

**Jacobus Borough Council Meeting**  
**Meeting Date: April 5<sup>th</sup> 2023**

**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, Lance Beard, Jeff Hammers, Donald Wright, Jill Conner, Phyllis Bowers, Dawn McElhiney, Solicitor Sarah Doyle and Mayor Greg Gruendler.

**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 Dawn McElhiney. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement along with bank account summaries were reviewed by all present. A motion was made by Donald Wright to approve the Treasurer's Report as submitted. Lance Beard seconded the motion. Motion carried unanimously.

**Persons on the Agenda/Public Participation**

- Peter Schilling, Commonwealth Code Inspection Services (CCIS) – Mr. Schilling presented that he has been with CCIS for 37 years, while CCIS has been a company for 50 years. Lance Beard and Donald Wright enquired on his approach to violations of ordinance. Mr. Schilling explained that his approach is to illicit cooperation first through conversation before issuing citations. Jeff Hammers enquired if a report on activities for the Borough would be given on a regular basis and Mr. Schilling responded that reports and invoices are generated monthly for the municipality. Donald Wright enquired if there will be a designated person for the Borough, and Mr. Schilling responded that he himself will be the designated Borough Code Officer (BCO) and Peter Schilling will be Zoning Officer and inspector. Mr. Schilling also explained that there will be a yearly contract with CCIS and the BCO and Zoning Officer will be reappointed annually. Mr. Schilling handed out the fee schedule for CCIS to Council and Council President stated that Council will discuss and take action on this matter at the next meeting.

- Steve Overmiller, Goodwill Fire Company – Mr. Overmiller presented their upcoming fundraising events as a Consignment Auction on April 15<sup>th</sup> 2023, All-You-Can-Eat Breakfast Buffet on April 16<sup>th</sup> 2023. Mr. Overmiller reported that preparations are underway for their Labor Day event, recruiting vendors and the fire company would like to ask for the park rental fee to be waived. A motion was made by Jeff Hammers to waive the rental fee for the park for the Goodwill Fire Company for their Labor Day Event. The motion was seconded by Donald Wright. Motion carried unanimously.

### **Action to be Taken**

None at this time

### **Borough Reports**

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: \*YCRPD report for February 2023 – 91.77 service hours recorded, 18.91 administrative hours, with -60.55 hours running total. There were 21 Response Calls, two of which were “911 hang up” from the same residence which in the past two months showed several emergency hang up calls. \*A Fire Police request for non-emergency events from the Borough of Dallastown was received for the following events – National Day of Prayer on May 4<sup>th</sup>, Memorial Day Parade on May 29<sup>th</sup>, Dallastown Area High School Graduation on June, Safer Gun Raffle on June 17<sup>th</sup>, Building Bridges for Brianna on June 24<sup>th</sup>, National Night Out on August 1<sup>st</sup>, Dallastown Carnival on August 15<sup>th</sup>, Halloween Parade on October 19<sup>th</sup>, Dallastown Borough Witch Watch on October 31<sup>st</sup>, and Dallastown Wildcat 10K run on December. Donald Wright made a motion to approve the Fire Police request for the Borough of Dallastown. The motion was seconded by Dawn McElhiney. Motion carried unanimously. A Fire Police request for non-emergency events was also received from Springfield Township for the following events – the Jacobus Lioness Lions Club Cancer Crushin’ 5K Run/Walk on April 16<sup>th</sup>, Jacobus Lions Club 4<sup>th</sup> of July BLAST, and Goodwill Fire Co. #1 of Jacobus Annual Car and Vendor Show on September 4<sup>th</sup>. Donald Wright made a motion to approve the Fire Police request for Springfield Township. The motion was seconded by Lance Beard. Motion carried unanimously. \*The Mayor on behalf of the Jacobus Lioness Lions Club request permission for use of the community park facilities for the annual 4<sup>th</sup> of July BLAST event, with a rain-date of the 5<sup>th</sup>, and waiver of fee for the use of the park. A motion was made by Donald Wright to approve the Jacobus Lioness Lions Club to use the community

park and fee waived for the annual 4<sup>th</sup> of July BLAST. The motion was seconded by Jeff Hammers. Motion carried unanimously.

