

**Jacobus Borough Council Meeting**  
**Meeting Date: March 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 Sandy Sheffer.

**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, Sandy Sheffer and Donald Wright; and Mayor (MYR) Greg Gruendler and Sarah Doyle, Esquire. CM Jeff Hammers was absent.

**Minutes and Treasurer's Report**

1. Minutes of February Council Meeting – **CM Brian Dell made a motion to approve the February 6, 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 Donald Wright to approve the February 2019 Treasurer's Report for audit as presented. CM Brian Dell seconded the motion. Motion carried unanimously.**

**Persons on the Agenda/Public Participation**

- A. Debbie Loucks, Resident – Ms. Loucks was present as a representative to the Rotary Club's "Trail of Trees" project. As part of the project the Rotary Clubs are seeking Council's approval to place signage in Jacobus Community Park. Debbie passed around colored pictures of signage designed for other entities that had been distributed previously by email to Borough Council. Upon inquiry, Debbie stated the actual signage is not yet designed for this project but they are estimating the size of the sign to be approximately 24" x 48". Discussion included but was not limited to: the exact location of the sign, would there be landscaping around the sign, who would be responsible for maintaining the sign and landscaping, who would own the sign, etc. Most of these details have not been worked out. Solicitor Sarah Doyle stated an agreement would be advisable and that Borough Council, if an agreement is executed, should have a say in the placement of the sign. Following discussion, **CM Donald Wright made a motion to give preliminary approval to allow the Rotary Club to present a sign project for Jacobus Community Park with placement and approval subject to negotiating and executing a final agreement between the Borough and the Rotary Clubs. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.**
- B. Andy Zeller, Resident – Mr. Zeller was present to request use of the Borough's North Green field at Jacobus Community Park on Sundays for the White Rose Adult Flag Football League. Upon inquiry Mr. Zeller stated the league has insurance. **A motion was made by CM Brian Dell to approve the use of the North Green Field at Jacobus Community Park by the White Rose Adult Flag Football League in 2019, contingent on execution of a License Agreement, payment of the \$150.00 License Agreement fee and submission of a Certificate of Liability Insurance. CM Donald Wright seconded the motion. Motion carried unanimously.**
- C. Ann Yost, YSM – Ms. Yost was present to discuss the York County Park plans for the installation of a parking lot and driveways along Nixon Drive, and the waivers being requested by Ms. Yost on behalf of York County Parks. She also presented an additional waiver request that was not presented to the Borough prior to the Council meeting. Borough Council turned the discussion over to the Borough's Solicitor, Sarah Doyle, and Engineer, Grant Anderson. Solicitor Sarah Doyle stated she and Grant met to review the County Park's requests and the Borough's Stormwater Ordinance requirements. They are in agreement to recommend Borough Council waive Section 200-26: Financial Performance Guarantee for cost of construction and Section 200.28: Drainage Easement. They do not recommend waiving Section 200-27: O & M Agreement, Section 200-30: Payment into the Stormwater Management Fund for required inspections, and the submission of additional stormwater management information pursuant to Sections 200-13.A, 200-13.F(3), 200-15, and 200-16. Ms. Yost presented arguments to complying with the non-waived requirements. Upon stating some of the information being requested is already shown in particular documents, Grant explained why the information in the documents is not what the Borough is asking for and does not meet the requirements of the Borough's stormwater ordinance, and this is why he had offered to personally meet with the County Parks engineering and environmental consultant firm, Skelly and Loy, to discuss the information needed. Ms. Yost stated she would like to leave the meeting with all waivers being approved so she can tell YC Parks they can move forward with their plans. Solicitor Doyle stated it has been made clear what is required for YC Parks to move the project forward. Upon further discussion by Ms. Yost, **CM Brian Dell made a motion to grant provisional approval of the YC Park plans as follows: Grant waivers for Sections 200-26 and 200-28 and keep all other requirements of the Borough's Stormwater Ordinance in place. Permits may be issued by the Borough's Building Code-Zoning Officer only upon approval of the remaining required items being submitted and deemed satisfactory upon the review of the Borough's Solicitor and Engineer. The remaining items required to be met are Section 200-27: Operation and Maintenance Program, Section 200-30: Municipal Stormwater BMP Operation and Maintenance Fund, and the new waiver request for Sections 200-13.A, 200-13.F(3), 200-15 and 200-16- all related to Stormwater Management information. The motion was seconded by CM Donald Wright. Motion carried unanimously.** CM Brian Dell stated satisfying the permit requirements now rests solely in the hands of York County Parks and with the final submission of the requirements, permits can be issued and construction can begin.
- D. Grant Anderson, Site Design Concepts – Mr. Anderson was present to discuss the following items related to streets: 1. 2019 Streets Project – The project consists of the milling and overlaying of portions of Eagleton Drive, Woodland Drive (2 sections), N. Cherry Lane,

