

Jacobus Borough Council Meeting
Meeting Date: January 2, 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 Donald Wright.

Roll Call

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

Minutes and Treasurer's Report

1. Minutes of December Council Meeting – **CM Brian Dell made a motion to approve the December 5, 2018 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 Donald Wright to approve the December 2018 Treasurer's Report for audit as presented. CM Lance Beard seconded the motion. Motion carried unanimously.**

Persons on the Agenda/Public Participation

- A. James Rayburn, YCRR – Mr. Rayburn was present to request use of the Borough's property, located at 126 N. Main St., Jacobus, PA, to stage for the Road Runners annual January race, and for permission to install two (2) portable toilet units for the runners. The race scheduled for January 26 will begin and end at this location. Mr. Rayburn has applied for a "Chemical Toilet" permit with the Borough's SEO. **CM Brian Dell made a motion to authorize use of the Borough's property located at 126 N. Cherry Lane, Jacobus, PA, and approve the installation of two (2) portable toilet units by the York County Road Runners for their annual race scheduled for January 26, 2019. The motion was seconded by CM Donald Wright. Motion carried unanimously.**

Sarah Doyle, Esquire, called for an Executive Session at approximately 7:09 p.m. for purposes of litigation. The session ended at 7:21 p.m. and the regular Council meeting resumed. **A motion was made by CM Donald Wright to approve the document drafted by Stock and Leader as the official response to public questions or comments that may arise in regard to the auditing of public funds. CM Sandy Sheffer seconded the motion. Motion carried unanimously.**

Action to be Taken

- A. Resolution 2019-1 - **CM Donald Wright made a motion to approve Resolution 2019-1, amending the Borough's fee schedule. The motion was seconded by CM Brian Dell. Motion carried unanimously.**
- B. 2019 Fire Police Roster & Non-emergency Events List - **A motion was made by CM Donald Wright to approve the 2019 Roster for the Fire Police of Goodwill Fire Co. No. 1, Station 18, as presented. CM Brian Dell seconded the motion. Motion carried unanimously.**
- C. 2019 Budgeted JLS Donation - **CM Donald Wright made a motion to approve release of 50%, or \$2,179.50, of the 2019 budgeted donation to the JLS Recreation Association. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.**

Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/November 2018- 70.44 Service Hrs./33.75 Admin. Hours/9.69 Running Hours/15 Response Calls as listed on "Activity Report/No Alarm Responses; *District Court Report/November 2018- \$154.58 Vehicle Code Violations/\$0.00 Local Ordinance Violations; *Fire Police Requests- **A motion was made by CM Donald Wright to approve the following requests for assistance of Jacobus Fire Police: 1. York County Road Runners (YCRR) for a scheduled 10k Indian Rock race on January 12, and 2. Jacobus Lions & Lioness Club's annual 5k race scheduled for April 7, 2019. CM Sandy Sheffer seconded the motion. Motion carried unanimously**; *Meetings/Training- Attended: 1. York Township (YT) Commissioner's Meeting/Property owned by Sheetz on S. Queen St. was purchased by U.S. Renal Care, 2. YC Coalition for Clean Waters, and 3. YT Emergency Management Meeting. Also the York County Planning Commission (YCPC) requested Greg schedule a joint regional meeting, with Jacobus, Loganville & Seven Valleys Boroughs and Springfield Township, to discuss the forming of a York County Stormwater Authority; *Police Commission Meeting- CM Brian Dell reported: 1. Ron Smith was elected to the seat of "Citizen-at-Large for the 2019 Commission meetings, 2. "Cody" Records System software is in the process of being installed, and 3. Felton Borough has contracted with PA State Police beginning Jan. 1, 2019.
- B. **Office Manager** – Cynthia Ferree presented: *2019 Bidding Thresholds- Purchases and Contracts below \$11,100- No formal bidding or quotes required, between \$11,100 and \$20,600.00- Three written/telephonic quotations required, and over \$20,600.00- formal bidding required; *On-Site Audit Schedules- Workers Compensation audit will take place on January 14 and the annual Financial audit on January 15; *Code Supplements- Supplement No. 5 has been received and are available for pick-up. Off. Mgr. Ferree stated those who have the large blue "Code of Ordinance" books should check the number of the last supplement they received, as some never picked up Supplement No. 3 and Supplement No. 4; *YCPC Action- Documents received from the Borough's LGAC Rep, Earl Willoughby, are available for viewing.
- C. **BCO/Zoning Officer** – Mike Hammers reported: *230 Ameda Drive/McKee- Jacobus' Zoning Hearing Board (ZHB) approved the special exception for a nail salon and a "Use" permit has been issued based on the ZHB's decision; *Issued two (2) UCC/Zoning permits;

*EDU's- Inquired who will manage the EDU's for public sewer once the Water Co. agreement takes affect. Solicitor Sarah Doyle stated The York Water Company will manage the EDU's. *United Avenue Brush Pile- As reported at the December meeting, a 2nd site visit was made to 7 United Avenue. Only brush was being burned. Other refuse was being hauled away.

