

Jacobus Borough Council Meeting
Meeting Date: March 3, 2021

Call to Order

Council President Sandy Sheffer called the meeting to order at 7:00 p.m.

Opening Invocation and Pledge of Allegiance

Invocation was offered by Council President Sandy Sheffer followed with the Pledge of Allegiance led by Mayor Greg Gruendler.

Roll Call

Present were Sandy Sheffer, Lance Beard, Jeff Hammers, Jill Conner, Phyllis Bowers, Debbie Loucks, Solicitor Sarah Doyle and Mayor Greg Gruendler. Donald Wright was absent.

Minutes and Treasurer's Report

- Minutes of February Council Meeting – Lance Beard made a motion to approve the February Council Minutes as presented. The motion was seconded by Jill Conner. Motion carried unanimously with Debbie Loucks abstaining.
- Treasurer's Report – Profit & Loss Statement was reviewed by all present. A motion was made by Jeff Hammers to approve the P&L as submitted. Lance Beard seconded the motion. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Tyler Anderson, Bulldog Baseball Club – Mr. Anderson was present to request use of the Borough's baseball field as in previous years. A motion was made by Debbie Loucks to approve the use of the baseball field and facilities for the 2021 baseball season under the same contractual conditions as the previous years. Phyllis Bowers seconded the motion. Motion carried unanimously.
- Roger Coleman, resident – Mayor Greg Gruendler presented Mr. Coleman with a Proclamation and Certificate of Retirement on behalf of Senator Kristin Phillips-Hill of the 28th Senatorial District for his years of service to the community.
- Christian Miller, MPL Law Firm, representing Inch & Co. – Attorney Miller was present as a follow-up to the development project at 17 S Main St. He presented that building permit application for Phase II of the project was submitted to the Borough on March 1st 2021, and balance of recreation fees for the project in the amount of \$20,000.00 was submitted on March 3rd 2021.

Currently they are waiting for the Phase I building permit. At this point, Council Member Jeff Hammers stated that the previous land owner, Mr. Acker, had requested for the project to be done in two phases for financial reasons. Mr. Hammers does not see any reason for not having the build of the two structures be done concurrently by the new owners, Inch & Co. Attorney Andy Herrold (Griest, Himes, Herrold, Reynosa, LLP) stated that it is his opinion that there is nothing clearly stating that Phase I of construction has to be complete before the start of Phase II. With the consensus by Borough Council that no phasing is necessary, Attorney Herrold therefore recommends the issuance of the second building permit.

- Keith Hunnings, South Penn Code Consultants – Mr. Hunnings also updated on the 17 S Main St project, stating that he had issued a requirement for house traps to be installed for each apartment unit.
- Grant Anderson, Site Design Concepts (SDC) – Mr. Anderson presented that Hillside street project was advertised for bids and four bids were received – from Long’s Asphalt, Easy-Dig Excavating, Kinsley Construction and Stewart & Tate, respectively. This project is to address drainage issues along Hillside and repaving. A bid tabulation was presented with totals as follows: Kinsley/\$220,557.85, Long’s Asphalt/\$180,662.20, Stewart & Tate/\$237,399.10 and Easy-Dig Excavating/\$194,078.95. Mr. Anderson recommended awarding the bid to Long’s Asphalt, Inc. In addition to being the lowest bid, Long’s Asphalt has proven to be very professional in working with residents and performed their work well. A motion was made by Debbie Loucks to award the Hillside Project for the base bid and alternate bid #1 to Long’s Asphalt, Inc. for the amount of \$180,662.20 as presented. Jeff Hammers seconded the motion. Motion carried unanimously.
- Steve Overmiller, Goodwill Fire Co. – Mr. Overmiller was present to update fund raising activities planned by the Fire Co. A Shrimp Basket drive-through is scheduled for March 21st from 11:00 a.m to 2:00 p.m. A Chicken Barbeque is planned for April 11th and possibly a Mother’s Day drive-through breakfast event as well.

Action to be Taken

- Jacobus Borough Tax Collector’s resignation – Council President Sandy Sheffer read the letter of resignation from Cynthia Ferree to all present, in which the Tax Collector stated that she will be resigning from her position as Tax Collector effective February 5th 2021 due to “unforeseen and unexpected life events”. A motion was made by Phyllis Bowers to accept the resignation of Cynthia Ferree as Tax Collector for Jacobus Borough. Motion was seconded by Jill Conner. Motion carried unanimously.

