

**Jacobus Borough Council Meeting**  
**Meeting Date: February 6, 2019**

**Call to Order**

Council President Roger Coleman called the meeting to order at 7:00 p.m.

**Opening Invocation and Pledge of Allegiance**

Invocation was offered by Council President Roger Coleman and was followed with the Pledge of Allegiance led by Council Member Kathie Cavanagh.

**Roll Call**

Cynthia Ferree called roll. Present were Council President (CP) Roger Coleman, Council Vice President (CVP) Lance Beard and Council Members (CMs): Kathie Cavanagh, Brian Dell, Jeff Hammers, Sandy Sheffer and Donald Wright; and Mayor (MYR) Greg Gruendler and Sarah Doyle, Esquire.

**Minutes and Treasurer's Report**

1. Minutes of January Council Meeting – **CM Brian Dell made a motion to approve the January 3, 2019 Council Minutes as presented. The motion was seconded by CM Donald Wright. Motion carried unanimously.**
2. Treasurer's Report – **A motion was made by CM Sandy Sheffer to approve the January 2019 Treasurer's Report for audit as presented. CM Donald Wright seconded the motion. Motion carried unanimously.**

**Persons on the Agenda/Public Participation**

- A. Jason Aspito, Backyard University – Mr. Aspito was present to request use of the Borough's ballfield, restroom building and dugout storage at Jacobus Community Park for the 2019 baseball season. The team will request use of the field 2 to 3 times per week for games and practice. **CM Donald Wright made a motion to approve use of the Borough's ballfield, restroom building and dugout storage at Jacobus Community Park by Backyard University for its 2019 baseball season. The approval is contingent on execution of the "License Agreement" and payment of the License Agreement fee, which is to be set at the same rate as paid in 2018, or \$150.00. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.**
- B. Tyler Anderson, York Co. Adult Recreation League – Mr. Anderson was present to request use of the Borough's ballfield, restroom building and dugout storage at Jacobus Community Park by the York County Adult Sunday League for the 2019 baseball season. The team plays on Sundays only but if scheduling allows the team may request field time for practicing. **A motion was made by CM Brian Dell to approve the use of the ballfield, restroom building and dugout storage at Jacobus Community Park by the York County Adult Sunday League for its 2019 baseball season. The approval is contingent on execution of the "License Agreement" and payment of the License Agreement fee set at the 2018 rate, or \$150.00. CM Donald Wright seconded the motion. Motion carried unanimously.** Both teams were informed and understand that scheduling of the ballfield will be handled by Jed Larkin of the Jacobus "Jackals" Team; as recommended for approval later on the agenda.
- C. Seth Predix, 17 S. Main St. Property – Mr. Predix stated he is under a sales agreement with William Acker to purchase the property at 17 S. Main Street and that he was present to clarify items related to the recorded SDLD plan for the property. Questions included the amount owed in "Recreation Fees" to the Borough, which is \$20,000.00, and whether tapping fees and EDU's (Equivalent Dwelling Units) were paid and purchased. Information available was that two (2) tapping fees were paid and fourteen (14) EDU's were purchased in addition to the two (2) that were already with the property prior to the SDLD plan. Upon hearing further questions, Solicitor Sarah Doyle stated to Mr. Predix that this matter falls under the SALDO (Subdivision and Land Development Ordinance) and he should direct his questions, which require review of the recorded SDLD plan for the proper responses, to the Borough's Engineering and Soliciting Firms of Record. She also stated Mr. Predix and/or his company would be responsible for reimbursing the Borough for all related Engineer and Solicitor fees.
- D. Robert Powell, Resident – Mr. Powell was present to discuss a stormwater issue occurring on his property which started when brush was cleared and large slabs of concrete were placed behind the fence at the back of John's RV & Trailer Center property. The stormwater has taken out some of his trees and continues to cause damage to his property, and he would like to know if he has any recourse or options to have this matter corrected. Upon inquiry, Mr. Powell stated that he did speak with John and that John had made some improvements but he continues to have water and erosion issues on his property. He has also spoken with Mike Hammers, Code Enforcement Officer for Jacobus Borough. Mr. Powell was directed by the Borough's Solicitor to consult with Mike so that Mike can determine if there are any stormwater management violations.