and Smith Street. A bid tabulation was presented with totals as follows: Stewart & Tate/\$280,085.60 and Long's Asphalt/\$161,229.25. Site Design Concepts' (SDC) estimate for the project prior to the bids, based on last year's prices + 10%, was approximately \$185,000.00. Grant recommends awarding the project to Long's Asphalt, Inc. **A motion was made by CM Brian Dell to approve awarding the 2019 Streets Project to the low, responsible bidder, Long's Asphalt, Inc. for the amount of \$161,229.25 as presented. CM Donald Wright seconded the motion. Motion carried unanimously.** The project can begin as early as March 25, 2019 and must be completed by July 15, 2019, 2. N. Pleasant Avenue Stormwater Project- Grant will follow-up with Easy-Dig Excavating, Inc. to ensure the project is completed by April 15<sup>th</sup>, and 3. Crosswalks- Grant met with D. E. Gemmill regarding PennDOT requirements and a contract to complete the project. A letter from PennDOT was presented authorizing the installation of Pedestrian signs and Distance Ahead Plaques. PennDOT is requiring the VASCAR lines to be removed prior to the crosswalk installation on N. Main St.

- E. Myke Thornton, Resident – Mr. Thornton was present to discuss the issue of stormwater erosion on his property at 13 Church Street. Solicitor Sarah Doyle stated her opinion and advice to Borough Council has not changed from the last time Mr. Thornton approached Council regarding this same matter. The drainage bed, which is dry except during storm events, is on private property, is outside of the Right-of-Way and is the responsibility of the property owner. CP Roger Coleman was to check the details of a grant offered by the PA DEP for stormwater issues on private property within 50 feet of a roadway. Grant will check with the YCCD and PennDOT in regard to the possibility of acquiring a grant for this particular issue.
- F. Solomon Bailey, CUMC Trustee – Mr. Bailey was present to discuss an issue related to stormwater on the cemetery property along W. Meadow Street. Following discussion, **CM Brian Dell made a motion to approve authorizing Easy-Dig Excavating, Inc. to review the situation and present a solution and cost proposal to Borough Council, and to approve the purchase and installation of new weight limit signs at both ends of W. Meadow Street. The motion was seconded by CM Lance Beard. Motion carried unanimously.** Solomon also inquired if there was a Noise ordinance, explaining that several individuals are out in the early morning hours across the street from his place of residence being very loud and obnoxious. He was advised this would fall under the Borough's nuisance ordinance and it is a police matter.

#### Action to be Taken

- A. No "Action to be Taken".

#### Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: \*YARPD report/January 2019- 107.32 Service Hrs./19.95 Admin. Hours/141.18 Running Hours//26 Response Calls as listed on "Activity Report//No Alarm Responses/Other- Per discussion with Chief Damon/Lt. Zech, he instructed YARP not to issue any citations during recent winter events due to the Borough's hour overage; \*District Court Report/January 2019- \$138.78 Vehicle Code Violations/\$0.00 Local Ordinance Violations; \*Fire Police Requests- **A motion was made by CM Brian Dell to approve a request for assistance of Jacobus Fire Police for Dallastown Borough's 2019 List of Events as presented. CM Donald Wright seconded the motion. Motion carried unanimously**; \*Meetings/Training- None reported; \*Correspondence- 1. Greg has responded several times, but he continues to receive repeated notifications from the U.S. Dept. of Commerce to update the Borough's information, and 2. York County Dept. of Emergency Service (YCDES) form to update who is delegated by the Borough to dictate and sign-off on changes to the Fire and/or EMS responses within the Municipal Boundaries. Jacobus Borough's Mayor is currently the authorized party. No additional elected officials will be given this authority for the Borough; \*February 14 Police Commission Meeting- CM Brian Dell reported: 1. 221 names on the Civil Service list to draw from when hiring, 2. Purchase of USV (Utility Service Vehicle) is complete. Lt. Zech and retired Det. Hopple flew to Colorado, inspected the vehicle before finalizing the purchase, and drove it back to the station. Lt. Zech was able to get the price reduced to \$35,000.00 from the \$40,000.00 that was approved. Lettering and painting of the vehicle will be scheduled, and 3. Two (2) officers made significant drug arrests in January, one officer seizing 233 grams of concentrated marijuana wax, and the other seizing 30 grams of cocaine, 122 grams of marijuana and 30 grams of an unknown substance.
- B. **Office Manager** – Cynthia Ferree presented: \*2019 Liquid Fuels allocation received/\$55,770.44; YATB Notice of Distribution of unallocated tax (Federal Employees) for 2012 is being made on March 4 and will be distributed to municipalities in the regular YATB Member EIT distribution on or about March 20. Jacobus' share is \$249.16; \*A CD has been received containing the 2018 YC Hazard Mitigation Plan with 2018 Amendment; \*Code Supplements- As reported at last month's meeting, Borough Officials in possession of physical copies of the Borough's Code Book of Ordinances should pick up their supplements. Cynthia has three (3) copies each of Supplements 3, 4 & 5 left-over. She stated if you are not sure if you received or need the supplements, bring your books to the office and she'll assist in determining this. The supplement pages and Code Book pages have the issued dates on the bottom; \*W-4's- 2018 W-4 information was used for 2019 payroll withholdings for those who did not turn in the 2019 W-4; \*Statements of Financial Interest- Due to be filed with the Municipal Office no later than May 1; \*Thank you letter was sent to Doug Arnold by Mayor Gruendler for Doug's donation to the Borough. The funds have been deposited into the Borough's escrow account for Park Improvements and Maintenance.
- C. **BCO/Zoning Officer** – Mike Hammers was absent: \*No report.
- D. **JBSA** – Roger Coleman presented: \*The PA PUC is still requesting documents related to the purchase of the Borough's public sewer system by The York Water Company. Roger estimates the sale might be completed by June or July.
- E. **Solicitor** – Sarah Doyle, Esquire: \*No additional items to report.
- F. **Finance & Budget** - \*Draft Audit- **CM Donald Wright made a motion to approve the draft Audit and Financial Report for Year 2018 prepared by Hamilton & Musser, PC's, as presented. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously**; \*Financial Summary- **A motion was made by CM Brian Dell to approve advertising the Financial Summary for Year 2018 as legally required. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.**

