

Jacobus Borough Council Meeting

August 7th, 2024

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, Mayor Lance Beard, Jeff Hammers, Bill Rodgers, Donald Wright, Jill Conner, Phyllis Bowers, Dawn McElhiney, and Jason Sabol, Esquire.

Minutes and Treasurer's Report

- Minutes of July Council Meeting – Phyllis Bowers made a motion to approve the July 2024 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 2024 Treasurer's Report as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Lisa Sauter – resident
Ms. Sauter is a resident of Wellington Hills whose home is by the playground in the area. Through her observations, she is proposing a 4-way stop at the cross-roads by the playground as she sees many young children crossing the street and drivers often are not cognizant of the children. Currently the junction has a 2-way stop. Jeff Hammers thinks that it is a good idea. Donald Wright thinks that a 4-way will not stop the problem, however agrees that it will be a good start. Mr. Wright suggested instead to install two "Watch Children" warning signs. Sandy Sheffer suggested for council members to do a drive-by to check it out and Attorney Sabol stated that the item will be on agenda of next council meeting to take action.
- Scott Saur – Badgers Baseball League
Mr. Saur was not present.
- Stephen Mercado – York County Oldtimers Baseball League
Mr. Mercado was present for permission to use the Borough's baseball field as an emergency backup field. Sandy Sheffer inquired about the timeframe for which the team would like to use the facilities. Mr. Mercado responded that their season will be from September 8th till November 3rd, or the following week as a Raindate. Tyler Anderson, the field scheduler for the Borough, was present to voice his

support for this team, stating that the Oldtimers is the most reputable baseball league in in the County and that they will be very responsible for the use of the Borough facilities. Sandy Sheffer pointed out that for part of their season, the bathrooms will not be accessible as they would have been winterized at the end of September, beginning of October. Donald Wright stated that the team will have to schedule through Tyler Anderson, who agreed to do so. A motion was made by Donald Wright to permit the York County Oldtimers Baseball League to use the Borough's baseball field as according to the regular maintenance and rules of use. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Angie Loucks – resident

Ms. Loucks was present to propose for “Watch Children” playing signs to be installed on N. Pleasant as there are children playing and crossing the street, particularly more concerning with increased traffic on Pleasant. A motion was made by Dawn McElhiney to install “Watch Children” signs on Pleasant, one on the southbound side and one on the northbound side. The motion was seconded by Donald Wright. Motion carried unanimously.

- Dawn Norfolk – resident

Ms. Norfolk was present to inquire about permitting for a shed in her yard. She said that the Borough's code officer was not responsive to her questions. Phyllis Bowers at this point said that the code officer should be fired. Jeff Hammers pointed out that it would be extremely difficult to hire another code officer. Donald Wright stated that the code officers know the codes and are professionally trained on regulations related to permitting. Ms. Norfolk was referred to the Borough's ordinances as well and referred to the code officer again, with the suggestion to contact him via e-mail. Attorney Sabol stated that the code officer will be requested to be present at the next Council meeting.

- Grant Anderson – Site Design Concept (SDC)

*Circle Drive – Mr. Anderson reported that Stewart & Tate had started the demolition and excavation of the existing storm structure on Circle Drive to make way for the new 4x4 inlet box. The concern was for impending rain in the forecast that may wash sediment into the stone bed while it was exposed. SDC will install a clean stone berm on the upslope side of the pit to prevent sedimentation till the storm structure has been backfilled and inlet protection has been installed.

*Meadow Street – Mr. Anderson reported that the deterioration of a drainage system under Meadow Street had caused a void under the roadway that was 5x5x4-feet deep. Easy-Dig performed an emergency repair by backfilling the hole with 2B stone, compacting and overlaying with bituminous asphalt. Mr. Anderson inspected the repair and stated that while this is a temporary repair, the road is stable. Jeff Hammers stated that there used to be a spring in the parking lot adjacent to Meadow and Donald Wright stated that the drain funnels a high volume of water during rain storms, going into the stream system at that point. Mr. Anderson proposed a survey of the area to measure elevation for an

accurate map to design permanent repairs that will include new culvert pipes, structures and grading. Donald Wright made a motion to authorize Site Design to perform an engineering survey for a proposal to fix the drainage system on Meadow Street and put together a grant proposal. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

*Meadow Street vacation – Sandy Sheffer started the discussion by stating that W. Meadow Street, adjacent to the cemetery, should not be abandoned. Jeff Hammers agreed, stating that he feels strongly that if abandoned, it would be hard for emergency vehicles such as ambulance and fire trucks to pass, and also garbage trucks and snow plows. Donald Wright stated that there is a water issue in that area causing the pot holes to form, going towards Park Street from Smith Village. The holes are temporarily fixed, will have to reassess a more permanent repair should the Borough keep the roadway. Mr. Wright also stated that if the Borough keeps the roadway, it should not have to be plowed. Sandy Sheffer agrees that it should not be plowed as only a few residents use that path. Jeff Hammers stated that the general consensus then is not to vacate W. Meadow Street, adjacent to the cemetery.

*Storm Maintenance schedule – Mr. Anderson reported that Yohe Paving had completed all maintenance on the storm structures except for the two inlets on York Road, P2 and Q2, as they both needed extra grouting which will be authorized in a change order. A change order was also needed to remove the structure N6, which is in PennDOT's right-of-way. A motion was made by Donald Wright to remove maintenance of the storm structure on York Road that is within PennDOT's right-of-way. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

*Water Street - Mr. Anderson reported that York Water Company's engineer, C.S. Davidson, had confirmed that road samples were taken for geotechnical testing. Based on their road surface observations, C.S. Davidson proposed that a full-depth reclamation is not necessary, contrary to the terms agreed upon when PennDOT vacated Water Street to the Borough. C.S. Davidson is proposing to mill and overlay the road surface, with an estimated schedule of October or November 2024. Donald Wright questioned about the two culverts that were part of the agreement as well, stating that there has to be storm water management on Water Street.

