

Jacobus Borough Council Meeting April 2nd 2025

Call to Order

Council President Sandy Sheffer called the meeting to order at 7:00 p.m.

Opening Invocation and Pledge of Allegiance

Invocation was offered by Council President Sandy Sheffer followed with the Pledge of Allegiance.

Roll Call

Present were Sandy Sheffer, Mayor Lance Beard, Jeff Hammers, Donald Wright, Jill Conner, Phyllis Bowers, William Rodgers, Dawn McElhiney and Solicitor Jason Sabol.

Minutes and Treasurer's Report

- Minutes of March Council Meeting – Donald Wright made a motion to approve the March Council Meeting minutes as presented. The motion was seconded by Jill Conner. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement along with bank account summaries were reviewed by all present on Council. A motion was made by Bill Rodgers to approve the Treasurer's Report as submitted. Donald Wright seconded the motion. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Darwin Craul II – Wildcat Youth Lacrosse. Mr. Craul was present to ask for permission to use the field north of the playground at the community park for lacrosse practices for the K-6 girls Wildcat Lacrosse team. They had already provided their Certificate of Insurance to the Borough and would like to use the area for practices on Mondays and Wednesdays from 6:00 p.m. till 7:15 p.m. till May 7th 2025. Mr. Craul stated that the team will take care of painting on field lines and carry-in/out the field goals. Donald Wright asked when this will start and Mr. Craul stated that they would like to start as soon as they are approved. A motion was made by Donald Wright to allow the Wildcat Youth Lacrosse team to use the Borough's field North of the playground, starting immediately. The motion was seconded by Jill Conner. Motion carried unanimously.
- Jordan Shenk – Site Design Concepts. Mr. Shenk was presented the following:
 - Stormwater management for John's RV – there is no update on the work, owner is working on securing a bond.

- Meadow Street drainage repairs – Columbia Gas was issued a Street Opening Permit to relocate the gas main at the location. To circumvent interruption of gas service to the surrounding area, Columbia Gas redesigned the main to abandon both ends of the line at site. Target date for this work has now been pushed back to May 31st. Due to the delay, the contract with Easy-Dig will have to be modified. Attorney Sabol will work with Mr. Shenk to update the contract.
- Water Street – Columbia gas has projected a start for gas line to be replaced along Water Street the week of April 7th. During this time, Mr. Shenk will inspect the open-cut and coordinate with Council to be present as well. He will take photographs as well to document the integrity of the road for Council to decide on a full-depth reclamation versus mill/overlay for Water Street.
- Cherry Lane – Columbia Gas had completed the gas line replacement on Church and Cherry Lane. Mr. Shenk will check on the patch work as it may be on the low end of fill.
- Steve Overmiller, Goodwill Fire Company – Mr. Overmiller presented that their Breakfast Buffet will be cancelled this month as it coincides with Easter Sunday. And the Bingo fundraiser will be cancelled as well. However, the Fire Company is planning to hold an open-house event on May 30th and 31st to debut their new fire truck. This event will be at the community park, with the antique fire truck present. Mr. Overmiller asked permission to use the park on May 30th and 31st, and requested the fee for park-use be waived. A motion was made by Jeff Hammers to allow the fire company to use the park on May 30th and 31st without fees for the dedication of the fire company's new truck. The motion was seconded by Donald Wright. Motion carried unanimously. Mr. Lipinski reported that the fire truck should be in service mid-May. He also reported that the fire company ran 33 calls in March, with 94 calls serviced from the beginning of the year till the end of March. This number equates to 44 days in service.
- Al Diehl – Jacobus Lions' Ambulance Club. Mr. Diehl reported that the Ambulance Club responded to 117 calls in March, with seven of which were within the Borough.

Action to be Taken

Retain Saxton & Stump as the appointed solicitor for the Borough – Attorney Sabol stated that Stock & Leader has joined up with Saxton & Stump and that he is now employed by Saxton & Stump. Rates for services will remain the same for the year. A motion was made by Donald Wright to

retain Saxton & Stump as the solicitor for the Borough. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

Borough Reports

- **Mayor's Report** - *YCRPD report for February 2025 – 42.91 service hours recorded, 26.95 administrative hours, with -1.09 hours running total. There were 16 Response Calls. Mayor Beard also reported that YCRPD merged with Spring Garden's Police Department and the police force is bigger now, though covering a larger area; *The following Fire Police request was presented – Borough of Glen Rock requested Fire Police assistance for the Susquehannock High School Graduation on May 30, Glen Rock Arts & Brew Fest on June 7, Glen Rock Tree Lighting on November 30, Glen Rock Carolers on Christmas Eve. A motion was made by Donald Wright to approve the Fire Police request from the Borough of Glen Rock as presented. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- **Office Manager**
 - Annual Borough audit – official audit was completed by Hamilton & Musser and submitted to DCED.
 - De-winterization of park facilities – completed by Miller Home and Climate Control, llc.
 - Port-a-potty at park – with warm weather arriving, the park is seeing more patrons. Donald Wright suggested to have a port-a-potty placed in the community park no sooner than May 1st.
 - Speed-study on Woodland Drive – YCRPD set up a monitor on Woodland Drive to capture the speed of vehicles passing through from March 19th till 24th. This stemmed from concerned citizens in the area that reported observations of speeding vehicles. The traffic survey summary showed 1,829 vehicles passed through during the specified period, with an average speed of 26.64 mph in the 25 mph speed zone. Of the 1,829 vehicles that passed through, 1.58% were going through at more than 40 mph. The police officer who conveyed this data stated that the percentage of enforceable vehicles is too low for YCRPD to send an officer to stake out the location. If the Borough would like to install speed bumps, a traffic engineer has to be contracted to determine the location to place the speed bump and the gradient of the bump. Donald Wright stated that speed bumps would damage snow plows and make winter maintenance difficult.
 - Handicap parking for 103 N Main Street – a handicap parking spot had previously been approved by council for resident at this location,

