

**Jacobus Borough Council Meeting**  
**Meeting Date: September 5, 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 Brian Dell.

**Roll Call**

Cynthia Ferree called roll. Present were Council President (CP) Roger Coleman, Council Vice President (CVP) Lance Beard and Council Members (CMs): Brian Dell, Jeff Hammers, Sandy Sheffer and Donald Wright; and Mayor (MYR) Greg Gruendler and Sarah Doyle, Esquire. Absent was CM Kathie Cavanagh. Kathie arrived at approximately 7:07 p.m.

**Minutes and Treasurer's Report**

1. Minutes of August Council Meeting – ***CM Sandy Sheffer made a motion to approve the August 1, 2018 Council Minutes as presented. The motion was seconded by CM Brian Dell. Motion carried unanimously.***
2. Treasurer's Report – ***A motion was made by CM Sandy Sheffer to approve the August 2018 Treasurer's Report for audit as presented. CM Brian Dell seconded the motion. Motion carried unanimously.***

**Winter Maintenance Contract**

- A. Opening of Sealed Bids - OM Cynthia Ferree presented the sole sealed bid received to CP Roger Coleman. CP Roger Coleman opened the bid submitted by Easy-Dig Excavating, Inc. and reported the bid amount of \$53,400.00. Review and discussion will take place under the "Street Committee" report.

**Mayor's Presentation**

Mayor Gregory Gruendler presented a Proclamation to invited guest, Douglas Arnold. The Proclamation honors Mr. Arnold for the work he did to research, record and preserve the history of Jacobus Borough for his book titled, "Jacobus Community Park, Jacobus, PA". The book, which is a history and tribute to Jacobus Baseball and the dedication of land for the current baseball field at Jacobus Community Park, is available in soft or hard cover on Amazon. In support of Mr. Arnold's work, Jacobus Borough purchased a book for retaining at the Municipal Office and requested his autograph.

**Persons on the Agenda/Public Participation**

- A. Bill Eshenour, Jacobus JLS Representative - Mr. Eshenour was present to report on two (2) matters as follows: 1. Current activities and plans of the JLS Recreation Association and, 2. Stormwater inlets in the Right-of-Way (ROW) behind his property on Farmington Drive are clogged. CM Brian Dell updated Mr. Eshenour on the inlet work (inspect, clean and repair) performed on the stormwater inlets throughout the Borough in 2018 by Council approval, and stated he believes the inlets in this ROW were missed and he will have them addressed.
- B. Rose Brandt, Meadow St. Resident - During the Streets Committee meeting, Ms. Brandt stated her concern of the danger of pulling out onto York Road from Meadow St. and inquired if a four-way stop could be placed at that intersection. CM Donald Wright stated he will look at the area in question and talk to PennDOT.
- C. Robert Rothermel, Greenbriar Dr. Resident - Mr. Rothermel was present to inquire about the following items: 1. Has the Borough considered sweeping the stones from the street, whether by contracting the job out or by arranging with another municipality that has a sweeper? Council members stated they reviewed both options several years ago and it is quite expensive. In addition, other municipalities have enough of their own work to do and it was found they were not very open to performing work, by formal agreement, in another municipality and, 2. Does the Borough monitor materials flowing into the inlets to help reduce nitrates flowing into the Chesapeake Bay? Council members stated the Borough has addressed several stormwater matters with Street projects completed in the Borough in the past several years, and has completed the stormwater inlet work as mentioned in Letter A.

**Action to be Taken**

- A. No "Action to be Taken" at this time.

**Borough Reports**

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: \*YARPD report/July 2018- 46.46 Service Hrs./32.62 Admin. Hours/-3.72 Running Hours//11 Response Calls as listed on "Activity Report//No Alarm Responses; \*District Court Report/July 2018- \$388.76 Vehicle Code Violations/\$0.00 Local Ordinance Violations; \*Fire Police Requests- ***CM Brian Dell made a motion to approve the assistance of Jacobus Fire Police for the following requests: Brown's Orchards & Farm Market for events beginning September 1 through October 28, 2018 and Loganville Springfield PTO for a free Outdoor Family Movie Night on September 14, 2018. The motion was seconded by CM Donald Wright. Motion carried unanimously;*** \*NIMS- Further discussion was held on the need for all Borough Officials to have this training. Council authorized Solicitor Sarah Doyle to research this matter and present the results at the October 3 Council meeting; \*Mtgs./Training- July/Attended YC Coalition for Clean Waters. The coalition will be meeting every two (2) weeks instead of once a month; \*Received a 6 yr. warranty agreement for the emergency radios. Discussion determined it was not necessary to execute this agreement, therefore no action was taken//CM Brian Dell inquired if MYR Greg Gruendler would be willing to plan a date for training of Borough Officials on the use of the emergency radios. A date for training will be scheduled; \*CM Brian Dell reported the replacement of the roof on the YARPD building was approved for the amount of \$187,765.00 at the last Police Commission meeting. Quotes for a metal roof came in at \$400,000.00+.