D. **JBSA** – Roger Coleman presented: *No report.

E. **Solicitor** – Sarah Doyle, Esquire: *No report.

F. **Finance & Budget** - *Financial Statement Review- MYR Greg Gruendler reported there were no findings in his review of the 2018 3rd Quarter and 2018 October bank statements; *2019 Budgeted Donations- **CM Brian Dell made a motion to authorize the release of the Borough's 2019 budgeted donations as follows: 1. Goodwill Fire Co. No. 1 @ 50%, or \$6,000.00, 2. Jacobus Lions Ambulance Club @ 100%, or \$6,000.00, 3. The Village Library @ 100%, or \$3,500.00, and 4. York Area Regional Police Department @ \$1,000.00. The latter donation is designated for the "Cody" records management system purchased by the department. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.**

G. **Streets** – *Water St. Dam- CM Brian Dell attended a meeting regarding the closure of the Water St. dam to vehicular traffic and reported information discussed during the meeting. Steven Malesker of C. S. Davidson, Engineering Firm for The York Water Company, led the meeting and had several representatives present, as did The York Water Company, PennDOT, PA DEP and YC Parks. Jacobus Borough, York Township, Springfield Township and Jacobus Lions Ambulance Club each had at least one representative at the meeting. Following presentation of the information and discussion, **A motion was made by CM Brian Dell to approve sending a formal letter to Richard Runyen, P.E. of PennDOT, stating the Borough's position on the closure of the Water St. Dam to vehicular traffic and the street turnback. The Borough's position is against the permanent closure of the Water St. Dam to vehicular traffic and making it pedestrian traffic only, and Jacobus Borough is not interested in taking back Water Street from PennDOT. CM Donald Wright seconded the motion. Motion carried unanimously;** *N. Pleasant Ave. Stormwater- Contract specs for N. Pleasant Ave. stormwater remediation were discussed. All joints will be sealed around the cut. The owners of 1 N. Pleasant Ave. have hired a contractor to move their spouting in order to redirect and contain their stormwater. **CM Brian Dell made a motion to approve the specs as presented for the stormwater remediation between 1 and 3 N. Pleasant Avenue and to schedule the project with Easy-Dig Excavating, Inc. The project is to be completed by April 15, 2019. The motion was seconded by CM Donald Wright. Motion carried unanimously;** *Streets Committee- will meet on the next scheduled date of January 8, 2019 @ 7:00 p.m.

H. **Refuse & Recycling** - *No report

I. **Buildings and Grounds** – *Tractor Maintenance- **A motion was made by CM Donald Wright to authorize having the annual maintenance performed on the Borough's tractor by Innerst Sales and Service. The maintenance is to include sharpening of the blades and a tune-up. CM Lance Beard seconded the motion. Motion carried unanimously;** *Ladder- CM Brian Dell presented sale information (from Harbor Freight) on a portable adjustable stepladder and suggested Borough Council consider purchasing one for safety reasons. This ladder may be used to raise and lower the Borough's American Flags, and can be used as a step or a straight ladder. Following discussion, **CM Brian Dell made a motion to approve the purchase of an adjustable step/straight ladder for the Borough as presented. The motion was seconded by CM Lance Beard. Motion carried unanimously.** CP Roger Coleman stated he would purchase and pick-up the ladder.

J.. **JLS Recreation Association** - *CM Sandy Sheffer stated she is continuing to attend the meetings, but had no report at this time.

K. **Other Reports** - *No report

Unfinished Business

A. **Zoning Hearing Board Vacancy**- Off. Mgr. Cynthia Ferree stressed the importance of filling the vacancy on the ZHB. The vacant seat would be for an alternate Board member. CM Lance Beard suggested Scott Fullerton and Eric Schaefer, and CM Brian Dell suggested Roger Seitz. As a private business owner, specifically a Building Contractor, Roger Seitz has experience dealing with Zoning. Borough Council requested, and CM Lance Beard agreed, that Lance would contact the suggested individuals in regard to the vacancy.

New Business

A. **York County Conservation District (YCCD) Emergency Stormwater Plans/Grant Info.**- CP Roger Coleman suggested informing particular property owners in regard to this grant which provides funds for emergency stormwater remediation for streams within 50' of a residential dwelling. Approved plans are funded 75% by the YCCD and 25% by DEP, however it is believed the Borough would pay the expenses and then would be reimbursed by the YCCD and the DEP. Council members asked CP Roger Coleman to follow-up on this program and seek clarity as to the details of the program, such as qualification and requirement guidelines, deadlines, payment of expenses, etc.

B. **Crosswalks**- **A motion was made by CM Donald Wright to approve authorizing Site Design Concepts, Inc. to work with D. E. Gemmill, Inc. and PennDOT to move forward with the process to install the crosswalks on N. Main St. and Valley Road. CM Sandy Sheffer seconded the motion. Motion carried unanimously.** The installation of the crosswalks should not occur prior to receiving official approval from PennDOT.

C. **Park Street Stormwater**- Council Members agreed the work to seal the roll-up curb on Park Street, from 0 to 8 Park St., should be scheduled with Easy-Dig Excavating, Inc.

Correspondence

A. "Save the Date" Invitations/Stock and Leader

B. Central Penn Business Journals

C. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Donald Wright made a motion to approve December 2018 expenses as follows: General Fund- \$17,973.18 and Liquid Fuels- \$8,732.50, and disbursement of January 2019 expenses-to-date from the General Fund of \$28,430.12, as presented in the Treasurer's report. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.

Other Business

- A. Stormwater Remediation- CM Lance Beard discussed placing a silt sock on the south side of the east parking lot walking path at Jacobus Community Park..

Adjournment

A motion was made by CM Lance Beard to adjourn the meeting at 8:48 p.m. CM Donald Wright seconded the motion. Motion carried unanimously.

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

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

* - Denotes change of subject