

**Jacobus Borough Council Meeting**  
**Meeting Date: October 3, 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 Jeff Hammers

**Roll Call**

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

**Minutes and Treasurer's Report**

1. Minutes of September Council Meeting – **CM Brian Dell made a motion to approve the September 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 September 2018 Treasurer's Report for audit as presented. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.**

**Persons on the Agenda/Public Participation**

- A. Shawn, the Sign Guy - Attending at the invitation of CM Jeff Hammers, Mr. Shawn Chronister introduced himself and presented detailed information on 'DragonFly' digital signage with specs to replace the marquis sign at Jacobus Community Park. The approximate cost of the sign, including installation, labor, power, drawings for permitting, and software, etc. would be \$19,970.00.
- B. Debbie Loucks, Resident - Ms. Loucks was present to inform Borough Council of two (2) public meetings to be held by area Rotary Clubs in regard to the "Trees for Trail" project. The meetings will be held as follows: Nov. 7, 2018 at Goodwill Fire Co., Inc., Station 18 in Jacobus and Nov. 13, 2018 at Grace UM Church Shrewsbury in New Freedom.

**Action to be Taken**

- A. 2018 Fire Relief Allocation - **CM Brian Dell made a motion to approve disbursement of the 2018 Commonwealth state aid allocation received in the amount of \$9,341.09, supporting Volunteer Fire Relief Associations (VFRA), to Goodwill Firemen's Relief fund of Goodwill Fire Co. No. 1, Station 18, as legally required. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.**

**Borough Reports**

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: \*YARPD report/August 2018- 76.77 Service Hrs./31.33 Admin. Hours/4.38 Running Hours//18 Response Calls as listed on "Activity Report//No Alarm Responses; \*District Court Report/August 2018- \$245.85 Vehicle Code Violations/\$0.00 Local Ordinance Violations; \*No Fire Police Requests; \*Mtgs./Training- Attended September meetings of YC Coalition for Clean Waters. The "Police Top Dog" competition is scheduled for October 7 at Wm. Kain Park; \*YARPD's 2019 expected budget expenses were discussed in relation to the cost of police services for the planning of the Borough's 2019 budget.
- B. **Office Manager** – Cynthia Ferree presented: \*CP Roger Coleman- Presented a letter and invitation from the Steering Committee of local fire companies, including Jacobus Station 18, to attend an October 23, 2018 informational meeting. The meeting will update related Municipalities on the current status of the regionalization and offer a chance to ask questions and state concerns. **A motion was made by CM Brian Dell to authorize CM Donald Wright to attend the meeting as a representative of Jacobus Borough Council. CM Sandy Sheffer seconded the motion. Motion carried unanimously;** \*2019 Liquid Fuels Allocation Notification- Estimated at \$54,292.14/Actual allocation from the State will be distributed March 1, 2019; \*PURTA (Public Utility Realty Tax Allocation Notification- \$528.63 received for Tax Year 2017; \*RTK Request update- A response was sent to Dana Myers on September 27 for his Right-to-Know request. To-date Dana has not responded with the additional information requested of him. Upon advice of the Solicitor, if no response is received from Dana, the RTK request will be closed after 30 days; \*CG SOP- A permit has been issued to Columbia Gas of PA for a street opening at 7 N. Pleasant Ave; \*FHWA 536 Report and Act 101, Section 904 Reports have been submitted as required; \*Assessment Hearing- Notice was received a hearing is scheduled for the property of 852 Valley Road on October 25; \*Documents pertaining to YCPC action are available for viewing- as submitted by Earl Willoughby, Jacobus LGAC Representative.
- C. **BCO/Zoning Officer** – Mike Hammers absent: \*No Report
- D. **JBSA** – Roger Coleman, Chairman, presented: \*The Authority will make a final decision on the sale of the public sewer system to the York Water Company at the October 10 meeting. The water company's offer to buy the system is \$2.1 Million. The Authority will also make a decision on setting the Sewer Rates to be billed by the water company- continue with a flat rate of \$190.00 or base the rate on water consumption. If based on water consumption, residents using under 4,000.00 gallons of water will see a cost savings of approx. \$25.00 p/Qtr.
- E. **Solicitor** – Sarah Doyle, Esquire, presented: \*Digital Signage- Solicitor Sarah Doyle pointed out that the estimated cost of \$19,970.00 for the Digital Sign presented by Shawn Chronister would require three (3) Telephone or Written Quotes. If the cost would equal or exceed \$20,100.00 then sealed bids would be required; \*Zoning Variance- An email inquiry was received by the Municipal Office inquiring of the chances that a zoning variance, or rezoning of the property at 17 S. Main Street, might be granted to allow for the building of a "Dollar General" Store. Solicitor Sarah Doyle presented the process to, and possible consequences of, changing the zoning to allow for a commercial business in a residential zoned area. The process would start with the Borough's Planning Commission in compliance with the MPC (Municipal Planning Code); \*NIMS (National Incident Management System) Training- As directed at last month's meeting, Solicitor Doyle presented information on the requirements (who is required to have the training) for