- B. Office Manager** – Cynthia Ferree presented: \*Loss Control Audit- No findings reported; \*Commonwealth of PA Vendor Data Validation Process Letter- Requesting two (2) individuals be identified who have the proper authority to validate vendor information (i.e. name, address, bank account) for the Borough. This is for security purposes related to payments the Borough receives through the Office of Budget, Bureau of Payable Services (BPS) and will allow only an authorized individual to make changes to vendor information. ***A motion was made by CM Brian Dell to designate OM Cynthia Ferree and CM Sandy Sheffer as the authorized individuals for the Commonwealth of PA, Office of the Budget, Bureau of Payable Services. Only the Borough's contact information shall be given for both individuals. CM Donald Wright seconded the motion. Motion carried unanimously;*** \*Letters were sent by MYR Greg Gruendler as follows: 1. A thank you letter was sent to South York Tool for its assistance with the dedication plaque mounting and, 2. A response letter was sent to GWF Co. No. 1 that the matter of payment of the private fire hydrant was referred to the Finance & Budget Committee for consideration during the planning of the 2019 budget. \*Documents pertaining to YCPC action are available for viewing- as submitted by Earl Willoughby, Jacobus LGAC representative.
- C. BCO/Zoning Officer** – Mike Hammers reported: \*Issued one (1) Use Permit in August; \*Investigated the complaints stated in the letter received from Jason Snyder, S. Main St. Resident, and could find no violations. Borough Council and Solicitor Doyle determined there is no need to send a response to Mr. Snyder; \*Foliage/Vegetation Matters- CM Brian Dell thanked Mike for addressing the majority of matters on the Street Committee's list, stating he saw many of the areas have been resolved. He inquired of the status of the remaining items as follows: South side of Valley Rd. at S. Main St.(Mike reported this is a PennDOT issue), North side of Valley Rd. at N. Main St., west side of York Rd. at fire station sign, west side of York Rd. at blinking traffic signal warning light, 129 Woodland Dr. at 25 mph sign, 2 Hillside Dr. at signs on Hillside & Woodland Drives, and 94 E. Branch Dr. at Stop sign. CM Jeff Hammers stated there is a bush that needs cut back on Walnut Lane. Mike stated he will follow-up on these locations.
- D. JBSA** – Roger Coleman presented: \*The company that appraised the public sewer system and The York Water Company will be present to discuss various matters at the September 12 Sewer Authority meeting.
- E. Solicitor** – Sarah Doyle, Esquire, presented: \*Draft Ordinance Review- 1. Driveways (connecting to Borough Streets)- Discussion included, but was not limited to, requesting Solicitor Doyle to have Site Design Concepts review Letter F. Action was tabled for the October 3 Council meeting and, 2. Pods/Roll-off Containers- Discussion included, but was not limited to, Council requesting Stock and Leader to review the ordinance and add wording to allow Commercial Properties to have private contracts not subject to the ordinance regulations of residential properties. Action was tabled for the October 3 Council meeting. Upon the inquiry of BCO/ZO Mike Hammers, Solicitor Sarah Doyle stated the Zoning Officer (ZO) would enforce the ordinances; \*Misc. Items- 1. Conditional Land Use- PA Supreme Court decision issued a decision in the Gorsline Case. The decision could have ramifications for municipalities around the State on how they draft and apply Zoning Ordinances and, 2. Wireless Infrastructure Deployment- The PSAB is fighting against the passing of the newly introduced HB2564, the Small Wireless Facilities Deployment Act. The bill would strip municipalities for their zoning authority over all wireless facilities, including new poles and antennas, in the ROW, and cut fees that a municipality can assess for use of ROWs. Solicitor Sarah Doyle stated she doesn't see a need for the Borough to address either of these items at this time; \*CM Jeff Hammers inquired if there is anything in the Borough's 'Park' ordinance regulating commercial sales at the park, and if Council approval is required. Discussion included, but was not limited to, Council authorizing Solicitor Sarah Doyle to research this matter.
- F. Finance & Budget** - \*Greg presented the minutes from the August 28 Committee mtg.; \*Gettle, Inc. Invoice- OM Cynthia Ferree reported the cost for the lighting work at the Municipal Bldg. is \$250.00 less than the proposed cost; \*General Code Proposal- OM Cynthia Ferree presented a cost proposal, for between \$495.00 and \$585.00, to codify the Borough's new laws through Ordinance #2018-1. Council tabled the proposal until later this year in case any new ordinances are adopted; \*2<sup>nd</sup> Qtr. Bank Statements- Greg reported he had no findings from his review; \*Budget meetings- Committee mtgs. scheduled for September 25 & October 23, and Budget Presentation mtg. scheduled for the Committee mtg. night of October 9. All mtgs. begin at 7:00 p.m. as advertised.
- G. Streets** – \*CM Donald Wright reported: 1. Oak Lane project has been completed. He recommends installing delineators along Oak Lane. He has also been in contact with YARPD in regard to the complaints of Oak Lane residents about having to drive off the road to get around vehicles parked on Oak Lane and 2. Rose Brandt stated there is a stormwater issue on Meadow St. CM Donald Wright stated the matter is minor and is being addressed. He recommended placing delineators on Meadow St. at some areas to keep people from driving off the road. ***CM Brian Dell made a motion to authorize the installation of delineators along the roll-up curb on Oak Lane and Park Street, and areas of Woodland Dr. and Meadow St. (east of York Rd.). The motion was seconded by CM Donald Wright. Motion carried unanimously.*** Installation of the delineators will be scheduled with either Easy-Dig Excavating, Inc. or D.E. Gemmill; \*August 14 Committee Mtg.- CM Brian Dell reported the meeting focused on enforcement of Jacobus Borough's snow emergency declarations. Lt. Zech and the committee reviewed and discussed the Mayor's declaration procedure, the Borough's ordinance regarding parking restrictions during the declarations, and the details of how to enforce the parking restrictions and the process to be used. ***A motion was made by CM Brian Dell to enforce parking restrictions during snow emergency declarations by the authorization of Mayor Greg Gruendler. The Mayor will have the sole discretion to authorize YARPD to cite violators and tow vehicles in violation. CM Lance Beard seconded the motion. Motion carried unanimously;*** \*Pothole repairs are complete; \*Park St. Speed Limit Signs- CM Jeff Hammers questioned the number and the placement of speed limit signs on Park St. He stated two (2) signs were to be placed and there aren't two (2) signs there. Streets Committee members stated there are two (2) signs- one (1) on the north end and one (1) on the south end, and D.E. Gemmill determined the placement of the signs.\*MYR Greg Gruendler presented crime preventive warning signs donated by YARPD. CM Brian Dell volunteered to install the signs once MYR Greg Gruendler determines the location for placement of the signs; \*Handicap Signs- ***CM Brian Dell made a motion to approve the purchase of two (2) handicap parking signs and related posts and hardware for the two (2) new handicap parking spaces at Jacobus Community Park. The motion was seconded by CM Donald Wright.*** CM Brian Dell volunteered to install the handicap signs; \*Street name signs for Oak Lane, Walnut Lane and N. Cherry Lane will be installed; \*Curb Painting- CM Lance Beard reported he has a new individual from the County ARD program coming on Saturday and he will be painting curbs. The Finance and Budget

