

# Jacobus Borough Reorganization Meeting

Meeting Date: January 3, 2018

## Mayor Gregory B. Gruendler Presiding

### Oath of Office

Mayor Gregory Gruendler presented the Oath of Office to newly elected Tax Collector, Cynthia Ferree, and newly elected Borough Officials, Roger Coleman, Jeff Hammers and Donald Wright. Brian Dell submitted his Oath of Office signed by District Magistrate Lindy Sweeny on January 2, 2018, to Mayor Gruendler.

### Call to Order

The meeting was called to order by Mayor Gregory Gruendler at 7:08 p.m.

### Roll Call

Office Manager Cynthia Ferree called the roll. Present were Mayor Gregory Gruendler and Council members: Lance Beard, Roger Coleman, Kathie Cavanagh, Brian Dell, Jeff Hammers, Sandy Sheffer, Donald Wright; and Solicitor David Jones.

### Pledge of Allegiance to the Flag

Mayor Gregory Gruendler led all present in the Pledge of Allegiance to the Flag.

### Nomination and Election of Officers

*Mayor Gregory Gruendler called for nominations for President of Borough Council.*

Council Member Brian Dell nominated Kathie Cavanagh. The nomination was seconded by Council Member Donald Wright. The nomination was declined by Kathie. Brian presented reasons why he felt Kathie was a good candidate for Council President and asked her to reconsider. Kathie thanked Brian for his kind words but again declined the nomination.

Council Member Jeff Hammers nominated Roger Coleman for Council President (CP). Council Member Lance Beard seconded the nomination. A roll call vote was called for by Council Member Jeff Hammers. Office Manager Cynthia Ferree took the roll call vote as follows: Lance Beard- yes, Kathie Cavanagh- yes, Roger Coleman- yes, Brian Dell-no, Jeff Hammers- yes, Sandy Sheffer-yes, and Donald Wright- no. Motion carried by majority vote.

*Mayor Gregory Gruendler called for nominations for Vice President.*

Council member Jeff Hammers nominated Lance Beard for Council Vice President. Council member Brian Dell nominated Kathie Cavanagh for Council Vice President. Council member Donald Wright seconded the nomination of Kathie Cavanagh as Council Vice President (CVP). Kathie declined the nomination. Roger Coleman called for a roll call vote for the nomination of Lance Beard. Office Manager (OM) Cynthia Ferree took the roll call vote as follows: Lance Beard- yes, Kathie Cavanagh- yes, Roger Coleman- yes, Brian Dell- no, Jeff Hammers- yes, Sandy Sheffer- yes, and Donald Wright- yes. Motion carried by majority vote.

## Council President Presides

### Opening Invocation and Pledge of Allegiance to the Flag

CP Roger Coleman began with a prayer followed by the Pledge of Allegiance led by Council Member (CM) Donald Wright.

### A. Appoint Officers & Firms

1. Solicitor Firm of Record – CVP Lance Beard made a motion to appoint Stock and Leader, Attorneys At Law, as Solicitor Firm of Record for Jacobus Borough. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.
2. Engineering Firm of Record – CM Brian Dell made a motion to appoint Site Design Concepts, Inc. as Engineering Firm of Record for Jacobus Borough, to include Civil Engineering, Stormwater, MS4, PA One Calls and other engineering services. The motion was seconded by CM Kathie Cavanagh. Following discussion CM Jeff Hammers called for a roll call vote. OM Cynthia Ferree took the roll call vote as follows: Lance Beard- no, Kathie Cavanagh- yes, Roger Coleman- yes, Brian Dell- yes, Jeff Hammers- no, Sandy Sheffer- yes, and Donald Wright- yes. Motion carried by majority vote.
3. Codes Enforcement Official – CVP Lance Beard made a motion to appoint Michael D. Hammers as Codes Enforcement Officer for Jacobus Borough. The motion was seconded by CM Sandy Sheffer. CM Jeff Hammers abstained because he is Mike's brother. Motion carried unanimously.
4. Right to Know Officer – CM Donald Wright made a motion to appoint Cynthia M. Ferree as Jacobus Borough's Right-to-Know Officer. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously. At Solicitor Jones advice, CM Jeff Hammers made a motion to appoint Greg Gruendler as Assistant Right-to-Know Officer. The motion was seconded by CM Brian Dell. Motion carried unanimously.
5. Emergency Management Coordinator – CM Brian Dell made a motion to appoint Mayor Greg Gruendler as Jacobus Borough's Emergency Management Coordinator. The motion was seconded by CM Donald Wright. Motion carried unanimously.
6. Sewage Enforcement Officer – Action was tabled for the February 7 Council meeting.