NIMS Training. The course numbers needed are 100, 200 & 700 but only individuals responsible for Emergency Preparedness are required to take the training. Borough Officials are not required to take the training. Sarah, presented printouts for the Municipal Office from the NIMS website. CM Brian Dell suggested Stock and Leader consider offering a 'group' training for NIMS for the Municipalities they represent. Sarah stated she will take the suggestion back to Stock and Leader for consideration; \*Community Park Reservations for Commercial Use- As directed at the September 5 Council Meeting, Solicitor Sarah Doyle reviewed the Borough's 'Park' ordinance for regulations pertaining to commercial sales at the park. Sarah stated Commercial sales are allowed as there is nothing in the ordinance to prohibit reserving the park for Commercial sales. The ordinance does state that all reservations are to be approved by Borough Council. Further discussion included fees for reserving the park for this purpose; \* Proposed Ordinances- Dumpster/Pods and Driveways- Discussion included but was not limited to permitting, permit fees, highway occupancy permitting, time limits, Commercial private contracts, etc., **CM Brian Dell made a motion to authorize CM Sandy Sheffer and CM Brian Dell to meet with Sarah Doyle, Esquire, of Stock and Leader, to refine the proposed ordinances related to regulating the placement of dumpsters/pods and the addition of driveways with access from Borough streets. The motion was seconded by CM Jeff Hammers. Motion carried by majority vote.**

- F. **Finance & Budget** - \*Greg presented the minutes from the September 25 Committee mtg (attached); \*Animal Control Services Contract- **A motion was made by CM Donald Wright to approve execution of the 2019 Animal Control Services contract with Julia Drebushenko, as presented. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.**
- G. **Streets** – \*CM Brian Dell reported: 1. Right-of-Way (ROW) Stormwater inlets- He checked the inlets in the ROW behind Farmington Dr. Most are clear, two (2) have dirt over the top, one (1) has silt fabric inside the inlet in 'v' shape with debris in the bottom, and the inlet at the top of Eagleton Dr. is clogged on the surface. CM Brian Dell referred his findings to Roger Coleman/Buildings & Grounds Committee, to follow-up with Easy-Dig to review the inlets and unclog as necessary, 2. Stormwater flow at 6 Park St.- CM Brian Dell would like Council to consider approving to arrange to dump 100 gallons of water on Park St. in order to review the flow of stormwater onto this property, 3. Oak Lane Parking- In regard to the complaints & concerns of vehicles parked into the traveling lane on Oak Lane, MYR Greg Gruendler stated that YARPD gave him information that according to PennDOT no parking is recommended on streets less than 15' wide. However, this is a State regulation for State-owned roads only. CM Brian Dell suggested painting white lines the length of the street. According to the street adoption ordinance, Oak Lane is to be 9' wide. Placement of the lines would be measured from the east edge of the road, 9 ft. to the west side. This would leave no question as to the portion of Oak Lane that would be considered the official cartway. Further discussion resulted in no action being taken at this time, and 4. Foliage/Vegetation- CM Brian Dell presented an updated report to Borough Council of the locations that still need to be addressed with the property owners. CP Roger Coleman stated he will follow-up with Mike Hammers, Zoning Officer for Jacobus Borough.
- H. **Refuse & Recycling** - \*CM Kathie Cavanagh reported on resident complaints with curbside pick-up services. She will continue to volunteer to address any issues for the residents; \*New recycling guidelines were discussed.
- I. **Buildings and Grounds** – \*No Committee meeting was held in September; \*Upon inquiry, CP Roger Coleman reported: 1. The new doors for the Municipal Building are ordered and should arrive in approximately two (2) weeks, and 2. He doesn't know when the shed at the Community Park is scheduled for siding/soffit installation; \*Digital Sign Quotes- Council members stated the Buildings and Grounds Committee should research other companies before considering a purchase of a digital sign. **CM Donald Wright made a motion to authorize Jeff Hammers to seek quotes from two (2) additional companies for a digital sign at Jacobus Community Park. The quotes should be based on the same exact specs presented by Shawn Chronister of "DragonFly Signs". The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously;** \*Nature Park E. Branch Dr. Entrance has been closed due to the deterioration of the trail breakers. **A motion was made by CP Roger Coleman to purchase two (2) signs saying, "Trail Closed" for installation at the E. Branch Drive entrance to the Nature Park. CM Brian Dell seconded the motion. Motion carried unanimously;** \*Park Reservations - No October reservations-to-date/Off. Mgr. Cynthia Ferree inquired if anyone knew if the September 15 reservation was held and if it was, were the facilities left in good condition. Cynthia would like to return the refundable maintenance security deposit but has not heard from CM Lance Beard who had taken responsibility for this reservation. CP Roger Coleman stated he will follow-up with Lance and get back to her.
- J. **Community Events** - \*Trick or Treat will be held on October 31, 2018 from 6:00 p.m. to 8:00 p.m.; \*Christmas Tree Lighting Ceremony- Following discussion, **CM Brian Dell made a motion to discontinue the Christmas Tree Lighting Ceremony event, but the Borough will decorate the tree and park, and turn on the lights when decorating is complete. The motion was seconded by CM Donald Wright. Motion carried by majority vote.**
- K. **JLS Recreation Association** - \*No report
- L. **Other Reports** - \*No report.