with the condition that she provided a physician's letter stating the need. Resident has since provided said letter. Donald Wright suggested for D.E. Gemmill to paint the handicap spot and install a handicap sign as well. Attorney Sabol confirmed that PennDOT's approval is not needed even though Main Street is a state road.

- Christmastime in Loganville vendor parking – Jacobus Lioness Club, the organizer of Christmastime in Loganville, enquired for parking at the community park for their vendors trucks and trailers during the event. Jeff Hammers stated that this would be weather dependent because big vehicles could damage soggy grounds. Donald Wright supported that comment and stated that there needs to be someone who can make the decision at the time. No solution was proposed, Attorney Sabol tabled the discussion.
- **Solicitor** – *Attorney Sabol presented information which council requested at the last meeting for a possible ordinance for rental properties. He found that Manchester Borough, a township similar in size to Jacobus and also a Borough, had recently adopted an ordinance to require landlords to hold license and register their rental units, including short-term rentals such as those through Airbnb. Attorney Sabol had also discussed with Borough Code Officer, Simon Schilling, who had assisted Manchester Borough in implementing said ordinance. Mr. Schilling handles the inspection for these rental units within Manchester Borough, where the units are required to be up-to-code for safety, such as fire alarms, carbon monoxide detectors, functional windows, functioning furnace for heat during winter months, and Mr. Schilling would be willing to inspect rental units within Jacobus should a similar ordinance be adopted. Donald Wright stated that to have these inspections, the cost then would fall on the landlords, who will in turn pass on the additional cost to their tenants in terms of raised rents which are too high as it is. Mr. Wright also stated that if the concern is about weeds in yards or overgrown lawns, or thrash, the Borough already has in place ordinance to that effect which violators can be cited. A member of the audience spoke up in support of this, where she stated that more than 90% of rental properties in the Borough are managed by Southern Management Rentals who are very strict on their vetting process of perspective tenants, with credit checks and maintenance of properties because the company employs its own crew to do repairs, maintenance and yearly inspections. Hence the properties along Main Street which are “eye-sores”, such as 119 N Main Street with its porch and yard filled with junk, are not rentals but are actually owner-occupied. The commenter reiterated that most rentals in the Borough are not atrocious because they are managed by Southern

Management who perform inspections on the properties they manage. Jeff Hammers asked if there are more and more rental properties, would it still be kept nice, and what about renting out rooms. Donald Wright stated that there is already an ordinance in place against renting out rooms which the Code Officer can enforce. Mr. Wright requested the ordinance number from Manchester Borough pertaining to rental properties, which Attorney Sabol provided as 2024-05. Attorney Sabol asked if council would like him to draft a sample ordinance per discussion, Donald Wright stated that he would like to table indefinitely this discussion on rental property ordinance. There were no oppositions. *Jeff Hammers inquired on who made the call on a website re-do for \$4,800 and should it there not have been a bid process for the work. Attorney Sabol stated that purchases under \$12,900 requires no formal bidding. Donald Wright stated that the work would need phone quotes, to which Attorney Sabol reiterated that under the threshold, no telephonic quotations are required. Sandy Sheffer stated that there had been previous discussions to update the website and there were members of council who had voiced issues with the website. Mr. Hammers asked at what point did Council agree to this work. Attorney Sabol stated that since the company performing this work is a company that is under contract currently for web-hosting, approval from council is not needed. Donald Wright stated that the company is web-hosting, quite different than web-design. Mr. Hammers then stated that he was made aware that the company did not accept checks and the invoice was paid by Council President's personal credit card, which he stated that he would have done the same himself if presented with the same situation. Attorney Sabol stated that this had been internally discussed and will not happen again. Mr. Hammers then requested for a place on the agenda for "Council Comments" moving forwards.

- **Streets** - *Donald Wright requested for D.E. Gemmill to perform a street sign check for the entire Borough - for reflectivity, stability, and overall integrity.
- **Buildings and Grounds** – *retention pond by Nixon Park and the Nature Park areas are both scheduled to be cleared of overgrown brush; *leaf cleanout at the community park, particularly along fence-line of the baseball field has been scheduled. *Jeff Hammers stated that downspouts at the pavilion at the park are all crushed and suggested to get concrete splash blocks; *Mayor Beard stated that Spring-clean date for the community park will be on Saturday, April 26th, at 9:00 a.m. and that he will also be bringing his tractor to aerate the mulch at the tot-lot and playground by the municipal building.

New Business – none at this time

Unfinished Business – none at this time

Adjournment – A motion was made by Donald Wright to adjourn the meeting at 7:54. The motion was seconded by William Rodgers. Motion carried unanimously.

Respectfully Submitted by,
Sue Cheah
Office Manager/Treasurer