judy Gregory, Lance Beard and Roger Coleman, and Solicitor Dave Jones. Council member Sandy Sheffer was absent. Councilwoman Sandy Sheffer, arrived at approximately 7:08 p.m.

Approval of Council Minutes

Jacobus Borough Council reviewed the minutes from the Council Meeting of November 2, 2011. *Councilwoman Judy Gregory made a motion to approve the minutes of the November 2, 2011 Council Meeting as presented. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.*

Approval of Treasurer's Report

Secretary Ferree presented the Treasurer's Report for November 2011. *A motion was made by Councilman Lance Beard to approve the November 2011 Treasurer's Report as presented. Councilman Roger Coleman seconded the motion. Motion carried unanimously. The Treasurer's report will be filed for audit.*

Persons on Agenda/Public Participation

- A. Katy Gammage, 119 Farmington Drive – Mrs. Gammage discussed a matter of concern regarding the hill at the back of her property at 119 Farmington Drive with Borough Council. Jacobus Borough will provide Katy with documentation on file in the Municipal Office at the time the home was being built.

Action Taken

- A. 2012 Proposed General Fund Budget – *A motion was made by Councilman Jeff Hammers to adopt the 2012 General Fund Budget for \$451,076.00 as proposed. Councilman Lance Beard seconded the motion. Motion carried unanimously.*
- B. Code of Ordinances – *Councilman Jeff Hammers made a motion to approve Ordinance 2011-4, "An Ordinance to adopt and enact revisions to and codification of the Code of Ordinances of Jacobus Borough...". The motion was seconded by Councilwoman Judy Gregory. Motion carried unanimously.*
- C. 2012 Tax Levy – *A motion was made by Councilman Jeff Hammers to approve Ordinance 2011-5, "Tax Levy ordinance For Fiscal Year 2012...". Council Vice President Bill Eshenour seconded the motion. Motion carried unanimously. The 2012 Tax Levy is set at 1.7 mils.*
- D. Transient Retail Business – *Councilman Lance Beard made a motion to approve Ordinance 2011-6, "An Ordinance of Jacobus Borough...Amending & Restating...Licensing and Regulation of Transient Retail Businesses. The motion was seconded by Councilman Roger Coleman. Motion carried unanimously.*
- E. Refuse & Recycling – *A motion was made by Councilman Jeff Hammers to approve Ordinance 2011-7, "An Ordinance Amending Article I, Garbage and Refuse Collection and Article II, Recycling of Chapter 194, 'Solid Waste'...". Council Vice President Bill Eshenour seconded the motion. Motion carried unanimously.*
- F. Parking Regulations – Following further discussion regarding the traffic study completed for the East side of N. Main Street, North of Meadow Street, Borough Council, as approved at the November Council Meeting, authorized Stock and Leader to proceed with the advertisement of an amendment to the Borough's 'No Parking' Ordinance according to the results of the traffic study.
- G. Borough Appointments – *Council Vice President Bill Eshenour made a motion to approve Resolution 2011-8, "A Resolution appointing Residents to Serve as Members of the Borough Planning Commission, ... Zoning Hearing Board, ...Sewer Authority... ("JLS)". The appointments are as follows:*
- *JBPC – Matthew D. Wise; Term Expiration 12/31/15*
 - *ZHB – Darrell R. Keener; Term Expiration 12/31/14*
 - *JBSA – John C. Coleman; Term Expiration 12/31/16*
 - *JLS, Jacobus Representative – Terri Dillon; Term Expiration 12/31/12*
 - *YATB, Jacobus Representative – Roger W. Coleman*
- The motion was seconded by Councilman Lance Beard. Motion carried unanimously.*
- H. Animal Control – *A motion was made by Councilman Roger Coleman to approve the 2012 contract with Hemler/ACS for animal control in Jacobus Borough. Councilwoman Judy Gregory seconded the motion. Motion carried unanimously. In lieu of Terry Hemler's passing, the contract will be signed upon receipt of a new contract containing Joyce Hemler's signature.*
- I. Animal Shelter – *Councilwoman Sandy Sheffer made a motion to approve the 2012 contract with the SPCA, as presented. The motion was seconded by Council Vice President Bill Eshenour. Motion carried with one 'Nay' vote.*
- J. Acker SDDL – *Councilman Lance Beard made a motion to approve the release of a "Municipal Land Use" letter to K. Eugene Shank, Inc. to be included with their submission of a NPDES Permit application related to the Acker SDDL project. The motion was seconded by Councilwoman Judy Gregory. Motion carried unanimously.*
- K. Federal Surplus Property Program – *A motion was made by Council Vice President Bill Eshenour to re-register in the Federal Surplus Property Program in order to be eligible for continued participation in the program. Authorized Representatives for Jacobus*

