

Jacobus Borough Council Reorganization Meeting Minutes

Meeting Date: January 3, 2012

Presiding Mayor, Gregory B. Gruendler called the Reorganization Meeting to order at 7:05 p.m.

A. Oath of Office – The “Oath of Office was given to each ‘elected’ individual by Mayor Gruendler as follows:

1. Re-elected Council Members: Lance E. Beard, Sandra V. Sheffer, Roger W. Coleman, and newly elected Council member: Donald B. Wright; All hold new terms expiring December 31, 2015.
2. Newly elected Borough Auditor: Bonnie Hunter-Shilke; Ms. Shilke’s 6-year term expires 2017.

B. Nomination and Election of Officers - Mayor Gruendler requested nominations for the positions of Jacobus Borough Council President and Vice President, followed by election of same officers for Jacobus Borough Council as follows:

1. President - Nominations for President of Jacobus Borough Council were received as follows:

- Brian K. Dell by Council members Jeff Hammers & Bill Eshenour
- Roger W. Coleman by Council members Lance Beard & Sandy Sheffer

Both candidates accepted the nomination.

A voice vote for Council President resulted in a tie with three (3) votes in favor of each candidate and one Council member, Roger Coleman, abstaining from each vote. Following discussion, Mayor Gruendler voted in favor of appointing Brian K. Dell as Jacobus Borough Council President.

2. Vice President - Nominations for Vice President of Jacobus Borough Council were received as follows:

- Roger W. Coleman by Council members Brian Dell & Donald Wright

The candidate accepted the nomination.

A voice vote to appoint Roger W. Coleman for Council Vice President was taken. The vote was unanimous in favor of Roger W. Coleman as Jacobus Borough Council Vice President.

Mayor Gruendler turned the meeting over to Council President Brian Dell to conduct Borough Council business. Council President Brian Dell led Council in prayer followed by the “Pledge of Allegiance”. Secretary Ferree called role. In attendance were Council President Brian Dell, Mayor Gruendler, Council Vice President Roger Coleman, Council members: Jeff Hammers, Bill Eshenour, Sandy Sheffer, Donald Wright and Lance Beard.

C. Appointments of Record & Borough Positions

1. Stock and Leader – Solicitor of Record
2. James R. Holley and Associates, Inc. – Engineering firm of Record
3. Zoning Officer and Building Code Official – Mike Hammers
4. Emergency Management Coordinator – Calvin Brooks III

A motion was made by Councilman Lance Beard to approve Items 1 through 4 as listed under Letter C; “Appointments of Record & Borough Positions”. Councilman Donald Wright seconded the motion. Motion carried unanimously.

5. Property Custodial Services

Council Vice President Roger Coleman made a motion to approve Sandy Sheffer and Cynthia Ferree to provide custodial services for Jacobus Borough’s property at \$12.00 p/hour. The custodial services will be shared, and the schedule worked out, by Sandy and Cindy. The motion was seconded by Councilman Donald Wright. Motion carried unanimously.

D. Borough Council Committees – Council President Brian Dell appointed Borough Officials and Employees to serve on various Borough committees as follows:

- Finance & Budget – Mayor Greg Gruendler, Councilwoman Sandy Sheffer, Borough Sec.-Treas. Cynthia Ferree
- Public Safety – Mayor Greg Gruendler, Council President Brian Dell, Council Vice President Roger Coleman
- Streets – Council Vice President Roger Coleman, Councilmen: Jeff Hammers, Lance Beard
- Refuse & Recycling – Councilmen: Bill Eshenour, Donald Wright
- Buildings and Grounds – Council Vice President Roger Coleman, Councilmen: Lance Beard, Donald Wright
- JLS Recreation Association – Councilmen: Bill Eshenour, Donald Wright
- Community Events – Mayor Greg Gruendler, Councilman Jeff Hammers, Councilwoman Sandy Sheffer
- Vacancy Board Chairman and Committee – *A motion was made by Councilman Lance Beard to appoint G. Burnell Bollinger as Chairman of the Vacancy Board. The Vacancy Board Committee is comprised of the Chairman and Jacobus Borough Council. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.*

E. Consent Agenda

1. Set and Approve - 2012 Holidays and Special Office Hours, as attached
2. Authorize signers for Jacobus Borough financial accounts as follows: 2 signatures out of 3 authorized signers required on all written checks & withdrawals- being Council Vice President Roger Coleman, Borough Secretary-Treasurer and Sandy Sheffer, Chair of the Finance & Budget Committee, AND authorize Cynthia Ferree, Borough Sec.-Treas. to perform Internet Fund Transfers & Set-up ACH/EFT deposits & payments to Jacobus Borough accounts.
3. Approve 2012 IRS Mileage Rate – 55.5 cents p/mile
4. Approve Jacobus Borough Fee Schedule – The schedule was discussed with the following changes made: Street Opening Permits: \$250.00 p/opening; Transient Retail Merchant License: 1 to 7 Days- \$10.00, 1 Month- \$20.00, 2 to 4 Months- \$30.00, 6 Months- \$50.00

Council Vice President Roger Coleman made a motion to approve Items 1 through 4 of the “Consent Agenda” as attached, and as listed above. The motion was seconded by Councilman Donald Wright. Motion carried unanimously.

F. Other Business

1. Stock and Leader Dinner & Program Invitation- Tuesday, January 31, 2012 from 6:00 p.m.-7:30 p.m.; Municipal Law 101; RSVP is due by January 24, 2012

G. Public Comment – No public comments

H. Adjournment - *A motion was made by Councilman Lance Beard to adjourn the meeting at 8:12 p.m. Councilman Donald Wright seconded the motion. Motion carried unanimously.*

Jacobus Borough Council will meet on January 4, 2012 @ 7:00 p.m. for its regularly scheduled monthly meeting.

Respectfully Submitted,

Cynthia M. Ferree, Secretary
Jacobus Borough Council

JACOBUS BOROUGH

2012 Calendar

MEETINGS

Council Meetings – 1st Wednesday of Each Month (with the exception of July) @ 7:00 p.m.:

January 4	April 4	July 2 (Monday)	October 3
February 1	May 2	August 1	November 7
March 7	June 6	September 5	December 5

JBPC Meetings – 3rd Monday of Each Month @ 7:00 p.m. – As Needed Only:

January 16	April 16	July 16	October 15
February 20	May 21	August 20	November 19
March 19	June 18	September 17	December 17

Zoning Hearing Board – Meets Upon Need Only – Date & Time as Advertised

JLS Recreation Association – 3rd Thursday of Each Month @ 7:00 p.m. in the ‘old’ Springfield Twp. Municipal Building

MUNICIPAL BUILDING

Regular Office Hours (when open to the public): 1:00 p.m. to 4:30 p.m.

► Holiday & Special Office Hours:

Monday, January 16 – MLK Day	Thursday, November 22 - Thanksgiving
Monday, February 20 – President’s Day	Friday, November 23 – Day after Thanksgiving
*Friday, April 6 – Good Friday – <i>A.M. Hours</i>	*Monday, December 24 – Day prior to Christmas – <i>A.M. Hours</i>
Monday, May 28 – Memorial Day	Tuesday, December 25 – Christmas
Wednesday, July 4 – Independence Day	*Monday, December 31 – Day before New Year’s Day – <i>A.M. Hours</i>
Monday, September 3 – Labor Day	Tuesday, January 1, 2013 – New Year’s Day
*Wednesday, November 21 – Day before Thanksgiving – <i>A.M. Hours</i>	

* - *A.M. Hours* = 8:00 A.M. to 11:30 A.M.

► Agenda item: Letter E, No. 1