**Action to be Taken**

- A. Resolution 2019-2 - **CM Brian Dell made a motion to approve Resolution 2019-2, adopting the 2018 York County Hazard Mitigation Plan. The motion was seconded by CM Donald Wright. Motion carried unanimously.**
- B. Resolution 2019-3 – **A motion was made by CM Donald Wright to approve Resolution 2019-3, "...appointing and adopting as police of the Borough... Officers of the York Area Regional Police Department.". CM Lance Beard seconded the motion. Motion carried unanimously.**
- C. 2019 Fire Police Non-Emergency Events List - **CM Donald Wright made a motion to approve the 2019 Non-Emergency Events List for the Fire Police of Goodwill Fire Co. No. 1, Station 18, as presented. CM Brian Dell seconded the motion. Motion carried unanimously.**

- D. 2019 GWF Co. Roster/Officer & Non-Emergency Events List – *A motion was made by CM Lance Beard to approve the Roster/Officer and Non-Emergency Events Lists for Goodwill Fire Company No. 1, Station 18. CM Donald Wright seconded the motion. Motion carried unanimously.*
- E. Tennis for Kids – *CM Brian Dell made a motion to approve the use of the Borough’s tennis courts by the “Tennis for Kids” organization for its 2019 program as presented, contingent on receipt of a “Certificate of Liability Insurance” and a statement that the organization is in compliance with the Child Protection Law. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.*
- F. Jacobus Baseball Team – *A motion was made by CM Brian Dell to approve a written request from Jed Larkin of Jacobus Men’s Baseball Team, Susquehanna League, to use the Borough’s baseball field, restroom building, and dugout storage for the 2019 baseball season; and approve his request that ‘maintenance’ materials be purchased by the Borough as needed for the team throughout the season, up to a maximum of \$1,000.00. Jed agrees to schedule the field for the Borough during the 2019 baseball season, and he and the team will continue to improve and maintain the diamond. The 2019 License Agreement fees are waived for the Jacobus Men’s Baseball Team’s use of the field in lieu of field maintenance. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.*