Borough are as follows: Mayor Gregory Gruendler, Councilmen Jeff Hammers & Roger Coleman and Secretary-Treasurer Cynthia Ferree. Councilman Roger Coleman seconded the motion. Motion carried unanimously.

- L. *Refuse & Recycling – Council Vice President Bill Eshenour made a motion to approve \$196.00 as the 2012 Refuse & Recycling billing rate for non-profit properties in Jacobus Borough & two Springfield Township properties receiving curbside service under Jacobus Borough’s contract with Penn Waste, Inc. The motion was seconded by Councilman Roger Coleman. Motion carried unanimously.*
- M. *2012 Reorganization Meeting & Meeting Calendar – A motion was made by Council Vice President Bill Eshenour to approve advertising the 2012 Meeting Schedule as follows: Reorganization Meeting- Jan. 3; Council Meetings- 1st Wed. of each Month with the exception of July- Jan. 4, Feb. 1, Mar. 7, Apr. 4, May 2, June 6, July 2 (Mon.), Aug. 1, Sept. 5, Oct. 3, Nov. 7, Dec. 5; JB Planning Commission- 3rd Wed. of each month- as needed only; JB Zoning Hearing Board- Meets Upon Need Only. All meetings begin at 7:00 p.m. and are held in the Jacobus Borough Municipal Building. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.*

