

Jacobus Borough Council Meeting
Meeting Date: August 1, 2018

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 Member Jeff Hammers.

Roll Call

Cynthia Ferree called roll. Present were Council President (CP) Roger Coleman, Council Vice President (CVP) Lance Beard and Council Members (CMs): Kathie Cavanagh, Brian Dell and Sandy Sheffer; and Mayor (MYR) Greg Gruendler and Sarah Doyle, Esquire. Absent were CMs Jeff Hammers and Donald Wright.

Minutes and Treasurer's Report

1. Minutes of July Council Meeting – ***CM Kathie Cavanagh made a motion to approve the July 2, 2018 Council Minutes as presented. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.***
2. Treasurer's Report – ***A motion was made by CM Lance Beard to approve the July 2018 Treasurer's Report for audit as presented. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Glenn & Jennette Peabody - Mr. and Mrs. Peabody were present to discuss the possibility of laying out a "Pickle Ball" court on the Borough's tennis courts, and the purchase of game materials. ***CM Brian Dell made a motion to authorize the Buildings and Grounds Committee to purchase materials needed to install a "Pickle Ball" Court on the Borough's tennis court(s) and for the Committee to arrange for the installation of the "Pickle Ball" court with Mr. and Mrs. Peabody. The motion was seconded by CM Lance Beard. Motion carried unanimously.***
- B. Kevin Schreiber and David Gonzalez, YC Economic Alliance – Mr. Schreiber introduced himself and Mr. Gonzalez and presented each of their roles with the YCEA. Mr. Schreiber reviewed the information in the handouts given to all present at the meeting, focusing on the YCEA's 2018 Advocacy Agenda and how the YCEA can help with these and other topics.
- C. William Eshenour, Jacobus JLS Representative - Mr. Eshenour was present to provide information on JLS' current activities and programs.

Action to be Taken

- A. Winter Maintenance Contract - ***A motion was made by CM Lance Beard to authorize Off. Mgr. Cynthia Ferree to advertise the "Invitation to Bid" for the Borough's 2018-2019 Winter Maintenance Contract. CM Sandy Sheffer seconded the motion. Motion carried unanimously.***

Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/June 2018- 60.86 Service Hrs./31.13 Admin. Hours/-2.70 Running Hours//34 Response Calls as listed on "Activity Report/Three (3) Alarm Responses- 22 N. Main St. on 6/24/18, and 247 N. Main St. & 9 Eagleton Dr. on 6/26/18; *District Court Report/June 2018- \$305.59 Vehicle Code Violations/\$0.00 Local Ordinance Violations; *Fire Police Requests- ***CM Brian Dell made a motion to ratify the Mayor's pre-approval of the assistance of Jacobus Fire Police for the following request: Glen Rock American Legion Benefit Bike Ride that took place on July 28; portion of ride from Water St. in Jacobus Borough to Church St. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously;*** *Goodwill Fire Co. #1 Request- An unsigned letter on fire co. letterhead in a plain envelope with no return address was received from the fire co. The letter states a request that the Borough take over the monthly payment for the fire hydrant on the fire co.'s property. ***A motion was made by CM Brian Dell to forward the request to the Finance & Budget Committee for consideration during the planning of the Borough's 2019 Budget. CM Kathie Cavanagh seconded the motion. Motion carried unanimously;*** *NIMS- Could not find where local Gov't Officials are required to take the NIMS courses, however you must follow NIMS in order to qualify for Federal aid; also briefly discussed course numbers needed by EMC (Emergency Mgmt. Coordinator) and by Borough Council (if needed); *Mtgs./Training- July/Attended YT Emergency Mgmt. mtg., Dillsburg EMA Classes w/FEMA and YC Coalition for Clean Waters. The latter, YC Coalition for Clean Waters, is implementing the WHIP (WatersHead

Implementation Plan) program and will be meeting again this Friday; *CM Brian Dell reported: 1. The Dedication Plaque is mounted at Jacobus Community Park. An adjustment must be made to one of the cement block holes but otherwise the mounting is complete, 2. **CM Brian Dell made a motion to authorize the purchase of Doug Arnold's book, "Jacobus Community Park; Jacobus, PA" in hardcover to be retained at the Municipal Office. The motion was seconded by CM Lance Beard. Motion carried unanimously**, and 3. **A motion was made by CM Brian Dell to compose a proclamation recognizing Doug Arnold for his book project on the 70 year anniversary of the dedication of land related to the baseball field at Jacobus Community Park. CM Sandy Sheffer seconded the motion. Motion carried unanimously.**

B. Office Manager – Cynthia Ferree presented: *CG/Reimb. Eng. Fees- Payment of \$13,700.00 has been received and deposited in the Borough's General Fund account; *Loss Control Audit- held today, Aug. 1. A written report will be sent to the Borough from H.A. Thomson with the results of the audit; *Documents pertaining to YCPC action are available for viewing- as submitted by Earl Willoughby, Jacobus LGAC representative; *2019 Animal Control Contract- Received/Will forward to Stock and Leader to review prior to presenting to Borough Council.