*Church Street – Mr. Anderson reported that the Christ Church of Jacobus had reached out to ask for permission to sealcoat the alley leading up to the Municipal Building. Donald Wright stated that the Borough cannot legally allow a third party to perform any work on a Borough road. Mr. Anderson recommended that Church Street should then be placed on the Streets Schedule for next year.

- Earl Click – Jacobus Lions' Ambulance Club

Mr. Click reported that for the month of July, they received 135 calls, 80 of which were for Advanced Life Support (ALS) and 55 were for Basic Life

Support (BLS). These numbers were an increase from the same time last year, consistent with the increase they have had for every month this year.

- Steve Overmiller – Goodwill Fire Company
 - *Mr. Overmiller presented that the Fire Company’s fundraisers of Breakfast Buffet and Bingo over the summer had been profitable, though the turnouts had been down. Their next scheduled fundraiser would be the Christmastime in Loganville. Craig Lipinski then presented the Fire Company’s report for July – they responded to 30 calls, eight of which were within Jacobus, with a total of 184 calls year-to-date. The number of hours responding in July were 136.34 hours, with a grand total of 620.46 hours year-to-date. In July, the FireCompany hosted three fundraisers, taking up 280 hours, out of 1,612.25 hours of fundraising for the year. Mr. Lipinski mentioned that the Fire Company will be applying for a Local Share Account grant through the Borough. Attorney Sabol stated that he will have a resolution prepared for the next council meeting for the Borough to adopt the intergovernmental agreement.

Action to be Taken

- 2024-2025 Winter Maintenance Contract – Donald Wright made a motion to authorize advertising “Invitation to Bid” for winter maintenance contract for the upcoming winter season. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- Appoint Emergency Management Coordinator – a motion was made by Sandy Sheffer to nominate Sue Cheah to be the Emergency Management Coordinator to replace Greg Gruendler. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt. – Mayor & Emerg. Mgmt.** – Mayor Lance Beard presented: *YCARPD report for June 2024 – 29.37 police service hours, 31.84 administrative hours, with a running total of 118.46 hours; 12 response calls; *There were no Fire Police requests at this time; *Police Commission Report was included in the handout to all; *Mayor Beard also reported that at the Police Commissioners meeting which he attended, he was informed that the speed study that was done on Woodland Drive did not show any citable offences except for three incidences. He had requested for another study to be done on the opposite direction of travel.
- **Office Manager**
 - CD at Tradition’s Bank – The current Certificate of Deposit (CD) held at Tradition’s Bank will expire on August 20th, bearing a rate of 4.96%. If renewed, the new maturity date will be February 20th 2025, bearing the market rate at date of current maturity. A motion was made by Donald Wright to renew the CD at Tradition’s Bank with the current terms. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Code violations report – A report was submitted by Commonwealth Code Inspection Services in response to the overgrown shrubbery complaint along Cherry Lane, Main Street and Valley Road. This report showed a timely response to the complaint, along with the actions taken and follow-up calls that were made.
- August park reservations – there are seven rental days for this month. Sign-up sheet was circulated for volunteers to open/close the park facilities.
- **Solicitor**
 Attorney Sabol discussed the details of the Animal Control contract with Klugh Animal Control Services, stating that the contract when fully executed will run through till December 31st 2025. A motion was made by Phyllis Bowers to accept the Animal Control contract with Klugh Animal Control Services as prepared by Attorney Sabol. The motion was seconded by Donald Wright. Motion carried unanimously. Attorney Sabol also discussed with Council an aspect of the Right-To-Know (RTK) Law where anonymous requests can be denied. The Borough's RTK policies had been reviewed by Attorney Sabol and deemed to be sound, however, he recommended a resolution to put into formal policy clearly stating the requirements for RTK requesters identification as a U.S. resident and the denial of anonymous requests.
- **Streets**
 Phyllis Bowers stated her concerns that the storm structures on Farmington Drive are not working. Donald Wright discussed the importance of those structures in controlling the amount of water flowing down the street, and also on the impact they have on the Borough's MS4. Ms. Bowers argued that there had been discussion in the past for those structures to be removed. Mr. Wright agreed that those discussions occurred, but no vote had been made to remove them. He also argued that such an action would not be cost effective. Ms. Bowers wanted a confirmation that they are staying and it was a general consensus that the storm structures on Farmington will remain in place.
- **Buildings and Grounds**
 Lance Beard reported that the lights that illuminate the flag at the park had been vandalized. They are ground lights and had trouble before with water infiltration. The electrician suggested replacing with solar powered lights that are attached to the pole more than 7-feet high. The pulley for the pole also needs to be replaced along with the rope. Mr. Beard had also acquired a new State flag to be flown along with the American flag. A motion was made by Donald Wright to approve Lance Beard to coordinate replacing the lights, pulley and rope for the flag-pole at the park. The motion was seconded by Jeff Hammers. Motion carried unanimously.

Correspondence

A thank you letter from the Jacobus Lions Club for the Borough's support for the Fourth of July BLAST event.

Unfinished Business

Sandy Sheffer made a motion to recess to executive session at 8:40 p.m. to discuss responsibilities and expectations. The meeting reconvened at 8:52 p.m.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 8:54 p.m. Dawn McElhiney seconded the motion. Motion carried unanimously.

Respectfully Submitted,
Sue Cheah
Office Manager/Treasurer