

**Jacobus Borough Council Meeting**  
**Meeting Date: April 5, 2017**

**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 Vice President Bill Eshenour.

**Roll Call**

Cynthia Ferree called roll. Present were Council President Roger Coleman, Council Vice President Bill Eshenour, Council members: Kathie Cavanagh, Sandy Sheffer, Lance Beard, Jeff Hammers and Debbie Loucks; and Solicitor David Jones II. Mayor Greg Gruendler was absent.

**Minutes and Treasurer's Report**

1. Minutes of March Council meeting – **Councilwoman Debbie Loucks made a motion to approve the March 1, 2017 Council meeting minutes as presented. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.**
2. Treasurer's Report – Cynthia Ferree presented the Treasurer's report for March 2017. **A motion was made by Councilman Jeff Hammers to approve the March 2017 Treasurer's report for audit as presented. Councilman Lance Beard seconded the motion. Motion carried unanimously.**

**Persons on the Agenda/Public Participation**

- A. Chief Timothy Damon, York Area Regional Police – Chief Damon presented the department's 2016 Annual Report and a brief overview and comparison of crimes, accidents, service calls, etc. for 2016 and 2017-to-date. He briefly discussed with Borough Council the 'Running Total' figure on the police report and asked Council where they would like that number to be. The majority of Council members agreed that sixty (60) hours should be the maximum credit carried for the Borough.
- B. Scott Wojcik, Comcast - Mr. Wojcik was present to discuss the service proposal forwarded to Council members for review prior to the Council meeting. The proposal is for phone and internet service at a cost of \$104.85 monthly. The proposal does not include add'l fees, surcharges, taxes, etc., which Mr. Wojcik estimates would be up to an additional \$20.00.
- C. William Miller, Resident - Mr. Miller was present to discuss concerns of the condition of the north end of Oak Lane and related stormwater issues. He stated he is attending the Council meeting tonight to address this matter because he did not receive any responses from Borough Officials to the email he sent approx. two (2) weeks ago in which he expressed his concerns.
- D. Lynn Conley, Co-Owner of South York Tools - Mr. Conley was present to discuss the stormwater issues at the north end of Oak Lane that are affecting the property of his business.
  - Borough Council heard Mr. Miller and Mr. Conley's concerns and discussed the matter with them. Council President Roger Coleman then stated the Streets committee plans to discuss the matter at the next scheduled Committee Meeting night, April 11, 2017. Mr. Miller and Mr. Conley were informed this is a public meeting which begins at 7:00 p.m. if they wish to attend.

**Action to be Taken**

- A. Goodwill Fire Co. #1 Non-Emergency Events List - Off. Mgr. Ferree presented updates to the fire company's non-emergency events list. **Councilwoman Debbie Loucks made a motion to approve Goodwill Fire Company #1's Non-Emergency Events List as presented. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously.**

**Borough Reports**

- A. **Mayor** – Greg Gruendler was attending part 2 of a 3-part Emergency Management seminar. In lieu of his absence, Off. Mgr. Ferree presented: \*YARPD report/February 2017- 82.70 Service Hrs, 21.70 Admin Hrs., - 38.82 Running Total/19 response calls as listed on "Activity Report/1 Alarm Response- Peoples Bank @ 1 N. Main St.. on Feb. 28; \*District Court report/February Receipts: \$171.10 for Vehicle Code Violations/\$48.16 for Local Ordinance Violations; \*Fire Police (FP) Requests- 3 Requests received: **A motion was made by Councilman Lance Beard to approve the use of Jacobus Fire Police as presented for the following events: Glen Rock Arts & Brew Fest/June 3, Glen Rock "Bark in the Park"/Sept. 23, and Glen Rock Carolers/Dec. 24. Councilwoman Kathie Cavanagh seconded the motion. Motion carried unanimously;** \*Meetings/Training: Attended- 1. York Township (YT) EMA Staff March Mtg.- Presentation by York Co. Search & Rescue Team (Dog Training)- Covered where to search & when to follow-up. York Twp. EMA was never notified of the JCC Bomb Threat. It was considered 'Not Urgent' by the 911 Center, and 2. YC Stormwater (SW) Coalition for Clean Waters- Presentation by Kevin McGonigal, of the Susquehanna River Basin Commission/Minor progress is

being made in Nitrate, Phosphate and Sediment reductions, but must do better. Selling farmers on crop management is tough and agriculture is still the biggest polluter in York County; \*Jacobus Borough's EM Dept. was open and operational Monday & Tuesday during the big snow storm in March.