C. BCO/Zoning Officer – Mike Hammers reported: *Upon Mike's inquiry, Roger stated he spoke with Grant of Site Design Concepts regarding the YC Park Plans. As confirmed by Grant and Borough Council at the July Council meeting, Grant informed Roger it is up to YC Parks to move forward with their plans; *Issued five (5) permits in July- two (2) patio permits, one (1) pool, one (1) shed, and one (1) barn with an agricultural exemption; *Checked the Borough for high grass/weeds- saw no violations; *Labor & Industry Audit was performed on July 26, 2018 on UCC permits issued back to 2013 with the focus on the UCC permit issued to Goodwill Fire Co. #1 for new construction of a Storage Building. Originally the structure was to be a temporary building but was later turned into a permanent structure. The Auditor focused on accessibility to the building and is recommending the following: 1. Mike should revise the "Certificate of Occupancy" application to include a line for the property owner and a line for the applicant, and 2. York Twp. Inspectors should have required the accessible entrance to the building to have "tactile" signage. York Twp. disagrees with this requirement and the matter is being further reviewed by the Auditor. A written report for the July 26, 2018 audit will be issued upon completion of the Auditor's review; *Foliage/Vegetation Matters- Addressed some of the matters with residents or property owners- Three (3) people were receptive and nobody was home at four (4) properties he visited several times. The foliage/vegetation issue at 56 Woodland Drive has been corrected. Mike stated the foliage/vegetation issue on the south side of Valley Rd. on the corner property at S. Main St. is a PennDOT issue. He will continue to work on the rest of the locations on the list. CM Brian Dell presented two (2) additional locations to the Streets Committee list- 94 E. Branch Drive and the corner property on the north side of Valley Rd. at N. Main St.

D. JBSA – Roger Coleman presented: *No report.

E. Solicitor – Sarah Doyle, Esquire, presented: *Fireworks Ordinance- **CM Brian Dell made a motion to approve the adoption of Ordinance 2018-1, "...amending Article II, Chapter 120, "Fireworks," of the Code of Ordinances of the Borough of Jacobus...to Provide for the Regulation of Consumer Fireworks". The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously;** *Pods/Roll-off Containers- Discussion included but was not limited to: PODS/Containers should not be allowed on Borough Streets unless marked with reflective cones, time limits should be included (would be allowed on a temporary basis only) and a fee of no less than \$25.00 should be charged for the permit. **A motion was made by CM Brian Dell to authorize Stock and Leader to draft an ordinance for consideration of adoption, regulating PODS and Roll-Off Containers in Jacobus Borough. The ordinance should prohibit PODS/Containers to be placed on a permanent basis and as otherwise discussed. CM Sandy Sheffer seconded the motion. Motion carried unanimously;** *Driveway Ordinance- **CM Brian Dell made a motion to authorize Stock and Leader to draft an HOP (Highway Occupancy Permit) ordinance regulating entrances and exits on to Borough streets. The motion was seconded by CM Lance Beard. Motion carried unanimously.** Both of the above-mentioned draft ordinances will be further reviewed prior to being approved for advertising for consideration of adoption.

An Executive Session was called at 9:14 p.m. for matters of Litigation, Attorney-Client Privilege and Personnel matters. The Executive Session was closed at 9:27 p.m. and the regular Council meeting was resumed.

F. Finance & Budget - *2nd Qtr. Bank Statements- Greg will review them and report at the Sept. Council meeting; *The committee will meet on August 28, 2019 to begin preliminary 2019 budget planning.

G. Streets – *Committee Report- No Committee meeting was held in July; *CP Roger Coleman reported the ‘washout’ issue at York Rd. & Church St. is a PennDOT Right-of-Way (ROW) issue and PennDOT will address the situation. CM Brian Dell added there is also a wash-out issue 2 houses up from Meadow St. (east side of York Rd.) PennDOT will be addressing this issue also. He also noted the inspection, cleaning and repair of the stormwater inlet work performed this year by Council approval, totals just under \$24,000.00; *Street Committee updates were presented as follows: 1. D.E. Gemmill has completed the inspection and replacement of signage to meet retroreflectivity testing in the Borough, 2. Streets Committee is meeting on August 14 for the purpose of discussing with YARPD, the enforcement of Snow Emergency Declarations, 3. Pothole Repairs- This project has been completed by Easy-Dig Excavating, Inc. Approx. 65 potholes were repaired, 4. E. Greenbriar Dr.- A complaint was received regarding vision of north-bound traffic blocked by vegetation growing within the sight triangle north of E. Greenbriar Dr. PennDOT was contacted and even though the vegetation is in PennDOT’s ROW, PennDOT will not address the situation and says the sight triangle is the Borough’s responsibility. Upon request, Glen Rock Green cleared/mowed and sprayed the vegetation to clear the sight triangle at a cost of \$50.00, and will continue to do so for a cost of \$50.00 p/month through October if Council wishes. **CM Brian Dell made a motion to approve mowing and spraying of the sight triangle north of E. Greenbriar Drive at a cost of \$50.00 p/month through October by Glen Rock Green. The motion was seconded by CM Lance Beard. Motion carried unanimously.** Following further discussion, **a motion was made by CVP Lance Beard to request a cost proposal from Glen Rock Green to plant ivy or another type of ‘ground coverage’ vegetation in the north sight triangle at E. Greenbriar Dr. CM Brian Dell seconded the motion. Motion carried unanimously;** 5. Signage Vandalism- Two (2) Stop Signs at the rear of 101 N. Main Street were sprayed with graffiti. The signs were replaced by D.E. Gemmill, 6. Animal Carcass- PennDOT removed a deer carcass from along York Rd within 12 hours of notification from the Borough. PennDOT will pick-up animal carcasses that are in State-owned streets and right-of-ways, 7. Park Signage- Three (3) signs were replaced as follows: “No Parking” on Yellow Gate and “No Littering” on Electric Box at Jacobus Community Park, and the park regulation sign at the Stonewood Drive Tot Lot, and 8. Oak Lane- The notification for the overlay project scheduled to be completed the week of August 13-17, 2018 has been distributed to all residents and businesses who may be affected by the project.