Committee stated it has budgeted \$5,000.00 for professional curb painting; \*Winter Maintenance Contract- Following a brief discussion, **a motion was made by Councilman Donald Wright to approve Easy-Dig Excavating, Inc. as the low, responsible bidder, for the 2018-2019 Winter Maintenance Contract at a base bid of \$53,400.00. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.** Easy-Dig Excavating, Inc. was the sole bidder for the contract.

H. **Refuse & Recycling** - \*CM Kathie Cavanagh reported on resident complaints and has volunteered to address any issues for the residents.

I. **Buildings and Grounds** – \*CVP Lance Beard discussed safety issues with the batting cage and suggested purchasing stronger posts to eliminate the need for line anchors; \*CP Roger Coleman presented the August 14 Committee Mtg. report. CVP Lance Beard inquired on the specs for mowing outside of the outfield fence along Franklin St. OM Cynthia Ferree presented the grounds maintenance specs approved by the Buildings and Grounds Committee. CM Kathie Cavanagh stated the vinyl fence at the Stonewood Dr. Tot Lot needs cleaned; \*CP Roger Coleman presented an invoice for the park lane paving and new handicap parking spots. The invoice is for the amount of \$7,120.00, which is \$120.00 over the maximum amount approved by Borough Council for the project. **CM Brian Dell made a motion to approve payment in the amount of \$7,120.00 to Easy-Dig Excavating for paving of the park lane and two (2) new handicap parking spaces. The motion was seconded by CM Donald Wright. Motion carried unanimously;** Municipal Building Roof- CP Roger Coleman reported Raintree Services inspected the roof, which is rubber, and reported it is in good condition; \*Municipal Building Doors- CP Roger Coleman presented a cost proposal in the amount of \$4,200.00 from Garrety Glass, Inc. **A motion was made by CM Brian Dell to approve the cost proposal in the amount of \$4,200.00 for two (2) doors from Garrety Glass, Inc., as presented. CM Kathie Cavanagh seconded the motion. Motion carried unanimously;** \*Retention Pond Mowing- Upon inquiry CP Coleman stated the Nixon Park retention pond had been done, but he has not checked the others. CM Brian Dell stated he checked the ponds in the "Woods at Lake Redman" development. Neither have been completed. The pond at E. Greenbriar Dr. is not complete on both the north and south ends. Trees are overgrowing the discharge and the inlet is overgrown with vegetation. There is also vegetation growing in the 20' ROW. The pond at E. Branch Drive/Creekwood Drive has not been done, nor has the 5 ft. mowing along the each side of the parking lot. CP Roger Coleman stated he will follow-up with the contractor; \*Park Reservations - September sign-up sheet and reservation signs are on the table for the Committee.

