

Jacobus Borough Council Meeting
Meeting Date: June 6, 2018

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, Donald Wright; and Mayor (MYR) Greg Gruendler and David Jones, Esquire.

Minutes and Treasurer's Report

1. Minutes of May Council Meeting – ***CM Donald Wright made a motion to approve the May 2, 2018 Council Minutes for audit as presented. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.***
2. Treasurer's Report – ***A motion was made by CM Brian Dell to approve the May 2018 Treasurer's Report as presented. CM Donald Wright seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Grant Anderson, Site Design Concepts, Inc. – Mr. Anderson, Borough Engineer, was present to review and discuss various street and other items as follows: **1.** 2018 Franklin St.-United Ave. Project- Full-Depth Reclamation (FDR) was completed between May 16 – 24 on Franklin St., United Ave. and a portion of N. Pleasant Ave., and the overlay of S. Pleasant Ave. There is a 'soft spot' on Franklin St. that the crew from Kinsley Construction brought to the Borough's attention. Geo-Tech retested the material strength with the results meeting the desired specs. The soft spot is documented and will continue to be monitored, and all parties will be kept informed of the condition of this area as, or if necessary. In addition, Recon hit a gas service line to Salem UCC that was only 10" below the ground. Columbia Gas (CG) performed a partial repair/replacement and was to come back out the next day to complete the repair before the Borough's project was completed. Since CG did not show up to complete the repair, Grant followed up with them and was told there was nothing showing on CG's books in regard to a service line replacement at this location. This matter will continue to be monitored. Should CG move forward with the service line replacement, the need to require a street opening permit will be determined based on the scope of CG's project specs. Another matter that is being addressed with CG is related to the swale along the east side of S. Pleasant Ave. The overlay restoration Kinsley Construction, Inc. performed on S. Pleasant Ave. earlier this year at the direction of CG as required by the Borough's "Openings and Excavations" Ordinance, raised the swale along the south end of the property at 3 S. Pleasant Ave. and other areas further south, and the water no longer flows and drains to the south end of the street, but instead pools in these areas. CG has been contacted in regard to this matter and Grant is waiting on a response, **2.** N. Pleasant Ave. & Smith St.- Weather permitting, microsurfacing is scheduled to begin June 20. Residents and businesses along N. Pleasant Ave., Smith Street, Park Street and Circle Drive will receive written notification from Stewart & Tate in advance of the project, **3.** Park St. Stormwater- Stormwater is flowing through the portion of roll-up curb that was not sealed at 6 Park St. and continues to enter the grass lot and driveway of this property, and **4.** YC Park Project @ Nixon Dr.- Ann Yost, of YSM Landscape Architect, will be submitting new plans to the Borough for review.
- B. Steve Overmiller, VP of Goodwill Fire Co. No. 1- Mr. Overmiller presented the fire company's plans for its annual Labor Day event and seek various approvals from the Borough. This year the fire company plans to eliminate the Street Fair and hold the entire event, a "Car Cruise and Vendor Show", at Jacobus Community Park. The fire company has acquired permission from Springfield Township to close School Road from Main Street to Franklin St., and from Dallastown Area Intermediate School and Salem UCC to use their properties for parking. Street Rods and other vehicles participating in the event will be directed to enter the park from Valley Road onto S. Pleasant Ave. and Vendors via School St. The fire company would like permission to utilize the entire park for its event and to close S. Pleasant Ave. to all traffic except to the residents living on this street. Following discussion, ***CM Brian Dell made a motion to approve the 'use of facilities' and park grounds by Goodwill Fire Company No. 1, at the reservation rate charged to local organizations by the Borough, for a "Car Cruise and Vendor Show" at Jacobus Community Park; and grant permission to the fire company to close S. Pleasant Avenue to all traffic except the residents living on this street. The fire company must provide written notification in advance of the event informing S. Pleasant Ave. residents of the street closure, and also provide these residents a large placard that can be placed in their vehicles that will be easily identified by the fire police allowing the residents to come and go as needed without being stopped. The motion was seconded by CM Donald Wright. Motion carried unanimously.***
- C. Lori Starz, JLS Recreation Association – Ms. Starz presented JLS' audit for Year 2017.

Action to be Taken

- A. No "Action to be Taken" at this time.

