

Jacobus Borough Council Meeting
Meeting Date: August 2nd, 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 by the Pledge of Allegiance.

Roll Call

Present were Sandy Sheffer, Lance Beard, Mayor Greg Gruendler, Jeff Hammers, Jill Conner, Phyllis Bowers, Dawn McElhiney, and Sarah Doyle, Esquire. Donald Wright was absent.

Minutes and Treasurer's Report

- Minutes of July Council Meeting – Phyllis Bowers made a motion to approve the July 2023 Council Meeting minutes as presented. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for July was provided and reviewed by all. Included in the report was a statement of current balance in all bank accounts. A motion was made by Dawn McElhinney to approve the July 2023 Treasurer's Report as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Grant Anderson – Site Design Concept (SDC)
 - *John's RV – stormwater management site plan at John's RV
Mr. Anderson updated that John Grim of John's RV is having medical issues and still waiting to get a favorable quote for the site work at his place of business on Main Street.
 - *Storm sewer maintenance – outstanding storm sewer maintenance for 2022
Mr. Anderson reported that he had spoken to John Hendrix of Easy Dig Excavating and was informed that they had jet vacuumed the storm drain on Circle Drive twice. To date, Easy Dig has not been paid for three storm sewer maintenance sites due to the delay at Circle Drive since Mr. Anderson cannot verify that the site has indeed been cleared of sediment. The drainage at Circle Drive collects all storm water and therefore sediments over rapidly. Lance Beard verified that this indeed is the case as storm water overflows onto his property adjoining Circle Drive with each heavy rainfall and wanted to know how this problem can be fixed. Mr. Anderson will investigate and propose a solution.
 - *N. Main Street – traffic study

Mr. Anderson reported that D.E. Gemmill had painted the curb areas on Main Street for “no parking” areas according to the traffic study that was performed by the Transportation Resource Group, Inc. (TRG). Before D.E. Gemmill painted, SDC had marked the limits of painting per measurements as determined by TRG. As there are still concerns from Council about the length of the “no parking” area at the Church Street intersection, Mr. Anderson revisited this junction with the representative from TRG to go over the sight clearance. From the West leg of Church Street, looking North, the sight distance is 250 feet which meets PennDOT’s requirements. The vertical curve also restricts sight distance beyond parked cars and the travel lane is more than 21 feet wide which negates using PennDOT’s Chapter 212.114 to further restrict parking. PennDOT’s Chapter 212.114 states that parking may be restricted on lanes that are less than 18-feet wide. Therefore, Mr. Anderson recommended for Main Street’s South bound lane which is 17-feet wide or less on the entire length should be marked as restricted for parking and ordinance updated accordingly. The Borough ordinance also needed to be updated on restricted parking at three additional intersections along Main Street – at Smith Street, Alley south of Smith Village, and E. Water Street. These intersections were not part of the eight intersections on Main Street that are already on the Borough ordinance as restricted parking areas. At the intersection of E. Water Street, the restricted parking area would run to the front of the Jacobus Medical Center where there is already an existing handicap parking space. The general consensus of Council was to leave the handicap parking spot and designate the restricted parking area up to the handicap parking spot.

***Microsurfacing Quote**

Mr. Anderson reported that he had walked all roads to be microsurfaced with Stewart & Tate and determined that the Farmington Drive scope of the project will be extended by 125-feet to include the older area of the development. This will be an additional five to seven tons of material which will amount to roughly an additional \$1,500 to \$2,000. Once the date is set for the work to commence, Mr. Anderson will send out a notice to residents impacted to assist in clearing weeds from their curblines as the volume of such growth is more than Stewart & Tate’s prep machine can clean.

***Traffic Signal Maintenance Contract**

Mr. Anderson together with Attorney Doyle had the contract with Atlantic Transportation Systems (ATS) ready for endorsement. Mr. Anderson will work immediately with ATS to fix the timing of the traffic signal on Main.

- **Earl Click – Jacobus Lions’ Ambulance Club**

Mr. Click responded to an emergency call, the Mayor reported that the Community Appreciation Day is set for August 20th, with presence expected from the York County Regional Police Department’s Equine Unit, York County Coroner’s Office, Fire Companies from Seven Valleys, Loganville, Jacobus, York Township and Med Evac helicopter landing in the baseball field at noon.