J. **Community Events** - \*Christmas Tree Lighting scheduled for Friday, December 8. CM Sandy Sheffer will be contacting church youth groups to see if they would be willing to assist with the event. The event will be discussed further at the October 3 Council meeting. CM Kathie Cavanagh departed the meeting at approximately 9:37 p.m.

K. **JLS Recreation Association** - \*Discussed in "Persons on the Agenda/Public Participation", Ltr. A.

L. **Other Reports** - \*No report.

#### Unfinished Business

A. No 'Unfinished Business' to report.

#### New Business

A. CP Roger Coleman inquired if Council would like to try to get a Jr. Council person. Upon an affirmative answer by some members he stated he will contact Dr. Dyer of DASD.

#### Correspondence

- A. York College 2018-2019 Cultural Events Schedule
- B. Central Penn Business Journals
- C. Misc. Monthly, Quarterly, Annual Newsletters & Reports

#### Bills

**CM Donald Wright made a motion to approve August 2018 expenses as follows: General Fund- \$69,203.21, Escrow Account- \$157.50, and disbursement of September 2018 expenses-to-date from the General Fund of \$6,590.17, Escrow Account of \$157.50, and Liquid Fuels Account of \$7,120.00, as presented in the Treasurer's report. The motion was seconded by CVP Lance Beard. Motion carried unanimously.**

#### Other Business

A. OM Cynthia Ferree requested assistance by Council members to seek business sponsor ads for the 2018 Fall - Winter Newsletter and explained why, if anyone volunteers to assist, she needs them to follow through. Otherwise it does not save her any time. CM Donald Wright stated he could contact some businesses but it would be difficult to follow-up to collect the ads and ad payments for various reasons. Nobody else volunteered.

#### Adjournment

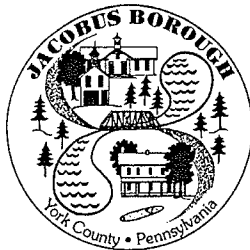
**A motion was made by CM Donald Wright to adjourn the meeting at 9:48 p.m. CM Jeff Hammers seconded the motion. Motion carried unanimously.**

Jacobus Borough Council will meet next on Wednesday, October 3, 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 September 25, 2018

The budget committee met at the regular scheduled advertised committee meeting of Tuesday, September 25, 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 preliminary draft budget was compiled. At this time the projected revenues are \$536,057.00 and the expenses total \$547,314.00. The preliminary budget deficit was reduced by \$12,565.00 to a remaining deficit of \$11,257.00. At the October budget meetings the budget will be additionally refined to prepare a proposed balanced budget for approval and advertising at the November 7, 2018 Borough Council Meeting.

The meeting adjourned at 8:45 pm.

The next Finance & Budget Committee Meetings are scheduled for October 09, 2018 (Public Hearing) and October 23, 2018 (Finalize Preliminary Budget).

Respectfully Submitted By,

Cynthia M. Ferree  
Recording Secretary  
Finance & Budget Committee

October 03, 2018  
Streets Committee Report

No Streets Committee Meeting was held during the month of September although several action items did occur.

ITEMS TO REPORT

1. Oak, Cherry, Walnut Lane street signs have been installed.
2. Stop Signs (3) and Posts replaced.
3. No Left Turn sign (1) replaced.
4. Two black top repairs have been completed by Easy Dig Construction.
5. Stop Bar repainted at Smith & Main St.
6. Evaluated parking concerns on Oak Ln.
7. Valley Rd (south side) overhanging brush in the cartway was cleared by PennDOT.
8. Continue to evaluate stormwater flooding at 6 Park St. during excessive rain storms.

OTHER ITEMS

1. Installed to Handicap Signs, Anchors, & Posts for the Building & Grounds Committee at the Community Park.
2. On behalf of the Building & Grounds Committee, evaluated the Stormwater inlets in the easement between Eagleton & Farmington Dr. as requested by resident Wm Eshenour.

Respectfully Submitted,

Sandy Sheffer  
Donald Wright  
Brian K. Dell, Recording Secretary