Borough Reports

- A. Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/April 2018- 66.33 Admin. Hrs./22.25 Service Hours/-7.46 Running Hours//15 Response Calls as listed on “Activity Report/Two Alarm Responses- One (1) on 4/18/18 at 118 Farmington Drive @ 0930 hours and one (1) on 5/12/18 at 141 S. Main St. @ 0902 hours; *District Court Report/April 2018- \$111. 57 Vehicle Code Violations/\$0.00 Local Ordinance Violations; *Fire Police Requests- **A motion was made by CM Brian Dell to approve the assistance of Jacobus Fire Police for the following request: Stewartstown Borough- Eureka Fireman’s Carnival on July 16 – July 21 and Eureka Fireman’s Parade on July 21. CM Lance Beard seconded the motion. Motion carried unanimously;** *May 16 Gas Service Line Rupture on United Ave.- EMS personnel would not allow Greg to enter the scene by vehicle; *Mtgs./Training- Attended May 10 YARPD Commission meeting. Discussion included but was not limited to: Civil Service candidates, change to SUV’s for police vehicles, and suggested revisions to local ordinances such as banning fireworks during burn bans, which is not included in the new State Law, and banning collections and solicitation at intersections or in street right-of-ways; *Response listed on the YARPD “Activity Report” titled, “Traf Offenses- Erratic, School Bus, Tow” was related to a report from citizens of a woman in a red Mercedes swerving and braking (driving erratically); *CM Sandy Sheffer reported YARP Officers set up Vascar on Pine St. and at least two (2) drivers were cited for speeding on Pine Street.
- B. Office Manager** – Cynthia Ferree presented: *DASD Use of Municipal Building- **CM Donald Wright made a motion to approve the use of the Jacobus Borough Municipal Building by Dallastown Area School District for the collection of 2017-2018 School Property Taxes on Wed., Sept, 12, Thurs, Sept. 13, and Tues., Nov. 13, from 3:00 p.m. to 5:00 p.m. The motion was seconded by CM Kathie Cavanagh. Motion carried by majority vote;** *Real Estate Tax Refund for Grey Beard property- **A motion was made by CM Kathie Cavanagh to approve a partial refund of Municipal Real Estate Taxes in the total amount of \$25.14 for a property located at Meadow Street and owned by Grey Beards of Jacobus, Inc. The refund is due to a reassessment of the property value after a building on the property was torn down. CM Sandy Sheffer seconded the motion. Motion carried unanimously;** *Memorial Plaque Location/Hardware/Other- An email was received from Doug Arnold confirming the plaque manufacturer would not supply the hardware for the memorial plaque since it is not standard hardware. CM Jeff Hammers confirmed he would produce stainless hardware for the plaque. CM Brian Dell would provide the measurements and Doug would be consulted should additional information be needed. Currently a dedication ceremony is being planned for 8:00 p.m. Doug has contacted Mayor Greg Gruendler to discuss a short presentation. A paperback version of the book dedicated to the 70 yr. anniversary of the Borough’s community park ballfield property will be available prior to the 2018 July 4th BLAST event. Doug is still seeking volunteers to set-up a memorabilia display at the event. Borough Council agreed the exact location for the mounting of the plaque can be determined after the 2018 BLAST event. Areas discussed were the back of the ‘home’ dugout or the large pavilion; *Flower Bed- Linda Shifflet, resident of Jacobus Borough volunteered to, and has, donated flowers and planted the flower bed in front of the Municipal Building. A thank you letter signed by Mayor Greg Gruendler has been sent to Linda. Linda did a great job and Cynthia suggested everyone take a look upon leaving the meeting tonight; *Documents pertaining to YCPC action are available for viewing- as submitted by Earl Willoughby, Jacobus Local Government Advisory Committee (LGAC) representative.
- C. BCO/Zoning Officer** – Mike Hammers was absent: *No report.
- D. JBSA** – Roger Coleman presented: *No report.
- E. Solicitor** – Dave Jones, Esquire, presented: *CG Agreement- CG has committed to executing the agreement and beginning the process to remit the payment owed to the Borough for reimbursable engineering fees within the next week; *Fireworks Ordinance- Discussion included adding provisions to prohibit fireworks during burn bans and extending permitted hours to set off fireworks to 12:30 a.m. on New Year’s Eve. **A motion was made by CM Donald Wright to approve advertising the ordinance for adoption no later than August 1, 2018. CM Jeff Hammers seconded the motion. Motion carried unanimously;** *Transient Retail Merchant License (aka Solicitation Permit)- Per discussion Council does not want to revise the ordinance to ban sales/collections in street right-of-ways or in intersections; *Driveway Ordinance- Sample ordinances from York and Jackson Townships were presented for review; *CM Brian Dell presented an incident where an unattached mobile home was parked in a cul-de-sac while the property owner performed repairs on it. Upon receiving notification from Mike Hammers, the owner hooked it up to his vehicle, and also opened the pop-outs, which extended the trailer even further into the cul-de-sac. Brian inquired of Solicitor Jones if parking in cul-de-sacs can be restricted. Solicitor Jones stated that a traffic study would need to be performed and upon additional inquiries from Council, stated restrictions can be imposed for weight only, not the size of the vehicle; *CM Jeff Hammers stated the ‘community aid’ collection boxes in Smith Village’s parking lots are placed by for-profit businesses. He inquired if this was in violation of the Borough’s Transient Retail Merchant, or Solicitation, Ordinance. Solicitor Jones stated they are not. The businesses are not selling anything, they only take donations. Council members agreed it is a convenient way for people to dispose of clothing and/or other items for the benefit of others.
- CP Roger Coleman called an Executive Session at 8:35 p.m. for matters of personnel. The Executive Session ended at 8:43 p.m. and the regular Council meeting resumed.**
- F. Finance & Budget** - ***CM Brian Dell made a motion to release the remaining donation in the 2018 budget to Goodwill Fire Co. No. 1, in the amount of \$6,000.00. The motion was seconded by CM Donald Wright. Motion carried unanimously;** *CM Sandy Sheffer reported there were no findings in her review of the 2018 1st Quarter bank statements.