- Tax Collection by York County Treasurer’s Office – Attorney Doyle presented that an emergency action had to be taken to enter into contract with the York County Treasurer’s Office as Tax Collector for the Borough due to the immediate need to print and send this year’s tax bills. A motion was made by Debbie Loucks to ratify the contract with York County Treasurer’s Office for tax collection. Motion was seconded by Lance Beard. Motion carried unanimously.
- Sitting Hours for Tax Collection – York County Treasurer’s Office requested for sitting hours for tax collection at the Borough Municipal Building on April 14th 2021 from 3:00 p.m. to 4:30 p.m. A motion was made by Jeff Hammers to accept the proposed sitting hours for tax collection. Motion was seconded by Debbie Loucks. Motion carried unanimously.
- Mike Hammers to Zoning/Hearing Board – A motion was made by Lance Beard to appoint Mike Hammers to fill the current vacant seat on the Zoning/Hearing Board. Motion was seconded by Debbie Loucks. Motion carried unanimously.
- Property Maintenance – Yost Property Maintenance is no longer running their lawn service business. For 2021 groundskeeping needs, Diehl’s Landscaping and Lawncare has submitted a proposal. Their proposal was presented to council. A motion was made by Jeff Hammers to accept Deihl’s Landscaping and Lawncare contract for groundskeeping for the 2021 mowing season, with the option to renew at the same rate next year. Motion was seconded by Phyllis Bowers. Motion carried unanimously. Buildings and Grounds Committee will meet on March 9th 2021 to determine the mowing schedule for this contract.
- Borough Council Committees – With the recent change over in Council Members, new Council Committees were set as follows:
 - Buildings and Grounds – Jeff Hammer, Lance Beard, Jill Conner
 - Community Events – Sandy Sheffer, Lance Beard, Debbie Loucks
 - Finance and Budget – Greg Gruendler, Sandy Sheffer, Jill Conner, Debbie Loucks, Phyllis Bowers, Sue Cheah
 - Public Safety – Greg Gruendler, Jill Conner, Donald Wright
 - Refuse and Recycling – Jeff Hammers, Lance Beard
 - Streets – Sandy Sheffer, Donald Wright, Lance Beard
 - Vacancy Board – Debbie Loucks
 Motion was made by Jeff Hammers to accept the Committees as set. Phyllis Bowers seconded the motion. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: *YARPD report for January 2021 – 43.33 Service Hours, 14.86 Admin. Hours, -1.39 Running Hours with 19 Response Calls as listed on “Activity Report”.
- **Office Manager**
 - Guardian elected official’s Life/AD&D insurance policy – enrollment forms were handed out to all elected officials. While coverage is currently in place for all on Council including the Mayor, the enrollment form is to ensure most up-to-date information and beneficiary designations are recorded.
 - Liquid Fuels Tax Fund – Liquid Fuels and Act 44 Allocation fund for 2021 in the amount of \$50,395.02 was received and deposited into PLGIT account.
 - Liquid Fuels audit – PA Department of Auditor General is scheduled to audit Borough Liquid Fuels account for years 2019 and 2020 on March 11th 2021.
 - “Municipal Records Management” course – Sandy Sheffer approved Sue to register for the “Municipal Records Management” course offered through PSAB for \$45.00.
 - Charge account at Dollar General – For ease of acquiring general construction/maintenance supplies, Lance Beard proposed for a charge account to be established at the Dollar General Store in Loganville. Debbie Loucks also suggested for the same to be established with K&M Home Center in Loganville. A motion was made by Jeff Hammers to approve Sue to set up charge accounts for the Borough at both the Dollar General Store and K&M Home Center. Motion was seconded by Phyllis Bowers. Motion carried unanimously.
 - Recognition for service of Sewer Authority Committee – a few ideas were proposed and discussed to recognize the years of service by the Borough Sewer Authority. The general consensus of Council was to dedicate a bench at the Community Park to all that had served on the Sewer Authority.
 - Brian Dell Memorial donation – Considering Brian Dell’s passion and dedication to the Boy Scout’s of America, a memorial donation of \$100.00 was made in his honor, specifically benefitting the local Troop #69.
- **Solicitor** – Attorney Sarah Doyle had no additional items at this time.

- **Streets** – A couple of signs that were placed beneath the Stop sign at intersections of Smith/Pleasant and Pine/Woodland were deemed inappropriate and will be removed.
- **Buildings and Grounds** – A committee meeting will be held on March 9th 2021 to set the grounds keeping schedule for Diehl Lawncare and Landscaping.

New Business – Council President called for an Executive Meeting, at which point only Council Members remained in the meeting room. A motion was made by Jeff Hammers to grant Sue a raise to \$25/hour effective immediately. Motion was seconded by Lance Beard. Motion carried unanimously.

Correspondence – *A thank you letter was received from the Children’s Aid Society for the \$100.00 donation that was made on behalf of Jacobus Borough by Stock & Leader; *A letter was received from Dr. George Jones addressed to Mayor Greg Gruendler regarding Brian Dell’s passing and his “years of service to the citizens of the Borough”.

Adjournment – A motion was made by Lance Beard to adjourn the meeting at 8:52. Motion was seconded by Debbie Loucks. Motion carried unanimously.

Respectfully Submitted,

Sue Cheah
Office Manager/Treasurer