- Steve Overmiller – Goodwill Fire Company
 - *Mr. Overmiller presented that the Fire Company will be having a couple of regular fundraiser events – a Bingo night on August 5th, and Breakfast Buffet on August 20th. Mr. Overmiller announced that the Fire Company had just received the American Firefighter’s Grant, a Federal grant which they will use towards the purchase of new air-packs. A capital campaign letter was also recently sent out to solicit donations to help with the purchase of the new fire truck.

Action to be Taken

- 2023-2024 Winter Maintenance Contract – Jeff Hammers made a motion to authorize advertising “Invitation to Bid” for winter maintenance contract for the coming winter season. The motion was seconded by Lance Beard. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt. – Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: *YCARPD report for June 2023 – 55.96 police service hours, 33.36 administrative hours, with a running total of -89.32 hours; 13 response calls; *There was a Fire Police request from West Manchester Township Fire Department for their 111th Annual Firefighters Association of York County Convention’s parade that will be held on August 12th 2023 from 12 noon till 2:30 p.m.; *Police Commission Report included was included in the handout to all.
- **Office Manager**
 - Additional camera at large pavilion – with the installation of the new water fountain at the park’s large pavilion, an additional security camera would be beneficial as current security cameras at the park do not cover the west end of the large pavilion. A motion was made by Lance Beard to approve the proposal from Crime Intervention to install an additional surveillance camera under the large pavilion at the park that will overlook the new water fountain and door into the kitchen. The motion was seconded by Jeff Hammers. Motion carried unanimously.
 - Audit with the Department of Labor and Industry – an on-site “5-year accessibility audit” was conducted by a representative from the Department of Labor and Industry on July 27th. Mr. Simon Schilling, Borough’s Code and Zoning Officer on record and myself were present. Mr. Keith Hunnings, prior Borough Code and Zoning Officer had submitted some requested documents prior, but was not present for the audit. Certain building permits, inspection reports, and “use and occupancy” certificates from 2018 through 2023 were requested. Due to the transition of code officers this year, certain documents were not readily available to present. The Department of Labor and Industry therefore gave a two-year extension for the completion of this audit. Mr. Schilling will be working on acquiring all the missing documents.
 - Parking spots at Borough building – A quote was received from D.E. Gemmill to paint the handicap parking spot next to the ramp by the Borough building.

Lance Beard and Jeff Hammers discussed that parking spaces will then be painted by Mr. Beard extending South from the handicap spot through to the end of the parking area. A motion was made by Dawn McElhinney to accept the proposed quote from D.E. Gemmill to paint the handicap parking space and one regular parking spot on the East side of the Borough building. The motion was seconded by Jill Conner. Motion carried unanimously.

- August park reservations – there are eight rental days for this month. Sign-up sheet was circulated for volunteers to open/close the park facilities.

- **Solicitor**

Attorney Doyle discussed the particulars to the bid specifications for the Borough's new refuse contract. Attorney Doyle pointed out that an alternate bid was added for a "low-volume" option. After some discussion, Dawn McElhinney suggested the addition of another 96-gallon toter as part of regular pick-up, totaling two 96-gallons per week. A motion was made by Dawn McElhinney to authorize Attorney Doyle to advertise the bid specifications for the refuse contract as discussed. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

- **Buildings and Grounds**

Lance Beard reported - *a new layer of wood carpet was installed at the tot-lot as the areas under the swing were worn down and the bases of the play sets were exposed; *the bench commemorating those who had served on the Jacobus Borough Sewer Authority has been placed at the park, in the large pavilion; *a replacement part needed to fix the old water fountain at the park has been identified and ordered. The plumber for this work is confident that the old water fountain can be restored with this part.

Correspondence

- A thank you letter from the Jacobus Lions Club for the Borough's support for the Fourth of July BLAST event.
- A letter from Mr. Matthew Chronister to the Borough Council was read, stating that he will not be accepting reappointment to the Jacobus Borough Planning Commission at the end of his term on December 31st 2023.

Unfinished Business

None at this time.

Adjournment

A motion was made by Jeff Hammers to adjourn the meeting at 8:31 p.m. Jill Conner seconded the motion. Motion carried unanimously.

Respectfully Submitted,
Sue Cheah
Office Manager/Treasurer