## **B. Council Members Appointed to Committees**

*CP Roger Coleman made appointments to Borough Committees as follows:*

- Public Safety – Mayor Greg Gruendler and CMs Kathie Cavanagh, Brian Dell and Donald Wright
- Finance & Budget – Mayor Greg Gruendler and CMs Kathie Cavanagh, Brian Dell, Sandy Sheffer, OM Cynthia Ferree, and Citizen-at-Large Debbie Loucks
- Streets – CMs Brian Dell, Sandy Sheffer and Donald Wright
- Refuse & Recycling – CMs Lance Beard, Kathie Cavanagh and Jeff Hammers
- Buildings and Grounds – CMs Lance Beard, Kathie Cavanagh and Jeff Hammers; CM Donald Wright will check if Jen Secula would be interested in serving on the committee as a Citizen-at-Large
- JLS Interim Representatives – CMs Jeff Hammers and Sandy Sheffer
- Community Events – CM Sandy Sheffer; At CM Brian Dell’s suggestion, Sandy will speak with the Secretaries of the Churches located in the Borough for event participation and support.
- Vacancy Board Chairman – Citizen Debbie Loucks, Chair and Borough Council

## **E. Other Appointments**

1. Jacobus Borough Sewer Authority – CM Brian Dell made a motion to appoint Richard Somerville to a new five (5) year term on the Jacobus Borough Sewer Authority. The term will expire December 31, 2022. The motion was seconded by CM Donald Wright. Motion carried unanimously.
2. Jacobus Borough Planning Commission – CM Donald Wright made a motion to appoint Earl O. Willoughby to a new five (5) year term on the Jacobus Borough Planning Commission. The term will expire December 31, 2022. The motion was seconded by CM Brian Dell. Motion carried unanimously.
3. Zoning Hearing Board – No appointments needed
4. LGAC Representative (Local Gov’t Advisory Committee) – CM Donald Wright made a motion to appoint Earl O. Willoughby as Jacobus Borough’s LGAC representative to the York County Planning Commission. The motion was seconded by CM Brian Dell. Motion carried unanimously. CM Lance Beard made a motion to appoint Donald Wright as Jacobus Borough’s Alternate LGAC representative. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.
5. York Adams Tax Bureau (YATB) & Tax Collection Commission (TCC) Representative and Alternate – CM Donald Wright made a motion to appoint Debbie Loucks, as Jacobus Borough’s YATB and TCC Representative. CM Jeff Hammers seconded the motion. Appointment of an Alternate Representative to the YATB and TCC was tabled.
6. York County Consortium Alternate Representative – CM Kathie Cavanagh made a motion to appoint Donald Wright as Jacobus Borough’s Alternate Representative to the York County Consortium Regional Committee. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.
7. Communities That Care – CM Donald Wright made a motion to appoint Debbie Loucks as Jacobus Borough’s representative to the “Communities That Care” committee. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.

## **F. Consent Agenda**

1. Set Meeting Calendar – CM Donald Wright made a motion to approve the 2018 Meeting Calendar as presented, and to advertise the Public meeting dates as legally required. Council meetings will be held the first Wednesday of each month with the exception of July. The July meeting will be held on Monday, July 2. There are no revisions to the schedule of any other Borough Boards. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.
2. Set Holiday Calendar – CM Donald Wright made a motion to approve the 2018 Holiday Schedule for Office Closings as presented. Council Member Brian Dell seconded the motion. Motion carried unanimously.
3. CM Donald Wright made a motion to authorize signers for Jacobus Borough financial accounts as follows: 2 signatures out of 3 authorized signers required for written checks on all Borough accounts- being Council President, Office Manager-Treasurer and Chair of the Finance & Budget Committee, AND authorize Cynthia Ferree, Office Manager-Treas. to perform Internet Fund Transfers & Set-up ACH/EFT deposits & payments as necessary to Jacobus Borough financial accounts. The motion was seconded by CM Lance Beard. Motion carried unanimously; OM Cynthia Ferree requested Council consider adding a fourth individual as a signer on the Borough’s financial accounts. Following discussion, CM Brian Dell made a motion to approve Jeff Hammers as an authorized signer on the Borough’s financial accounts. The motion was seconded by CM Lance Beard. Motion carried unanimously.
4. Approve 2018 IRS Mileage Rate – 54.5 cents p/mile – CM Donald Wright made a motion to approve the 2018 IRS mileage rate at 54.5 cents per mile. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.

## **G. Other Business**

No ‘*Other Business*’ presented or discussed.

## **H. Adjournment**

CM Donald Wright made a motion to adjourn the Reorganization Meeting at 8:11 p.m. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.