- B. **Office Manager** – Cynthia Ferree presented: \*Liquid Fuels Audit f/Years 2015 & 2016- PA Auditor General conducted the audit on Thursday, March 2. No report has been received, but at the exit conference the Auditor stated there were 'no findings'; \*Financial Audit f/Year 2016- Hard copies of the Audit have been received and are available for viewing; \*Quickbooks Update/Computer Maintenance- The 2017 software has been installed. There have been some issues with the computer restarting after updates and access to desktops, so Tom Billet, Computer Tech, cleaned up and performed maintenance on both computers. He also updated I-Drive, the Borough's remote back-up system and made sure it is functioning properly; \*PURTA- The "Public Utility Realty Tax Act" report for 2016 has been filed with the PA Dept. of Revenue. The Borough receives an annual allocation under this Act; \*YCPC action items received from Jacobus' LGAC rep, Earl O. Willoughby, are available for viewing. One item of attention LGAC reps are pointing out to their Municipality is Section 2107- Zoning in the Medical Marijuana Act which references Medical Marijuana manufacturing, processing and production facilities, and dispensaries. Upon Cindy's inquiry, Solicitor Dave Jones confirmed that Municipalities should review their Zoning ordinances and determine if any amendments are needed in regard to this matter. Dave is leading a seminar covering this topic on April 11, 2016 at Stock and Leader. Everyone should have received an invitation.
- C. **Emergency Mgmt.** – \*Included under "Mayor's" report.
- D. **BCO/Zoning Officer** – Mike Hammers presented: \*Encroachment issue- Resident of E. Greenbriar Dr. encroaching on Borough property is in the process of cleaning up the brush he disposed of; \*Permits- Issued a permit to Grey Beards of Jacobus, Inc. to remove the garage from its property along Oak Lane; \*Citizen Inquiries- Brian Dell, resident, expressed his concerns as follows: 1. Blighted Building- Why was a property owner allowed to bring a shed into the Borough (at Oak Lane, just north of Meadow St.) that is already showing signs of deterioration & dilapidation- with worn-out roof shingles, sagging rafters, rotting & deteriorating soffit- when the Borough has worked so hard in past years to require dilapidated/collapsing buildings to be removed because they are a Public Safety issue? Mr. Hammers responded that the shed was brought into the Borough without a permit. When he issued the permit he stipulated that the property owner must repair the building. When asked the status of the stipulation, Mr. Hammers stated he will follow-up on the matter, and 2. Zoning- Inquired of the definition for areas zoned as "Neighborhood Commercial" (NC). Can an area zoned "NC" be used as a contractor's storage & stock yard? Currently stored on the property in question are large quantities of steel I-beams, scaffolding, chain link fencing, piles of pallets, as well as other misc. construction materials & supplies. Following discussion on this matter, Solicitor Jones stated he will view the area in question and provide an evaluation of the Zoning ordinance as it relates to this matter, and he will also look at the shed on Oak Lane. Mr. Dell stated he is not asking that the 'use' is discontinued but is not sure it meets the requirements of the Borough's Zoning regulations. He stated he is concerned that the Borough has become somewhat lax when it comes to enforcing Zoning regulations, and that he has seen things in the past few years that seem to be questionable in the interpretation of our zoning & use ordinances. Mr. Dell presented a few other examples and then thanked Solicitor Jones for his comments and advice, and for his assistance and time in providing an interpretation of the Zoning ordinance as it relates to these matters.
- E. **JBSA** – Council President Roger Coleman presented: \*The Sewer Authority selected a new auditing firm, Hamilton Musser, to perform its audit for Year 2016. Baker Tilly still has not provided a final report for the audit of 2015 to the Authority; \*Sewer Billing Change- The York Water Company will be handling billing and collection of Sewer fees beginning with the 3<sup>rd</sup> Quarter of 2017. CP Roger Coleman responded to various inquiries as follows: Notices will be sent to property owners/Quarterly billing will continue/Property owners will still be given 45 days to pay the bill/Can be paid at Peoples Bank or online/Drop box will be removed/A \$2.00 fee will be assessed by the water company to handle the accounts
- F. **Solicitor** – David Jones II, Esq.: \*E. Greenbriar Dr.- Discussed under "BCO/Zoning Officer" report; \*Municipal Record Retention- Briefly discussed policy related to retaining records; \*Medical Marijuana Seminar- 11:30 a.m., April 11 @ Stock and Leader; \*Columbia Gas (CG)/S. Pleasant Ave.- Cindy is arranging a meeting with CG at which time all outstanding matters will be addressed.
- G. **Finance & Budget** - \*Committee meeting- March 7 meeting was cancelled due to winter event. The committee will meet to review and discuss the Borough's fee schedule on April 11, 2017 @ 7:00 p.m.
- H. **Streets** – \*CG/S. Pleasant Ave.- Discussed under "Solicitor's" report; \*Meadow Street Project- Still waiting on the execution of Easement Agreements; \*Park Street Project- CP Roger Coleman stated the DGLVR Grant application for both phases of the Park St. project were denied by the YC Conservation District (YCCD) due to it being too expensive. Off. Mgr. Ferree presented information from YCCD's email notification. The grants were denied due to insufficient funds, meaning there was not enough funds in this grant cycle to approve the application. The YCCD also recommended resubmitting the application in July- as one (1) project instead of two (2) phases and looking for cost cutting measures, for example- expensive 800 ft. A brief discussion

