

Jacobus Borough Council Meeting
Meeting Date: April 4, 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, Council Vice President (CVP) Lance Beard and Council Members (CMs): Kathie Cavanagh, Brian Dell, Jeff Hammers, Sandy Sheffer and Donald Wright; and Mayor Greg Gruendler and Sarah Doyle, Esquire.

Minutes and Treasurer's Report

1. Minutes of March Council meeting – **CM Brian Dell made a motion to approve the March 7, 2018 Council meeting minutes as presented. The motion was seconded by CM Donald Wright. Motion carried unanimously.**
2. Treasurer's Report – Treasurer Cynthia Ferree presented the Treasurer's report for March 2018. **A motion was made by CM Brian Dell to approve the March Treasurer's report for audit as presented. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.**

Persons on the Agenda/Public Participation

- A. Doug Arnold - Mr. Arnold was present to discuss this year's 70th anniversary of the dedication of the Borough's Community park and the history of baseball in that time period, along with a draft of his book regarding the same. In addition, a memorial plaque is being designed by Mr. Arnold and his siblings to be mounted at the park. He will seek approval from Borough Council for the location chosen to install the plaque.
- B. Dr. Ronald Dyer, DASD Superintendent, and School Board Members – Dr. Dyer was present to provide a project overview on DASD's plans for Loganville-Springfield Elementary School. The school's current capacity is 452 students and the plan is to renovate to provide for 550 students. Students will not be displaced during the renovation project. Engineers, Architects and a Construction Manager have been selected, and there is a possibility bids would be received as early as December 2018 with construction beginning in January. Mr. Ronald Blevins presented the financial situation of the renovation project, which is being funded by bonds owned by the District. Other discussion included, but was not limited to, the following: 1. Leader Heights is at its capacity of 220 students and the Intermediate School's (DAIS) current enrollment is in the 1500's with a capacity of 1600 and, 2. School Security- One (1) Resource Officer is contracted for the entire district/DAIS was built as a model for security.
- C. Timothy Damon, Chief of York Area Regional Police Dept. – Chief Damon was present to review the department's annual report for Year 2017, focusing on the statistics for Jacobus Borough. Upon inquiry, Chief Damon stated the department has a plan for covering DAIS and Loganville-Springfield Elementary in the case of an incident. The district currently contracts for 3 PPU's (Police Patrol Units) p/year. One improvement that has been discussed would be to incorporate a floater SRO (School Resource Officer). Members of the department participated in active response training last week with Fire and EMS through the Southern York County Task Force. Upon inquiry by CM Donald Wright, Chief Damon stated the department does not have a Tach Medic. Donald stated the military will train for free and suggested Chief Damon consider this. CM Brian Dell stated later this year Council will want to discuss enforcement of its Snow Emergency Declaration requirements in the Borough. Mayor Greg Gruendler presented a framed picture received from Chief Damon tonight of the YARPD Officers, Staff and Commissioners.

Action to be Taken

- A. No 'Action to be taken' at this time.

Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/February 2018- 43.03 Service Hrs, 20.51 Admin Hrs., -19.64 Running Total/16 response calls as listed on "Activity Report/Alarm Responses- Two (2) at 56 N. Main Street. Both occurred on Feb. 5, 2018; *District Court report/January Receipts: \$276.12 for Vehicle Code Violations/\$0.00 for Local Ordinance Violations; *Fire Police (FP) Requests- **A motion was made by CM Brian Dell to approve the assistance of Jacobus Fire Police for the following request: Glen Rock Borough- Arts & Brew Fest on June 2, Bark for the Park, 5k9 Fun Run on September 22, and Glen Rock Carolers on December 24 - 25, 2018. CM Donald Wright seconded the motion. Motion carried unanimously.**