**Borough Reports**

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: \*YARPD report/December 2018- 144.97 Service Hrs./19.25 Admin. Hours/93.91 Running Hours//9 Response Calls as listed on “Activity Report//No Alarm Responses; \*District Court Report/December 2018- \$125.89 Vehicle Code Violations/\$0.00 Local Ordinance Violations; \*Fire Police Requests- *CM Donald Wright made a motion to approve the following request for assistance of Jacobus Fire Police- Spartan’s Half Marathon on the Heritage Rail Trail scheduled for April 28, 2019 and beginning at 8:00 a.m. Assistance is requested at the intersection of the Days Mill Road crossing. The motion was seconded by CM Brian Dell. Motion carried unanimously*; \*Meetings/Training- January Attendance: 1. Damage Reporting Training at the 911 Center, 2. YCPC (York County Planning Commission) Mtg. at Springfield Township- The purpose of the meeting was to receive and discuss information related to the forming of a York County Stormwater Authority. The regional meeting, held for the Boroughs of Jacobus, Loganville and Seven Valleys, and Springfield Township, was attended by five (5) individuals from Jacobus- Greg Gruendler, Roger Coleman, Lance Beard, Brian Dell, and Cynthia Ferree, two (2) individuals from Springfield Township- Tommy Wolfe and Adam Sweitzer, and two (2) individuals from the YCPC who led the meeting- Felicia Dell and Lindsay Gerner. Representatives from Jacobus gave their input to the YCPC representatives regarding the forming of a County Stormwater Authority; \*January 10 Police Commission Meeting- CM Brian Dell reported: 1. MYR Greg Gruendler and he presented the Borough’s donation, and related letter, for the “Cody” Records System software to the Commission. The \$1,000.00 donation was accepted and greatly appreciated, 2. Letters of Commendations were awarded to six (6) different officers for self-initiated police/investigative work which helped result in the apprehension and arrests of individuals involved in various crimes and incidents, and 3. After hearing the bid results presented by Chief Damon, the Commission approved the purchase, for the total amount of \$40,000.00, of a Utility Support Vehicle (USV) to be used for various activities related to police work, such as DOT truck inspections and DUI Checkpoints. Out of the four (4) bids received, this vehicle, a 2006 Ford F550 with 37,000 miles, is the only truck that met all of the specifications. After satisfactory inspection of the vehicle, the USV will be picked up in Colorado by Lt. Zech.
- B. **Office Manager** – Cynthia Ferree presented: \*Liquid Fuels Fund Review- Report on the monitoring review performed on-site on August 8, 2018 for year 2017 was received and states the Borough is in compliance with the State’s Liquid Fuels Tax Fund rules and regulations and there are no findings; \*Annual Audits- Workers Compensation/Financial audits were performed on January 14 & 15 respectively. Typically the Borough doesn’t hear anything back from the WC Audit, but may see a slight adjustment in the premium and a fee for the audit/Hamilton & Musser, CPA’s, plan to have a draft financial report prepared for approval at the March 6 Council meeting. Once approved by Borough Council, H & M will file the report with the DCED as required by April 1; \*DCNR Grants- Information was received regarding the annual grant which can be used for parks and recreation projects; \*YCBA Dates- 2019 Dinner Meetings are scheduled for Thursdays, March 28, June 27, & Sept. 26, and Saturday, November 9. Mtgs begin at 6:30 p.m.; \*Police Commission/PennDOT Ltrs.- A donation letter was prepared for presentation with the Borough’s donation to the Police Commission for the “CODY” Records Mgmt. System and, as approved at the January 2 Council meeting, a letter was sent to PennDOT from MYR Greg Gruendler and CP Roger Coleman stating Jacobus’ opposition to closing the Water St. dam to vehicular traffic; \*W-4’s- Due to Municipal Office before the end of February; \*Statements of Financial Interest- Due to be filed with the Municipal Office no later than May 1; \*YCPC Action- Documents received from the Borough’s LGAC Rep, Earl Willoughby, are available for viewing.
- C. **BCO/Zoning Officer** – Mike Hammers reported: \*Issued two (2) permits in January; \*BCO Certification Renewal Credits- Presented information from a “BCO Update” class he attended on January 31.
- D. **JBSA** – Roger Coleman presented: \*No report.
- E. **Solicitor** – Sarah Doyle, Esquire: \*YC Park Plans- Solicitor Sarah Doyle stated she did a quick review of the plans but does not recommend the Borough take any action on the ‘Waiver Requests’ until full reviews are completed by the Borough’s Engineering Firm of Record and recommendations are presented to Borough Council; \*York County Conservation District (YCCD) Letter- Sarah stated the letter the Borough received from the YCCD regarding a complaint about a stormwater matter on a Springfield Township property is not very clear and she recommends no action be taken at this time; \*Jan 28 Tax Collection Commission (TCC) meeting- Reported on State legislation to move local Tax Collection to the State level.
- F. **Finance & Budget** - \*No report.

- G. Streets** – \*January 8 Committee Mtg. Report- After presenting information, *a motion was made by CM Brian Dell to authorize Site Design Concepts, Inc. (SDC) to prepare specs, and advertise for bids, for the Borough's 2019 Street Project consisting of sections of the following streets: Woodland Drive (2 portions), Eagleton Drive, Smith Street, and N. Cherry Lane between Valley Road & Smith Street. The bids will be due to be submitted to SDC by March 1 and SDC will present a bid tabulation to Borough Council for consideration of approval to award the bid at the March 6 Council meeting. The contract will state the project is to be completed by July 15, 2019. CM Donald Wright seconded the motion. Motion carried unanimously.* The committee meeting report is attached; \*N. Pleasant Ave. Stormwater/Park St. Curb Sealing- SDC is managing both projects, which are to be completed between April 15 & April 30; \*Nixon Drive Hazard- CM Brian Dell reported on a safety hazard reported to him by the 911 center at the request of York Area Regional Police. A split locust tree was precariously overhanging Nixon Dr. presenting a danger to citizens and vehicular traffic. Brian requested Fire Police through the 911 center for the placement of barriers to block traffic and Eagle Claw was contacted to remove the tree. The tree was completely removed within two (2) hours of receiving the initial call. A thank you letter was sent to the attention of the President of Goodwill Fire Co. No. 1 for the assistance provided by the Jacobus Fire Police.
- H. Refuse & Recycling** - \*No report
- I. Buildings and Grounds** – \*Batting Cage- CM Lance Beard stated he would like to discard the batting cage for safety reasons and sought, and received, Council's approval to do so; \*Jacobus Community Park- CM Brian Dell suggested removing the four (4) charcoal grills located beside the large pavilion since they are in very poor condition and purchasing a larger, covered heavy duty grill, on which he presented information to Council members for consideration by the Buildings & Grounds Committee. This type of grill is used by the PA State Park System. The Buildings and Grounds Committee will meet on the scheduled meeting date of February 26, 2019 at 7:00 p.m. to review and consider this matter.
- J. JLS Recreation Association** - \*No report.
- K. Other Reports** - \*Fire Co. Regionalization- CM Lance Beard stated the results of the vote to regionalize four (4) fire companies was as follows: Jacobus and York Township- no, and Dallastown and Yoe- yes. Lance doesn't know what the future plans are for any of the four (4) companies at this time.

#### **Unfinished Business**

- A. Zoning Hearing Board Vacancy**- The alternate seat on the Board is still vacant. Upon inquiry, CM Lance Beard stated both Scott Fullerton and Eric Schaefer were not interested. He did not speak with Roger Seitz. Borough Council requested Lance speak with Mr. Seitz before the March 6 Council meeting in regard to the vacant seat.

#### **New Business**

- A.** No "New Business" to report.

#### **Correspondence**

- A.** Letter from Senator Phillips-Hill  
**B.** York Revs Open House Invitation/Feb. 22  
**C.** YCCD Seedling Sale  
**D.** Central Penn Business Journals  
**E.** Misc. Monthly, Quarterly, Annual Newsletters & Reports

#### **Bills**

Office Manager Cynthia Ferree reported that the Liquid Fuels fund accounts have been reduced as far as possible without closing the accounts, so the year-to-date invoices for winter maintenance have been paid from the Borough's general fund. Today she transferred \$11,000.00 from the Borough's General Reserve Fund to help cover the expenses set for tonight's approval and to provide a 'working' balance in the account.

*CM Kathie Cavanagh made a motion to approve January 2019 expenses as follows: General Fund- \$71,543.31 and disbursement of February 2019 expenses-to-date from the General Fund of \$16,698.92, as presented in the Treasurer's report. The motion was seconded by CM Donald Wright. Motion carried unanimously.*

#### **Other Business**

- A.** No "Other Business" to report.

#### **Adjournment**

*A motion was made by CM Donald Wright to adjourn the meeting at 8:58 p.m. CM Brian Dell seconded the motion. Motion carried unanimously.*

Jacobus Borough Council will meet next on Wednesday, March 6, 2019 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree  
 Office Manager/Treasurer  
 Jacobus Borough Council

\* - Denotes change of subject

January 08, 2019  
Streets Committee Report

The committee was called to order at 7:00 pm on January 08, 2019 with committee members Sandy Sheffer and Brian Dell present. Donald Wright was absent. Guest Roger Coleman also attended.

ITEMS TO REPORT

1. The committee reviewed street repair needs for 2019. Specifically the committee examined the streets in the Borough that have been partially resurfaced in the past, but have not been fully completed. The amount of budgeted funding available is \$145,000.00. No PennDot liquid fuels funds were budgeted in 2019 for road construction.
2. A motion by Brian Dell, seconded by Sandy Sheffer to recommend to Borough Council to authorize Site Design Concepts to write specifications and bid the completion of resurfacing of Woodland Dr (2 sections), Eagleton Dr., North Cherry Ln. (Post Office) and Smith St. Bids should be due March 01, 2019 with a project completion date of July 15, 2019. Motion carried unanimously.

OTHER ITEMS

1. None

The meeting adjourned at 7:22 pm.

Respectfully Submitted,

Sandy Sheffer  
Brian K. Dell, Recording Secretary