followed but no further action was taken; \*Geiselman Drive- CG performed excavation work at 23 Geiselman Dr. due to a reported gas leak. The Borough's engineer found the excavation was not in the street or street right-of-way, and spoke with the contractor who was on-site. The contractor stated CG will need to come back to correct issues they found for service line connections. This work will require a street excavation; \*Street Repairs/Maintenance- Following discussion, **Councilman Lance Beard made a motion to approve repairs and maintenance to Borough streets in 2017, at a cost not to exceed \$10,000.00 and to authorize Easy-Dig Excavating, Inc. to perform the work. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously;** \*Street Lights- Council President Roger Coleman stated he met yesterday with a resident who is an engineer and has experience working in this field. The resident is doing research based on the Borough's streetlight (electric) account and will offer her recommendations on whether or not it would be feasible for the Borough to switch the streetlights from sodium vapor to led lighting; \*Streets Committee will meet Tuesday, April 11 @ 7:00 p.m. to discuss Oak Lane stormwater issues and the Park Street project.

- I. **Refuse and Recycling** – \*Council President Roger Coleman stated a "Delinquent Acct. Status Summary" report was received from Penn Waste, Inc. Members of the Refuse and Recycling Committee stated the report was received by them. The report was not presented to Borough Council.
- J. **Buildings and Grounds** – \*Custodial Job Description/Contract- Council President Roger Coleman presented an amended job description/contract to Borough Council. **A motion was made by Councilwoman Debbie Loucks to approve advertising the job, contingent on review of the job description by the Borough's Soliciting Firm of Record, Stock and Leader. Councilwoman Kathie Cavanagh seconded the motion. Motion carried unanimously.** Councilman Jeff Hammers will post the job on Craig's List at a cost of \$15.00 p/month; \*Furnace- Installation of the new HVAC system is almost complete. The plumber will be back Thursday, and Friday if needed, to complete some minor details, but the system is now operational and is functioning properly; \*Community Park- The park has been de-winterized. Repairs are needed to one of the toilets in the Men's room and to the water fountain. The toilet is functional, but the water fountain has been turned off. Both repairs will be completed within the next week/The portable toilet has been delivered and installed, and the "Sewage Disposal" permit required for portable toilets is in place; \*Vegetation Management/Property Maintenance Services- Off. Mgr. Ferree reported the 2017 Vegetation Management services contract and the amendment to the 2016-2017 Property Maintenance services contract have both been executed and are in place for the 2017 season; \*Park Reservations- Off. Mgr. Cynthia Ferree stated she has two (2) tentative reservations for April 22, but the applications & payments have not yet been received. Councilwoman Debbie Loucks volunteered to take responsibility for the reservations if needed. Cynthia stated she will let the committee know if and when the reservations are confirmed.
- K. **Community Events** - \*No report.
- L. **JLS Recreation Association** - Councilwoman Sandy Sheffer reported: \*JLS' annual Easter Egg Hunt is scheduled for April 8 @ 11:00 a.m.
- M. **Other Reports** – \*Community Development Block Grant (CDBG) Program- Reminder that the deadline for grant applications for the 2018, 2019 & 2020 program are due by 4 p.m., June 9 to the YC Planning Commission (YCPC). Councilwoman Loucks stated she reviewed the information, and while the Borough may have some qualifying income areas (a grant requirement), she doesn't know of any project the Borough would want to pursue at this time.

#### **Unfinished Business**

- A. JLS Board Vacancy – \*A vacancy for a one (1) year term expiring Dec. 31, 2017 still needs to be filled.

#### **New Business**

- A. No "New Business" presented.

#### **Correspondence**

- A. CPBJ Article re: Atty. Sarah Doyle
- B. Thank You Card/Lindy Sweeney
- C. YCEA- Municipal Outreach Program
- D. Central Penn Business Journals
- E. Misc. Monthly, Quarterly, Annual Newsletters & Reports

#### **Bills**

**Council Vice President Bill Eshenour made a motion to approve March 2017 General Fund expenses of \$59,277.95 and disbursement of April 2017 expenses-to-date as follows: General Fund/\$2,609.73, Liquid Fuels/\$22,632.50, and Escrow/\$157.50, as presented in the Treasurer's report. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.**

#### **Other Business**

- B. No "Other Business" presented.

**Adjournment**

***Councilman Lance Beard made a motion to adjourn the meeting at 9:11 p.m. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.***

Jacobus Borough Council will meet next on Wednesday, May 3, 2017 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree  
Office Manager/Treasurer  
Jacobus Borough Council

\*Denotes change of subject