G. Streets – \*No further report. Discussed in Ltr. D under “Persons on the Agenda/Public Participation”.

H. Refuse & Recycling - \*No report

I. **Buildings and Grounds** – \*February 26 Committee Mtg. Minutes were distributed (as attached). CM Kathie Cavanagh mentioned the section regarding grant possibilities for park playground and baseball field, but stated the Committee would need somebody to volunteer to write the grant applications. CM Donald Wright suggested the committee call companies for sponsorships; \*CM Brian Dell referred to the bullet point regarding the replacement of the charcoal grills at the community park and the purchase of new charcoal grills. CM Lance Beard stated the committee recommends to Borough Council, the purchase of two (2) charcoal grills with a 500 sq. in. cooking surface and hinged lid, as suggested by Brian at the February 6 Council meeting. The committee would recommend one (1) grill be installed at the large pavilion and one (1) at the small pavilion. **CM Brian Dell made a motion to approve the purchase of two (2) charcoal grills, with a 500 sq. in. cooking surface and hinged lid, to be installed at Jacobus Community Park. The motion was seconded by CM Lance Beard. Motion carried unanimously;** \*Trampoline- CM Lance Beard stated he will remove the trampoline that was reported to have blown into Jacobus Community Park and dispose of it within the next couple of days; \*CM Kathie Cavanagh presented cost proposals for the Borough's 2019 Vegetation Management Contract and Portable Toilet Unit. The following motions were made: 1. Portable Toilet- **A motion was made by CM Kathie Cavanagh to approve the cost proposal from Knaper's Stop and Go in the amount of \$110.00 each per four (4) week billing cycle for one (1) ADA unit to be installed at Jacobus Community Park. CM Brian Dell seconded the motion. Motion carried unanimously;** and 2. Vegetation Management- **CM Kathie Cavanagh made a motion to approve the cost proposal received from Glen Rock Green for the 2019 Vegetation Management Contract in the amount of \$2,484.00 as presented. The motion was seconded by CM Donald Wright. Motion carried unanimously;** \*Grounds Maintenance- CM Brian Dell inquired if the Buildings and Grounds Committee has reviewed the Grounds Maintenance Contract for amendments to the mowing/trimming specs. The current specs were not sufficient, and have not been sufficient, in past years. The Committee had not reviewed the contract specs for consideration of amending. Following discussion of the matter, **a motion was made by CM Lance Beard to amend the Grounds Maintenance Contract specs for Year 2019 to mow and trim one time per week in all areas. CM Lance Beard volunteered to be the contact person and was authorized to approve changes to the mowing schedule as needed throughout the season. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.** OM Cynthia Ferree will write an amendment to be executed by CP Roger Coleman, to the existing two (2) year contract with Yost's Property Maintenance and present the amendment to Yost's for execution.

J. JLS Recreation Association - \*CM Sandy Sheffer reported Girls Softball is up and running and Spring Soccer and T-Ball are filling up.

K. Other Reports - \*No report.

#### Unfinished Business

A. Zoning Hearing Board Vacancy- Upon inquiry, CM Lance Beard stated he did not speak with Roger Seitz. Another individual was suggested by CM Donald Wright. CM Lance Beard will speak with them before the April 3 Council meeting.

#### New Business

A. No “New Business” to report.

#### Correspondence

A. YCEA Annual Dinner- 5:00-9:00 p.m., Fri., April 12 @Wyndham Garden York

B. YC SPCA Leadership Change

C. YC Convention & Visitors Bureau- Sport York Publication

D. Central Penn Business Journals

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

#### Bills

**CM Kathie Cavanagh made a motion to approve February 2019 General Fund of \$46,548.44 and disbursement of 2019 March expenses-to-date from the General Fund of \$19,857.87, 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 Brian Dell to adjourn the meeting at 9:13 p.m. CM Donald Wright seconded the motion. Motion carried unanimously.**

Jacobus Borough Council will meet next on Wednesday, April 3, 2019 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree  
Office Manager/Treasurer  
Jacobus Borough Council

\* - Denotes change of subject

## **Buildings and Grounds Committee Meeting Minutes**

**February 26, 2019**

**Attendees: Lance Beard, Kathie Cavanagh (Roger Coleman and Jeff Hammers did not attend).**

**Called to order at 7:00 pm**

**Committee received suggestion from CM Don regarding grants for park playground and baseball field (Under Armour, York Revs and Cal Ripkin). Great idea and perhaps electronic sign cost could be included in grant applications for ballfield along with new batting cage, etc. Need volunteer to apply for grants.**

**Committee identified the following needed repairs; however, Council needs to address funding before proceeding further:**

- **Pantano Concrete is on schedule for April (weather permitting) to repair handicap ramp and railing at Borough building. \$980.00**
- **Committee recommends as suggested purchasing and replacing two 500 Sq. Inch Covered Park Grills (one at small pavilion near fence to hinder vehicles and one at large pavilion) from The Park & Facilities Catalog for \$1,392.00**
- **All fences need power washing (park, tot lot, etc.) Cost TBD**
- **New drain cover needed at tennis court by the tennis net (Walton & Co. can fabricate but quote needed)**
- **Paint outside wall of bathroom building where ballfield plaque was installed (vendor and cost needed)**
- **Back of Borough building also needs painting (same vendor as at park?)**
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**Adjourned 7:45 pm**