#### Unfinished Business

- A. No 'Unfinished Business' to report.

#### New Business

- A. **Feral Cats**- \*CM Donald Wright discussed the issue some property owners have with feral cats.
- B. **Meadow St. & York Rd. 4-way Stop request**- \*CM Donald Wright reported Rose Brandt, the individual who requested the Borough consider installing a four-way stop at this intersection, is no longer interested.
- C. **Crosswalks**- \*CM Donald Wright would like the Borough to consider installing two (2) crosswalks- one (1) from the Smith Village parking lot across N. Main St. to the Furniture Outlet Store, and one (1) from N. Pleasant Ave. across Valley Rd. to S. Pleasant Ave. Both crosswalks would be on State-owned roads. **A motion was made by CM Brian Dell to authorize CM Donald Wright to pursue crosswalk installations at the above locations. CM Jeff Hammers seconded the motion. Motion carried unanimously.**
- D. **G. Burnell Bollinger**- Discussion was held regarding the passing of former Mayor, Burnell Bollinger, and how the Borough could recognize him. CM Brian Dell suggested starting with the writing of a Proclamation that would be presented to Burnell's wife, Joan. MYR Greg Gruendler agreed to write a Proclamation. Further acts of recognition can be discussed at a later date.

**Correspondence**

- A. Thank you Note from Glenn & Jennette Peabody/Pickle Ball Courts
- B. Central Penn Business Journals
- C. Misc. Monthly, Quarterly, Annual Newsletters & Reports

**Bills**

***CM Donald Wright made a motion to approve September 2018 expenses as follows: General Fund- \$48,669.56, Escrow Account- \$157.50, PLGIT Recreation Funds- \$10,853.82, and disbursement of October 2018 expenses-to-date from the General Fund- \$2,016.85, as presented in the Treasurer's report. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.***

**Other Business**

- A. Junior Council Person- CP Roger Coleman contacted Dr. Dyer of DASD. The opportunity will be put out to the students.

