

Jacobus Borough Council Meeting
Meeting Date: April 6th 2022

Call to Order

Council President Sandy Sheffer call the meeting to order at 7:01 p.m.

Opening Invocation and Pledge of Allegiance

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

Roll Call

Present were Sandy Sheffer, Greg Gruendler, Lance Beard (arrived at 7:04 p.m.), Solicitor Sarah Doyle, Jill Conner, Phyllis Bowers, and Donald Wright. Dawn McElhiney and Jeff Hammers were absent.

Minutes and Treasurer's Report

- Minutes of March 2nd 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 all bank account summaries were reviewed by all present on Council. A motion was made by Donald Wright to approve the Treasurer's Report as submitted. The motion was seconded by Jill Conner. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Al Diehl, President of Jacobus Lions Club – Mr. Diehl was present to request the use of the Borough's Community Park in the entirety on June 4th, 2022, for "SummerQuest", a York County Library event which the Lions Club will be sponsoring. This event had previously been taking place at the Nixon Park; however, popularity has grown over the years making it necessary for a larger venue. Wellspan Health will be present with a booth, as well as fun children's activities such as face painting, spin art, and laser tag. Perry Dell's ice cream truck will be present as well. Donald Wright made a motion to approve the use of the Community Park for the SummerQuest event pending a check on the availability of the facilities on the requested date. The motion was seconded by Lance Beard. Motion carried unanimously.
- Earl Click, EMS Chief of Jacobus Lions Ambulance Club – Mr. Click presented the monthly report for the Ambulance Club. He stated that five new EMTs were hired, and another tech was added to the team. Mr. Click also reported that he is working on getting the training center reactivated and that currently there are about 50/50 Advance Life Support (ALS) to Basic Life Support (BLS) calls. There were 362 calls for the first quarter of the calendar year and about 7% of the calls were for within Jacobus Borough. At last month's council meeting, the Fire Department had reported that they have a significant increase in medical calls with the ambulance being out of service. Fire department had stated that they felt the added stress with this increased call volume. Mr.

Click reported to differ, stating that there were only two medical calls which the fire department responded to in the month of March. The Ambulance Club will work together with the Fire Company on alleviating the pressure to these responses.

- Debbie Loucks, resident – Ms. Loucks presented her land survey which she had showing the boundaries of her land on Park Street behind the Smith Village furniture store that does not include the small strip of roadway that was a topic of discussion at the last council meeting. Lance Beard reiterated that the roadway does not belong to the Borough either and hence not the responsibility for the Borough to repair or plow. Donald Wright also pointed out that the Borough's liquid fuels allocation does not include that roadway. A copy of the survey was given to Attorney Doyle.
- Jason Aspito, Backyard University Baseball Team – Mr. Aspito requested permission to use the Borough's baseball field this season. He promises to take care of the field best they can. A motion was made by Lance Beard to grant permission to Backyard University Baseball Team for the 2022 ball season. The motion was seconded by Donald Wright. Motion carried unanimously.
- Grant Anderson, Site Design Concepts (SDC) – Mr. Anderson presented the following:
 - An invoice had been received from Easy-Dig for work completed under the Storm Sewer Maintenance Plan. Mr. Anderson had inspected the work performed and found that all but three structures are confirmed to be completed. The three structures that still needed additional work are the inlet at Circle Drive, inlet at upslope on Old Mill Drive, and inlet on Southside of Meadow Street. Easy-Dig had already been informed of the items that need to be redone. Mr. Anderson made a recommendation to pay the invoice from Easy-Dig minus the price for the three inlets that still needed to be fixed. A motion was made by Donald Wright to pay Easy-Dig for the storm sewer structures that have already been cleaned. The motion was seconded by Jill Conner. The motion carried with Lance Beard abstaining from the vote.
 - Road work on for Geiselman Drive and West Greenbriar Drive is scheduled by Long's to begin at the end of April and paving will occur in early May.
 - Street maintenance assessment and schedule - Mr. Anderson has compiled a list of all the streets within the Borough, totaling 6.5 miles of road. He will be preparing a comprehensive spreadsheet to include the street dimensions, conditions, and metrics to priorities the projects. The goal is to set a 10-to-15-year road maintenance schedule. This street maintenance schedule will be discussed in further detail at next month's Council Meeting. Donald Wright suggested to evaluate drainage as well during the evaluation process as it would be informative to know the number of down spouts that drain onto the street. Sandy Sheffer also brought up that cracking has been reported on the edges of Meadow Street. As a short-term fix, the mayor recommended sealing the cracks.
 - PennDOT resurfacing project on Main Street. Mr. Anderson was contacted by PennDOT for utility location information at Hidden Hill Farm Lane and along entire Main Street, including the location of traffic light loops at the signal. Mr. Anderson recommended authorizing SDC to source out a third party to mark the