- G. Streets** – CM Donald Wright reported on several items as follows: ***1.** A photo-op for the Dirt, Gravel, Low Volume Roads (DGLVR) grant money received by the Borough for its 2017 Meadow St. project was held on Meadow St. (east of York Rd.) before tonight’s Council meeting by the York County Conservation District (YCCD). Present were Mayor Greg Gruendler, CM Donald Wright, Rep. Kristen Phillips-Hill, YC Commissioners Doug Hoke and Susan Byrnes, and several YCCD employees, **2.** Reported on the matter of cement dust on vehicles during the Franklin St.-United Ave. project, **3.** Stormwater runoff on Meadow St. is good- YCCD is very happy with the results of this project, **4.** Easy-Dig Excavating is continuing to review, clean-out and provide reports on the condition of the Borough’s stormwater inlets, **5.** Stormwater running down Tawney’s driveway from Park St. is still an issue. Council members stated the Tawney’s told Borough Council they can live with the stormwater and refused to allow the Borough to put any stormwater facilities or perform any stormwater remediation options on their property, and **6.** Stormwater pools on Ameda Dr., between 8 & 12 Circle Drive and several other locations throughout the Borough; *May 22 Committee Report- CM Brian Dell presented the minutes of the Streets Committee meeting and other information as follows: **1.** The sole Sealed Bid received for the overlay of Oak Lane was opened and reviewed. The Committee recommends performing an overlay project on the North and South portions of Oak Lane and award the Base Bid proposal to Easy-Dig. ***A motion was made by CM Brian Dell to award Easy-Dig Excavating Inc., as low, responsible bidder, the contract to perform base repair, grade/mill high spots, installation only of risers, install roll-up curb, and overlay the North (between Church St. & N. Main St.) and South (between Church St. & Meadow St.) portions of Oak Lane at the Base Bid proposal of \$49,267.25. CM Kathie Cavanagh seconded the motion. Motion carried unanimously,*** **2.** The Committee recommends purchasing a box of white delineators to mark the location of curbing and the edge of cartways to assist our contractors in snow removal. ***CM Brian Dell made a motion to approve the purchase of a box of 25 white delineators at a cost of \$28.50 each, plus shipping. The motion was seconded by CM Donald Wright. Motion carried unanimously,*** and **3.** The Committee recommends contracting Easy-Dig Excavating, Inc. to perform pothole repairs at a cost not to exceed \$10,000.00. Sixty (60) potholes have been identified and marked. ***A motion was made by CM Brian Dell to authorize Easy-Dig Excavating, Inc. to complete pothole repairs, according to the list presented, at a cost not to exceed \$10,000.00. The project is to be completed no later than July 31, 2018. CM Kathie Cavanagh seconded the motion. Motion carried unanimously;*** *Other- **1.** ***A motion was made by CM Brian Dell to approve the purchase of a wheeled paint applicator at a cost of \$95.00. CM Donald Wright seconded the motion. Motion carried unanimously,*** and **2.** The committee will meet with D. E. Gemmill on the scheduled committee meeting night of June 26, 2018 to review the status of the retroreflectivity and signage contract.
- H. Refuse & Recycling** - *No report; *There have been several incidents of persons ‘stealing’ trash services from private businesses and citizens in the Borough. “Theft of Services” is a criminal action and it was suggested Roger watch for this at the community park when taking the trash curbside each week for pick-up.