**Adjournment**

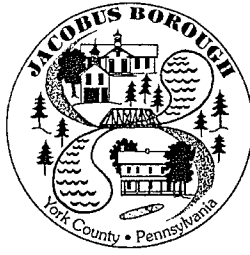
***A motion was made by CM Kathie Cavanagh to adjourn the meeting at 9:32 p.m. CM Sandy Sheffer seconded the motion. Motion carried unanimously.***

Jacobus Borough Council will meet next on Wednesday, November 7, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree  
Office Manager/Treasurer  
Jacobus Borough Council

\* - Denotes change of subject



# Jacobus Borough

126 N. Cherry Lane, Jacobus, PA 17407-1000

Phone: 717-428-1752

Fax: 717-428-0588

E-mail: [jacobusborough@verizon.net](mailto:jacobusborough@verizon.net)

## Finance & Budget Committee Meeting

### Minutes

October 09, 2018

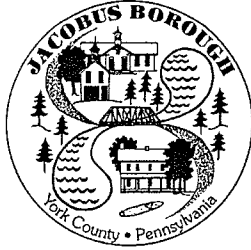
The Budget Committee met at the regular scheduled advertised committee meeting of Tuesday, October 09, 2018. Committee Members present were: Mayor Greg Gruendler, Office Manager Cynthia Ferree, Council Members, Kathie Cavanagh and Brian Dell. Absent was Sandy Sheffer and Citizen-at-Large Debbie Loucks. Guest Roger Coleman also attended. The meeting promptly convened at 7:00 pm.

The committee heard from invited guests representing community organizations seeking continual funding in 2019. Presentations were made by Jacobus Village Library- Cindy Seitz, Jacobus Lions Ambulance- Brad Ream, Goodwill Fire Company #1- Patty Shaeffer, and JLS Recreation- Lori Starz. The York County Library System requires the "Friends" of the Village Library to provide 32% of their income from volunteer fund raising to maintain operating expenses. 1197 of the 1841 residents of Jacobus hold library cards at The Village Library. Jacobus Lions Ambulance reported 91 calls occurred in the borough in 2017. Goodwill Fire Company reported fire calls in Jacobus Borough require a three company response including Jacobus, York Twp, and Loganville. JLS reported that Springfield Twp has notified the organization that they will be leaving the group at the end of 2019. Lori Starz said that she would provide a breakdown of the number of Jacobus residents that participated in JLS Girls Softball and Soccer during 2018. At the October 23, 2019 budget meeting the budget will be additionally refined to prepare a proposed balanced budget to be considered for approval to advertise at the November 7, 2018 Borough Council Meeting.

The meeting adjourned at 8:15 pm.

Respectfully Submitted By,

Cynthia M. Ferree  
Recording Secretary  
Finance & Budget Committee



# Jacobus Borough

126 N. Cherry Lane, Jacobus, PA 17407-1000

Phone: 717-428-1752  
Fax: 717-428-0588  
E-mail: [jacobusborough@verizon.net](mailto:jacobusborough@verizon.net)

## Finance & Budget Committee Meeting Minutes October 23, 2018

The Budget Committee met at the regular scheduled advertised committee meeting of Tuesday, October 23, 2018. Committee Members present were: Mayor Greg Gruendler, Office Manager Cynthia Ferree, Council Members Sandy Sheffer, Kathie Cavanagh and Brian Dell. Absent was Citizen-at-Large Debbie Loucks. Also attending was guest, Council President Roger Coleman.

The meeting promptly convened at 7:00 pm. The committee reviewed future revenues and expenses from the preliminary draft budget for 2019. After examining each line item a refined budget was compiled. At this time the projected revenues are \$546,245.00 and the expenses total \$546,245.00. The preliminary budget deficit is \$8,483.00, which is reduced from \$11,257.00 from the September 25, 2018 Committee meeting. The first preliminary draft budget showed a proposed deficit of over \$23,000.00 in August. Over \$15,300.00 was removed since the first proposal.

A motion was made by Brian Dell and seconded by Sandy Sheffer to transfer \$8,483.00 from the general reserve funds account to balance the proposed 2019 Budget of \$546,245.00 and present it to the full Borough Council for a recommendation to approve to advertise at the November 7, 2018 Borough Council Meeting. Motion carried unanimously.

A motion was made by Brian Dell and seconded by Kathie Cavanagh to approve the 2019 Liquid Fuels Budget of \$68,091.90 for presentation and a recommendation of approval to Borough Council. Motion carried unanimously.

A motion was made by Brian Dell and seconded by Kathie Cavanagh to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:41 pm.

Respectfully Submitted By,

Cynthia M. Ferree  
Recording Secretary  
Finance & Budget Committee