- **Office Manager**

- AG-385 report – filed with the Foreign Fire Insurance Tax
- Liquid Fuels audit – in person audit successfully completed with no outstanding issues as performed by the office of the Auditor General.
- Annual Borough audit – successfully completed with no outstanding issues by third party auditing/accounting firm Hamilton & Musser.
- RCT-910 – filed with the Public Utility Realty Tax Act (PURTA)
- De-winterization of park facilities – scheduled to be performed by Miller Home Climate Control LLC.
- April park reservations – four reservations for the month of April. Volunteer sign-up sheet and reservation signs circulated.
- Borough building overhaul update – meeting room tables have been ordered, awaiting shipment, quotes for new roof are being procured, carpet has been shampooed in the inner office and entryway, volunteers are being engaged to paint the external back wall, and ceiling tiles will be replaced after roof work is complete.
- Certificate of Deposit – there are currently three accounts at Traditions Bank, only one of which is used for General Funds. Treasurer is proposing to convert one of the accounts into a Certificate of Deposit (CD) seeing that the current interest rate is rather attractive. A motion was made by Donald Wright to approve the treasurer to move funds into a CD with the highest interest rate at her discretion. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Street Lights – Met-Ed reported that Borough street lights have been scheduled to be replaced with LED lights in June. Donald Wright requested that the new lights be “directional” so as to reduce light pollution.
- Engineer’s Report – Mr. Anderson was not present, however, did submit a report to Council, and presented by Sue. The report is as follows - \*N. Cherry Lane resurfacing work was completed by Stewart & Tate. The parking lot was sealed and inspected by Mr. Anderson. Awaiting for an invoice from Stewart & Tate; \*Storm sewer maintenance for 2023 was completed by Easy-Dig Excavating. Mr. Anderson had inspected the work and recommends Council to approve payment to Easy-Dig for \$20,975.00. A motion was made by Donald Wright to pay Easy-Dig \$20,975.00 for completion of the 2023 storm sewer maintenance. The motion was seconded by Jill

Conner. Motion was approved, with Lance Beard abstaining from the vote. Phyllis Bowers enquired on when the stormwater structures on Farmington will be removed. Donald Wright informed her that those structures will not be removed. While the issue had been discussed in previous council meetings, it was never voted on to be removed. Mr. Wright explained that those structures are actually doing what they were intended to do, in that they are taking in water such that volume of water flowing down the hill decreases and hence decreasing velocity of stormwater flowing down Farmington. Ms. Bowers then wanted to know about the problematic drainage at the bottom of Farmington/Nixon Drive. Mr. Wright explained that there is a spring that feeds that low lying area; \*N. Main Street traffic study has been completed and a traffic study report is being drafted; \*A “Notice to Proceed” has been issued to Kinsley Construction to resurface Ameda and Wildasin Drives. Mr. Anderson is coordinating with Kinsley on a schedule; \*Upon inspection of Farmington, Eagleton, Stonewood, Old Mill and Woodland, Mr. Anderson recommended that all these streets should be microsurfaced to prolong the life of the roadway. Mr. Anderson submitted a priority list of these roads to be microsurfaced along with corresponding budgets. A motion was made by Donald Wright to approve Site Design Concepts to prepare Bid Specs for the microsurfacing of the said roads and authorize advertising for the work as well. The motion was seconded by Dawn McElhiney. Motion carried unanimously; \*Mr. Anderson revisited the erosion at 35 Woodland Drive and determined that the affected area is all on private land and therefore not a Borough responsibility.

- **Solicitor** – Attorney Doyle had no report at this time.
- **Buildings and Grounds** – \*Lance Beard presented that contractor Ed Lehman had submitted a quote to replace the dug-out roofs at the baseball field and install siding to the bathroom building at the park and the large and small pavilions. A motion was made by Donald Wright to approve the replacement of the dug-out roofs and install siding to the bathroom building and large and small pavilion pending the walk-through and approval of the Buildings and Grounds Committee for up to \$8,000.00. The motion was seconded by Dawn McElhiney. Motion carried unanimously; \*A motion was made by Donald Wright to place a porta-potty at the community park for the summer months. The motion was seconded by Jeff Hammers. Motion carried unanimously; \*Safety at the community park was discussed as a man has been seen on the security cameras to urinate at the dug-out on a regular basis. These occurrences have also been reported to Councilman by

some girls who frequent the park. The Mayor will be making a formal police report.

**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 8:11. The motion was seconded by Jeff Hammers. Motion carried unanimously.

Respectfully Submitted by,  
Sue Cheah  
Office Manager/Treasurer