- B. **Office Manager** – Cynthia Ferree presented: *The Audit f/Year 2017 has been filed for the Borough by Hamilton & Musser, CPA with the PA DCED as required and a copy is on file at the Borough Office; *Act 101, Section 904 Performance Recycling Grant f/Year 2015, in the amount of \$1,781.00 was received and deposited to the Borough’s GF acct.; *Unallocated Tax for Year 2011 and closed prior tax years in the amount of \$1,388.85 has been received in the Borough’s General Fund from York Adams Tax Bureau; *Documents pertaining to YCPC Action are available for viewing- as submitted by Earl Willoughby, Jacobus LGAC representative.
- C. **BCO/Zoning Officer** – Mike Hammers was absent: *No report
- D. **JBSA** – Roger Coleman presented: *No change to the status of the system appraisal.
- E. **Solicitor** – Sarah Doyle, Esq.: **Solicitor Doyle called an Executive Session at 8:13 p.m. for Matters of Litigation. Regular Council meeting resumed at 8:24 p.m.**
 *Columbia Gas (CG) Agreement- **CM Donald Wright made a motion to approve authorizing Stock and Leader to move forward with the process of calling the Surety Bond on file with Jacobus Borough for the Valley Road project which included the opening of Borough streets, and to notify Columbia Gas of Pa the Borough is beginning this process. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously;**
 *Consumer fireworks- A draft Ordinance was presented. Discussion included, but was not limited to, was this a model ordinance for all of York Regional’s municipalities. Solicitor Doyle stated it was not, but that is something Stock and Leader would like to accomplish. Action was tabled for further review and discussion;
 *Feral Cats- There are ‘trap, neuter and release’ programs available at the Borough’s expense. Discussion resulted in no action taken.
- F. **Finance & Budget** – Walking Path Restoration Expense- CM Brian Dell stated the cost to restore the walking path at Jacobus Community Park should not come out of the General Fund account, but should be paid from the dedicated account containing ‘recreation fees’. Recreation fees are collected on SDLD projects and must be used for improvements to parks and recreation. Council members agreed the expense should be paid from the dedicated funds account containing ‘recreation fees’.
- G. **Streets** – *Street Committee Report- No meeting was held in March; *CM Donald Wright reported: 1. Franklin Street/United Avenue Project- The York Water Company cancelled its main replacement project on these streets, so the Borough’s project will be able to proceed without delay once the schedules are set by the contractors, and 2. Oak Lane- A cost estimate as received from Site Design Concepts was presented as follows: South Portion from Meadow Street to Church St- \$30,000.00 to \$32,000.00, and the North Portion from Church Street to N. Main Street- \$26,000.00 to \$27,500.00. Following discussion, **A motion was made by CM Donald Wright to authorize OM Cynthia Ferree to advertise an “Invitation to Bid” for the base repair, grade/mill and overlay of Oak Lane, and to prepare the bid packet. CM Lance Beard seconded the motion. Motion carried unanimously;** *CM Brian Dell reported: 1. Pothole repairs- Cost Estimate will be presented at the May Council meeting, and 2. Streets Committee- Tentatively plans to meet on April 24th to discuss Signage and Curb Painting; *CM Sandy Sheffer- 1. Pine Street- Curbing installed at the west side of Pine St. at the 19 Woodland Drive property is destroyed and is in need of replacement. This should be addressed with the repair of potholes and general maintenance of Borough streets; *Other- CM Lance Beard stated Easy-Dig is working with Jed Larkin to schedule moving the pile of Diamond Dirt to the baseball field and installing the batting cage/Mayor Greg Gruendler reported Geiselman Drive was closed today by Columbia Gas to install the gas main. A trench across Geiselman Drive was dug to add a new service connection to 250 N. Main Street and Greg inquired if this was included in the plan submitted for the approved Street Opening Permit issued to the gas company by the Borough. OM Cynthia Ferree will check on this/CM Brian Dell stated he spoke to Site Design Concepts regarding the deadline of April 15 for the work to be done by Kinsley Construction, Inc. on the east side of 28 Park St. and stressed that if weather does not permit Kinsley Construction, Inc. to meet this deadline, that it must be completed within the week after April 15 or at the earliest time weather permits the completion of the job.
- H. **Refuse and Recycling** – *No report presented.
- I. **Buildings and Grounds** – *Committee Report- No meeting was held in March; *OM Cynthia Ferree presented the sole proposal received for the Borough’s Property Maintenance Contract. The proposal in the amount of \$3,675.00 was submitted by Yost’s Property Maintenance, LLC. **CM Donald Wright made a motion to approve the cost proposal of \$3,675.00 as presented and award the contract to Yost’s Property Maintenance, LLC. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously;** *Squirrels- Following a brief discussion, **a motion was made by CM Donald Wright to authorize Off. Mgr. Cynthia Ferree to contact the Borough’s pest control contractor, First Priority Pest Control, to seek a cost proposal for eliminating squirrels from entering the garage located at the end of the small pavilion at Jacobus Community Park. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.** *Portable Toilet- ADA Unit was installed; *Park De-winterization- OM Cynthia Ferree reported that since the bathroom building was needed for an event on April 8, the building was de-winterized, but due to expected nighttime temperatures of freezing or below in the

next week, the rest of the park remains winterized; *Upon inquiry, updates on the following items were presented: 1. Retention Pond Maintenance- CP Roger Coleman stated he will contact Markey for a cost proposal, 2. Municipal Building Painting- No plan presented, and 3. Park Painting/Staining & General Maintenance- CM Lance Beard stated The Lions Club will assist with that again this year.

- J. **Community Events** - *CM Sandy Sheffer stated she is still working to obtain assistance and support from the local churches for the 2018 Christmas Tree Lighting Ceremony.
- K. **JLS Recreation Association** – *CM Donald Wright reported there was a good turn-out for the Easter Egg Hunt, despite the winter weather; *Softball & T-Ball registration is strong. Not so for baseball.
- L. **Other Reports** – *No Report.

Unfinished Business

- A. No '*Unfinished Business*' to discuss.

New Business

- A. CM Sandy Sheffer inquired if parking restrictions could be imposed on Pine Street. Residents parking on the street, sometimes on each side of the street, pose an issue for traffic and emergency vehicles. A traffic engineering company to perform a traffic study would be required.
- B. CP Roger Coleman stated speed limit signs are needed on Park Street to enable the enforcement of speeding. ***CM Donald Wright made a motion to install two (2) 25 mph speed limit signs on Park Street. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.***

Correspondence

- A. Central Penn Business Journals
- B. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Brian Dell made a motion to approve March 2018 General Fund expenses of \$54,746.97 and Liquid Fuels expenses of \$2,985.00; and disbursement of April 2018 General Fund expenses-to-date of \$2,101.27 and Liquid Fuels expenses-to-date of \$17,042.50 as presented in the Treasurer's report. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.

Other Business

- A. *CM Lance Beard stated he did not receive a copy of the 'Driver Log' report from Penn Waste. OM Cynthia Ferree stated that is because she has not yet received a report.

Adjournment

CM Donald Wright made a motion to adjourn the meeting at 9:14 p.m. The motion was seconded by CM Brian Dell. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, May 2, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject