

Jacobus Borough Council Meeting
Meeting Date: May 1, 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, Sandy Sheffer and Donald Wright; and Mayor (MYR) Greg Gruendler and Sarah Doyle, Esquire. CMs Brian Dell and Jeff Hammers were absent. CM Brian Dell arrived at approximately 7:02 p.m.

Minutes and Treasurer's Report

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

Persons on the Agenda/Public Participation

- A. Timothy Damon, YARPD Chief - Chief Damon presented the police department's 2018 Annual Report and various other items such as, but not limited to: 1. The department is able to create a separate Facebook page for each municipality. Citizens would be able to sign-up to receive notifications related to the Borough, 2. CODY software is scheduled to be up and running in two (2) weeks, and 3. A "Stop the Bleed" Course is scheduled for May 14, 2019 with STAT-Medivac Paramedics.
- B. Grant Anderson, Site Design Concepts - Mr. Anderson presented a "Change Order", along with a detailed report and pictures, for the Borough's 2019 Streets Project in the amount of \$18,972.45. This would make the total amount of the project \$180,201.70. **CM Donald Wright made a motion to approve the "Change Order" in the amount of \$18,972.45 as presented. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.** Mr. Anderson also presented a brief history of Long's Asphalt, Inc. In addition Mr. Anderson and OM Cynthia Ferree reported on their responses to a request from Tim Young of The York Water Company for the process of handling emergency street excavations that may occur outside of business hours and on weekends.
- C. Fred Oleson, Penn State Extension Master Watershed Steward Program - Mr. Oleson presented information on the benefits of rain barrels as an option for residential stormwater management and discussed with Borough Council the possibility of holding a workshop in Jacobus Borough for its residents.

Action to be Taken

- A. None presented.

Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/March 2019- 35.33 Service Hrs./22.02 Admin. Hours/139.85 Running Hours//19 Response Calls as listed on "Activity Report//Alarm Responses- 1 N. Main St. on 4/10/19 & 4/11/19; *District Court Report/March 2019- \$96.67 Vehicle Code Violations/\$3.89 Local Ordinance Violations; *Fire Police Requests- **A motion was made by CM Brian Dell to approve two (2) requests for assistance of Jacobus Fire Police presented as follows: 1. Felton Borough- Felton Day Street Fair on May 11 and, 2. Stewartstown Borough- Stewartstown Fireworks/TBA, Eureka Fireman's Carnival/July 15 through July 20, Eureka Fireman's Parade/July 20, and Halloween Event/October 31. CM Sandy Sheffer seconded the motion. Motion carried unanimously;** *Swore in two (2) new Fire Police after the last fire company breakfast. "Oaths of Office" for each will be obtained and submitted to the Municipal Office; *Meetings/Training- Greg has volunteered to assist York Township EM Dept. with various events as a Ham Radio Operator; *April 11 Police Commission Meeting- CM Brian Dell reported: 1. Act 79 and PFA orders- YC Sheriff's Office will store firearms collected until it reaches capacity, 2. Checked with Lt Zech on the use of digital radar signs/Fine to use as long as they aren't used for, or promoted as, law enforcement; *Blue Star Memorial Ceremony Reminder- May 18, 2019 at the Keystone Welcome Center on I83 North, Shrewsbury, PA.
- B. **Office Manager** – Cynthia Ferree presented: *W-4 Reminder- 2018 W-4 information is currently being used for 2019 payroll withholdings for those who did not turn in the 2019 W-4; *Statements of Financial Interest Reminder- Due to be filed with the Municipal Office no later than today, May 1. Those who have not turned in the form may still do so, but the forms are not to be back dated.
- C. **Engineer** - Report given under "Persons on Agenda/Public Participation", Ltr. B
- D. **Solicitor** - Solicitor Sarah Doyle presented: *Trash Cost Waiver Request per Wm. Acker- Recommendation to deny Mr. Acker's request based on the Borough's Refuse and Recycling Ordinance. **CM Donald Wright made a motion to deny the written email request received from William Acker for a waiver of paying costs related to curbside Trash & Recycling pick-up services for his property located at 17 S. Main Street. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously;** *Right-To-Know (RTK) Law- Suggested Borough Officials contact their local legislators in regard to West Easton Borough's request to consider adoption of a Resolution to amend the RTK Law and provide relief from vexatious requesters to public agencies, and to define the terms "harass" and "overburden" in the current RTK Law; *Small Cell Site Offer- Following discussion of correspondence received from Carl Humenik of Humenik Acquisitions, LLC, **a motion was made by CM Donald Wright to authorize Stock and Leader to negotiate the price and terms of leasing space on the Borough's traffic signal to "Shentel". Approval of a lease would be based on Borough**

Council's approval of the final terms and conditions of the lease. CM Kathie Cavanagh seconded the motion. Motion carried by majority vote; *Grey Beards of Jacobus, Inc.- Following discussion of an illegal on-lot septic tank which is connected to two (2) handicap bathrooms in the building and that has been leaking due to overflowing of the septic tank, **CM Donald Wright authorized Stock and Leader to ghostwrite a letter for the Borough's BCO, Mike Hammers, allowing a six month grace period to the owner, Randy Criswell, to resolve the issue. The motion was seconded by CM Brian Dell. Motion carried unanimously;** *CM Brian Dell thanked Sarah/Stock and Leader for the Municipal 201 Seminar. The seminar was very well presented and provided valuable information on various topics to those who were in attendance.

- E. BCO/Zoning Officer** – Mike Hammers presented: *Two (2) permits issued in April- Generator installation and on-grade patio/One (1) permit pending for a Patio Cover; *High Grass Issues- Several properties need to be addressed. 7 Valley Road is most obvious; *YC Park Project- Inquired if there was any new information. Council informed him it is not the Borough's problem. If the YC Parks Department desires to continue to pursue the project it is up to them to work to move the project forward; *Grey Beards of Jacobus, Inc.- Upon Mike's inquiry, Council stated Mike should work with Sarah on the need for permits and inspections, such as plumbing for example, in relation to the on-lot septic tank issue; *MYR Greg Gruendler requested Mike address a matter with the property owners at the corner of Geiselman Drive and N. Main Street in regard to a tree overhanging Geiselman Drive. The tree, hanging to the ground, is creating a public safety hazard for vehicles and pedestrians.
- F. JBSA** – *No report.
- F. Finance & Budget** - *CM Sandy Sheffer will review the 2019 1st Quarter Bank Statements and report at the June meeting.
- G. Streets** – CM Brian Dell presented: 1. *2019 Streets Project discussed under "Persons on the Agenda/Public Participation", Ltr. B, 2. *W. Meadow St. Berm- John Hendrix of Easy-Dig Excavating, Inc. is proposing a roll-up curb with delineators at a cost of \$2,116.50. **A motion was made by CM Donald Wright to authorize the execution of the proposal from Easy-Dig Excavating, Inc., in the amount of \$2,116.50, for the installation of 83 LF of Roll-up asphalt curb along W. Meadow Street as presented. CM Sandy Sheffer seconded the motion. Motion carried unanimously;** *Gross Vehicle Weight Limit signs for W. Meadow Street have been ordered and will be installed upon receipt; *John Hendrix and Grant have reviewed the mill notch project on N. Pleasant Avenue. John has it scheduled for two (2) weeks out; *Pine Street Swale- Brian has spoken with Jake Bahn of 19 Woodland Drive and has received permission for the Borough's contractor to enter Jake's property to perform the 'swale' work.
- H. Refuse & Recycling** - *OM Cynthia Ferree informed Borough Council, that the current Refuse & Recycling Contract expires January 31, 2020 and that the Refuse & Recycling Committee should start reviewing options for a new contract. A new contract should be approved before the end of 2019 so there is no break in service for the Borough's residents.
- I. Buildings and Grounds** – *OM Cynthia Ferree reported the charcoal grills approved for purchase at the April 3 Council meeting, for a total cost of \$1,157.10 have been ordered. Delivery is expected May 7 to May 9; *May Park Reservations/Entertainment Costs/Request- Sign-up Sheet and Reservation Signs are on the table for the Buildings and Grounds Committee/Park Reservation Packet states "up to \$30.00 for entertainment brought in to the park, such as Bounce Houses, Dunk Tanks, etc. OM Cynthia Ferree stated she has had requests for several reservations coming up and inquired how much Council would like her to charge for each. She also has a request to allow a company that offers pony rides to provide entertainment for one of this year's reservations. Council members were in agreement to charge \$30.00 for each and to allow the pony rides as long as the company can provide the Borough a "Certificate of Liability Insurance" with the Borough added as 'additional insured'; *MYR Greg Gruendler asked if the table repairs have been completed. CM Brian Dell stated he will complete the repairs; *CP Roger Coleman inquired if an age limit could be placed on the use of the playground equipment. Council members stated no; *CVP Lance Beard reported on repairs made to the Swingset; *CM Brian Dell suggested the Committee perform a thorough inspection at the Community Park. The Committee will meet on Tuesday, May 14 @ 7:00 p.m.
- J. JLS Recreation Association** - *No report.
- K. Other Reports** - *No report.

Unfinished Business

- A. Zoning Hearing Board Vacancy- CM Brian Dell made a motion to appoint Michael H. McAdams of 16 Circle Drive as an alternate member of the Zoning Hearing Board. Michael's appointment will be for the remainder of a three (3) year term expiring on December 31, 2021. The motion was seconded by CM Donald Wright. Motion carried unanimously.** CM Donald Wright presented a brief background report on Michael McAdams.

New Business

- A.** CM Sandy Sheffer stated she has been approached with requests for the Borough to install 'no parking' signs on the east side of Pine Street. Council stated in order to do so a professional traffic study would need to be performed which is very costly. In addition, people would just start parking on the other side of the street if signs were installed only on one side of the street and it would not resolve issues of speeding.
- B.** CM Brian Dell inquired of CVP Lance Beard if ARD will be completing the painting of curbs this year, or should the Streets Committee pursue a cost estimate from D. E. Gemmill to complete this task. CVP Lance Beard stated that a contractor should be used to complete this task.

Correspondence

- A.** YCSWA Dedication Ceremony Invitation; Tues., June 4 @ 9 a.m.
- B.** Central Penn Business Journals
- C.** Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Donald Wright made a motion to approve April 2019 General Fund expenses of \$22,090.73, Escrow Fund expenses of \$161.00, and PLGIT Recreation Funds of \$1,341.10; and disbursement of 2019 May expenses-to-date from the General Fund of \$1,652.86 and \$161.00 from the Escrow Fund, 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 8:56 p.m. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, June 5, 2019 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

* - Denotes change of subject