signal loops for \$750 and record the location on the Borough Map. A motion was made by Donald Wright to approve SDC to hire a third party to locate the traffic light loops, provided the Borough's traffic light contractor, Milt, does not have record of the location of the loops. The motion was seconded by Phyllis Bowers. The motion carried unanimously.

- 5 Woodland Drive – Mr. Anderson reported that SDC will monitor because ever since the valve was shut off at the location, no seepage had been observed. There is currently nothing for York Water Company to further investigate.
- Grant Anderson, representing Brad Peters, president of SDC – Mr. Anderson discussed the proposed project for the four-acre property on Church Street, behind the Olp's Flower Shop. Currently, the property is under contract by Brad Peters. The property is under three tax parcels, for an Open Space Development. Eventually, the property will be consolidated to be under one deed. They are proposing the building of 20 town homes, consisting of five buildings with four units in each building, and a single-family lot. A water line already exists on the property entering from Church Street. There are 15 Equivalent Dwelling Units (EDU) that came with the property, therefore needing six more for the project. The plan then is to construct units 1-15 first, then proceed when additional EDUs become available. Lance Beard felt that this addition will be an asset to our community. The proposal is for this development to be under a Homeowner's Association (HOA), where the street and grounds of this development, and trash collection will be managed by the HOA. Donald Wright brought up the issue that there will be a problem with water runoff and cannot add to the water capacity. Mr. Anderson stated that storm water management will be a required part of the development plan. Mr. Wright would like to see a retention pond installed at the bottom of the development in addition to the required storm water management. Mr. Wright would also like to see two fire hydrants installed in the development. Mr. Anderson stated that a conservation easement will also be part of the development. Mr. Wright would also like for the Dallastown Area School District to be informed that 20 townhomes will be added to the capacity of the district. Attorney Doyle stated that a "Conditional Use" must be approved by Counsel and a hearing for the Conditional Use needs to be the first step.

Action to be Taken

The mayor presented the Mayoral Proclamation 2022-1 declaring the week of April 18th through April 24th, 2022, the National Osteopathic Medicine Week. A motion was made by Phyllis Bowers to approve the Mayoral Proclamation 2022-1 as presented. The motion was seconded by Lance Beard. Motion carried unanimously.

Borough Reports

- **Mayor & Emer. Mgmt.** - *Police Report for February 2022. There were 30.24 hours for Police Service Hours, 13.53 hours for Admin Hours, in total of -36.08 hours for the month of February. There were eight calls, half of which were for calls to Main Street. *Fire Police requests - Springfield Township requests Fire Police assistance for the Jacobus Lions Club Car Show on April 23rd, 2022 (rain date April 24th, 2022) and the

Jacobus Lions Club July 4th BLAST on July 4th, 2022 (rain date July 5th, 2022). Borough of Glen Rock requests Fire Police assistance for the Susquehannock High School Graduation on May 26th, 2022, Glen Rock Arts & Brew Fest on June 4th, 2022, Glen Rock Tree Lighting on November 27th, 2022, Glen Rock Carolers on Christmas Eve on December 24th and 25th 2022. Fawn Grove Borough requests Fire Police assistance for the Kennard-Dale Graduation, date to be determined, Olde Tyme Days Parade on June 25th, 2022, and the Nineth Annual York PA Fire Muster on September 25th, 2022.