Borough Reports

- A. **Mayor** – Mayor Gruendler reported/presented: *Police Report- 54.75 Police Service Hrs & 25.76 Admin. Hrs. in Oct; *District Court report for Oct/\$643.10 received for Local Ordinance & Vehicle Code Violations; *No Fire Police requests; *Vandalism- Traffic Control & Other Signs, Vehicles hit with BB’s; *Voicemail received- Resident dissatisfied w/stormwater control hump in driveway/No further action will be taken
- B. **Secretary** – Cindy reported/presented: *MS4 Permit extended to March 2013; *PA Withholding Liability- Notice received that beginning with the Jan. 2012 liability, payments must be filed monthly instead of quarterly; *Portable Toilet Contract f/2012 Park Season- Quote received from Tiger Trash/Add’l quotes will be acquired from other companies early in 2012; *The Borough’s annual Audit is scheduled for Jan. 30-Feb. 2 with SF & Co.; *ECode Seminar Highlights; *QuickBooks 2012 Update discussed- no updates will be done at this time; *Traffic Detour f/bridge repairs on Reynolds Mill Road in Spring 2012- No concerns with traffic being re-routed into Jacobus; *Discussed need & type of permit for a Holiday Vendor Show being held @ Lakeview Park on Dec. 17th- A TRML Permit will be issued to the organizer of the event; *Schedule for Cindy’s remaining vacation days for 2011
- C. **BCO** – *Mike Hammers reported: *1 Zoning Permit issued- Outbuilding Replacement @ 2 N. Main St. and 2 UCC Permits issued for the installation of Solar Panels
- D. **EMC Report** – *Discussed complaint of siren activated at night & suggestion of silencing it between 7:00 p.m. & 6:00 a.m. The Mayor and Borough Council are in agreement the siren is a necessary, and exceptional, tool to alert its citizens of public safety matters. It was also noted the siren is activated a few seconds before the call comes through on the pagers & radios and would most likely operate should their be a malfunction to the emergency radio system. No action will be taken on this matter.
- E. **JBSA Report** – *The Authority is operating with a full board since John Coleman’s appointment to the vacant seat; *The leak in the Pumping Station at “The Woods @ Lake Redman” has been ‘mostly’ repaired. A small leak still remains, but is not serious at this time; *Discussed PA One Call Notifications-Cost
- F. **Solicitor** – *Discussed Council’s questions regarding a Municipality’s Liability in Child Safety matters; *Amendments to Acts regarding the Commonwealth’s requirements of Municipalities to bid and advertise for purchases and contracts- Telephone Quotes: increased from \$4,000.00 to \$10,000.00 to between \$10,000.00 & \$18,500.00, Advertise for Bids: Increased from over \$10,000.00 to those in excess of \$18,500.00
- G. **Finance & Budget Committee** - *Review of Fee Schedule- Changes and/or Suggestions should be presented for approval at the Borough’s Reorganization Meeting on Jan. 3, 2012.
- H. **Streets** – *Woodland Drive Stormwater control ‘humps’ – Discussed in Mayor’s report.
- I. **Refuse/Recycling Committee** – *Information from YC Solid Waste Authority regarding the “Covered Device Recycling Act” was presented by Sec. Ferree. Cindy will research the requirements & procedures for a municipality to become a satellite collection point.
- J. **Buildings and Grounds** – *Lighting outside of the Municipal Building was discussed. Since the awning was installed the light above the door is partially blocked. Lance will contact Randy Miller to look at options for add’l lighting outside the building.
- K. **Community Events** – *Councilwoman Sandy Sheffer- Food & Gift Cards were arranged and/or purchased from Brown’s Orchards & Paesano’s. Mr. Musso also donated an additional gift certificate from his business. Everything is ready for the Christmas Tree Lighting ceremony set for this Saturday, December 10, 2011 @ 6:30 p.m.
- L. **JLS Recreation Association** – *No report
- M. **Other** – No ‘Other’ Reports

Unfinished Business

- A. **Park Security Committee** – The DVR Security System is scheduled to be installed at the Borough’s community park, December 8 & 9, 2011, along with internet service by Comcast on the 9th.
- B. **Stormwater Ordinance** – No new report

New Business

- A. No ‘New Business’ to discuss.

Correspondence

The following have been received and are on file for a limited time in the Borough Office:

- A. "Change of Command" Invitation @ District Court 19-3-04, Wed., Dec. 21st from 1:00-4:00 p.m.
- B. 9th Annual Farm Show Public Officials Day Invitation, Thurs., Jan. 12, 2012 all day; Brunch @ 11 a.m., RSVP due 1/5/12
- C. Leadership York Invitation to Participate – Spring 5-Session Orientation; Registration due 3/9/2012
- D. Watershed Alliance of York (WAY) – Education & Outreach to MS4 Partners; Services provided
- E. 2011 Emergency Official Manual – Pipeline Emergency Response Planning Information/Emergency Preparedness Report
- F. Misc. Monthly, Quarterly & Annual Reports/Newsletters

Bills

- A. *Councilman Jeff Hammers made a motion to approve November 2011 General Fund expenses in the amount of \$34,758.46 and to authorize disbursement of 2011 December-to-Date expenses in the amount of \$7,207.55 from the GF & \$1,022.25 from the Liquid Fuels Fund as presented in the Treasurer's report. The motion was seconded by Councilman Lance Beard. Motion carried unanimously.*

Other Business

No 'Other Business' to report.

Adjournment

Councilman Lance Beard made a motion to adjourn the meeting at 10:18 p.m. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.

Jacobus Borough Council will meet next on January 4, 2012 at 7:00 p.m.

Respectfully submitted,

Cynthia M. Ferree
Secretary/Treasurer
Jacobus Borough Council

* - Denotes a change in subject