- I. Buildings and Grounds** – *CP Roger Coleman presented the minutes from the May 22 Committee meeting; *CM Jeff Hammers reported he is still working on better pricing for an electronic sign at the Community Park. Pricing for the size needed at the park is \$4,000.00+; *Municipal Building Doors- CP Roger Coleman reported he has met with one company and will be meeting with a 2nd company tomorrow; *Upon inquiry CP Roger Coleman reported no action was taken to review the condition of the Municipal Building Roof; *MYR Greg Gruendler stated he had a correction to the Committee’s minutes. In the 2nd bullet, the word ‘engine’ should be changed to ‘motor. It was also noted by Council that in the 4th bullet point, “Borough Building” should be “Community Park Shed”. CM Kathie Cavanagh stated she will revise the minutes; *Community Park Paving- CM Lance Beard presented a proposal in the amount of \$5,500.00 from Easy-Dig Excavating, Inc. to pave the park driveway from the existing asphalt behind The Lions Club building to just past the 1st pavilion parking (105’ x 17’) and continuing past the second pavilion (105’ x 12’). The proposal includes grading and compaction of existing stone base, supply, place and compact 2.5” of 12.5 mm asphalt, and the addition of topsoil, seed and straw to edges as needed. Discussion included adding two (2) handicap parking spaces- one (1) on each side of the paved walking path leading into the park. ***CM Brian Dell made a motion to approve paving the park driveway from the existing asphalt behind The Lions Club building to just past the second pavilion with the addition of two (2) handicap spaces- one (1) on either side of the paved walking path leading into the park, at a cost not to exceed \$7,000.00. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.*** CM Lance Beard will speak with Easy-Dig about the additions of two (2) handicap spaces and request a new cost proposal for execution; *Upon inquiry about the schedule, CM Lance Beard confirmed with Roger that Pantano Concrete has been notified that Council approved the cost proposal to repair the handicap ramp at the Municipal Office. CM Lance Beard stated he will call and check on the schedule for the repair; *Detention Ponds- A cost proposal in the amount of \$4,500.00 from J. L. Markey Excavating was presented. ***A motion was made by CM Brian Dell to approve the cost proposal from J. L. Markey Excavating in the amount of \$4,500.00, as presented. CM Lance Beard seconded the motion. Motion carried unanimously;*** *Curb Painting- Upon inquiry of the status of curb painting, CM Lance Beard stated some scraping was completed and he expects the individual in the County ARD program to work tomorrow; *Security Deposit Refund- In addition to the \$25.00 Security Maintenance Deposit, Dawn Norfolk who rented the park facilities on May 19, requested an additional refund because of the electrical problem that caused the lights not to function in the Ladies Restroom. Ms. Norfolk requested ½ of the difference between the cost to reserve the large pavilion and the cost to reserve the large pavilion with the restroom building. ½ of the difference between the two costs would equal \$10.00. ***CM Brian Dell made a motion to approve refunding \$10.00 to Dawn Norfolk in addition to the \$25.00 Security Maintenance Deposit, for a total refund of \$35.00. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.***

- J. **Community Events** - *No report.
- K. **JLS Recreation Association** - *No report.
- L. **Other Reports** - *No report.

Unfinished Business

- A. No '*Unfinished Business*' to report.

New Business

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

Correspondence

- A. Central Penn Business Journals
- B. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Donald Wright made a motion to approve May 2018 General Fund expenses of \$27,071.90 and Liquid Fuels expenses of \$2,927.80; and disbursement of June 2018 General Fund expenses-to-date of \$38,275.61, as presented in the Treasurer's report. The motion was seconded by CM Kathie Cavanagh. 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 9:34 p.m. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.

Jacobus Borough Council will meet next on Monday, July 2, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

* - Denotes change of subject