Donald Wright made a motion to approve the fire police requests as presented. The motion was seconded by Jill Conner. Motion carried unanimously. *The mayor presented an update from The York Water Company on the Lake Williams Dam Project. Kinsley Construction had started work at the dam and they are anticipating 32,000 construction vehicles travelling through Main and Water streets over the next 19 months. Kinsley is currently working with Flagger Force for traffic control when necessary and maybe post some no parking signs at the intersection of Main/Water Street. The mayor also reported that The York Water Company will be starting work soon to replace the asbestos cement transite pipe (6,000 linear feet) from Geiselman Drive through to Loganville. When the pipeline is fully replaced, PennDOT will repave the road from Leader Heights to south of Loganville. York Water Company is communicating with PennDOT to stall the repaving project till 2024 when all construction at the dam is complete. The mayor will be meeting with Emergency Management Services, York Township, Springfield Township, PennDOT, and Kinsley to discuss proper procedures should an emergency event on I-83 requires a road closure and traffic is redirected through Jacobus. *The mayor had contacted Met-Ed to obtain a quote for replacing all streetlights in the Borough with LED light bulbs. The Borough has 110 streetlights, of which all but two (one at tot-lot and one at Church Street) are eligible for the street light replacement program from Met-Ed since they are over 20 years old. The street light replacement program states that those fixtures older than 20 years old will be replaced at no charge. Therefore, replacing all 110 streetlights in Jacobus will cost \$508.60 with a saving of over \$500 per month in electric bill. A motion was made by Phyllis Bowers to proceed with Met-Ed to replace all the streetlights in the Borough with LED fixtures. The motion was seconded by Donald Wright. Motion carried unanimously.

- **Office Manager** - *Annual Foreign Fire Insurance Tax report (Form AG-385) was filed; *"Hidden Driveway" sign requested by resident on N Main Street. A quote was obtained from D.E. Gemmill to install the sign for \$536.83. The resident was informed of the price. After discussion with his wife, resident decided not to proceed; *Annual Borough audit was successfully completed by accountants from Hamilton & Musser and filed with DCED; *Annual Public Utility Realty Tax Act (PURTA) report (Form RCT-910) was filed; *Community Park facilities were de-winterized by Stambaugh plumbing. A new water heater was installed in the kitchen area. Park is now ready for rental, events and baseball. *Emergency generator by the side of the Borough Municipal building was serviced. By Winter's Engine, *Fire Company reported that the fire hydrants at Geiselman and Greenbriar both have old York bushings on which need to be changed to the new National Standard. York Water Company was contacted and has agreed to

change the bushings of the said hydrants to the National Standard. Donald Wright mentioned that the fire company will have to inspect the bushings on all the fire hydrants within the Borough for the type that will be standard. *Thrash exempt at 45 York Road – owner is requesting an exempt from trash collection fees as house is now unoccupied. Attorney Doyle says that is not possible as it is in Borough ordinance to have thrash service and thrash collection is an “opportunity” for thrash collection.

- **Solicitor**

Blighted properties in borough – Attorney Doyle discussed the situation surrounding the two blighted properties within the Borough (16 N Main Street and 7 Valley Road). Attorney Doyle had performed a title search on these properties and learnt that the owner on record for 16 N Main is the original owner prior to the bank foreclosure proceedings and sheriff sale. The property was sold at the sheriff sale; however, the buyer apparently withdrew from completing the sale. 16 N Main has the foundation that collapsed a couple of years ago, leaving a hole in the foundation wall which the borough had covered with wood. Attorney Doyle briefed on the possibilities with this property as a blighted property. The immediate course of action is to contact the owner on record, to inquire on interest of deeding the property to the Borough. Lance Beard will reach out to the owner. Per 7 Valley Road, the owner is in a nursing home, and the nursing home has a lien on the property. Therefore, for this property, no action can be taken at this time.

- **Streets**

- **B&G** - *Park users have been complaining of increased dog waste at the community park. Sandy Sheffer suggested putting up receptacles for doggie waste bags. Donald Wright suggested to get some prices for dog receptacles and signs at the park before making a decision. *Playground mulch is needed at both the community park and the playground at rear of the municipal building. A quote for \$3,600 “Wood Carpet” to be installed by River Valley Landscapes, Inc. Before installation, Lance Beard will level around the picnic table at the playground behind the municipal building and remove some grass area to enlarge the area. A motion was made by Donald Wright to approve River Valley Landscapes to install new mulch at both playgrounds. Motion was seconded by Lance Beard. Motion carried unanimously. *Lance Beard reported that leaves around the fence of the ball field by the church had been cleared. *Lance Beard also pointed out that the parking area by the municipal building has low-lying spots which accumulate water and eroding the surface. Donald Wright had already discussed this issue with Grant Anderson and curbs will be placed and surface repaired. Mr. Anderson will be providing some estimate prices at the next Council Meeting. *The mayor pointed out that downspouts are needed at the park around the large pavilion as rainwater is eroding the ground around the pavilion. Donald Wright suggested for Lance Beard to get some prices for downspouts for approval at next Council Meeting.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 8:37 p.m. The motion was seconded by Jill Conner. Motion carried unanimously.