H. Refuse & Recycling - *No report

I. Buildings and Grounds – *CVP Lance Beard reported the Buildings & Grounds Committee will meet on August 14 at the Municipal Building. The committee will then leave and meet at Jacobus Community Park (JCP) to do a walk-through to see what needs to be done prior to Labor Day; *Park Reservations - August sign-up sheet and reservation signs are on the table for the Committee; *MYR Greg Gruendler reported a padlock is missing on the north yellow gate at JCP. OM Cynthia Ferree reported a new lock has been ordered from the Borough’s locksmith, Smith’s Locksmith, and a temporary padlock has been placed on the gate; *OM Cynthia Ferree reported the Borough’s July pest control treatment was received on July 30; *CVP Lance Beard discussed options to improve the batting cage; *Handicap Ramp Repair- Upon inquiry, CVP Lance Beard reported Pantano’s will contact him when they have 2 consecutive days available in their schedule to perform the repair; *Municipal Building Lights- CP Roger Coleman presented a proposal from Gettle, Inc. to repair the Municipal Building Lighting. The cost proposal in the amount of \$1,300.00 includes replacing the ballasts and replacing the T12 lamps with T8 lamps. **CM Lance Beard made a motion to approve the cost proposal in the amount of \$1,300.00 from Gettle, Inc. as presented. The motion was seconded by CM Brian Dell. Motion carried unanimously;** *Municipal Bldg. Doors- CP Roger Coleman checked to see if steel doors can be powder coated and they cannot be. The extreme heat in the powder coating process damages the door insulation. Discussion included but was not limited to, Council member’s agreement that the Borough should invest in aluminum doors, not steel doors. **CM Brian Dell made a motion to authorize CP Roger Coleman to seek an additional cost proposal from Garrety Glass for the installation and replacement of the Municipal Building doors. The motion was seconded by CM Lance Beard. Motion carried unanimously;** *CM Brian Dell inquired about the following outstanding items: 1. Modifications to the handicap rail at the ramp to meet ADA requirements. Nothing is scheduled at this time, 2. Inspection of the Municipal Bldg Roof- No action has been taken, 3. Painting of the west exterior wall at the Municipal Building- Nothing is scheduled at this time, 4. Retention Pond Maintenance Schedule/Contract in place since June 8- CP Roger Coleman will check with J. L. Markey on the schedule, 5. Nature Park- Reported the breakers and bridge off of E. Branch Dr. into the park have further deteriorated. The Borough will need to address this issue in 2019. In addition it was suggested, with MYR Greg Gruendler in agreement, that the Borough consider having Site Design Concepts, Inc. evaluate the Borough’s retention ponds and provide a report by October in time for 2019 budget planning, 6. JCP Driveway & Handicap Parking Spaces Paving Schedule- CVP Lance Beard reported the project is scheduled to occur following completion of the Oak Lane project. OM Cynthia

Ferree inquired of the contract revised to include the handicap parking spaces. She has not received an executed contract in the office. CVP Lance Beard stated he will contact Easy-Dig Excavating, Inc. to get a revised contract for execution, and 7. JCP Shed/Squirrel Remediation Schedule- CVP Lance Beard stated siding and soffit will be installed whenever it can be scheduled. OM Cynthia Ferree inquired about a contract for this work. CVP Lance Beard stated the work is going to be completed by volunteers.

J. Community Events - *No report

K. JLS Recreation Association - *Discussed in "Persons on the Agenda/Public Participation", Ltr. C.

L. Other Reports - *No report.

Unfinished Business

A. No 'Unfinished Business' to report.

New Business

A. No 'New Business' to report.

Correspondence

A. Central Penn Business Journals

B. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Brian Dell made a motion to approve July 2018 expenses as follows: General Fund- \$194,603.03, Escrow Account- \$157.50, Liquid Fuels Account- \$33,265.50, and disbursement of August 2018 General Fund expenses-to-date of \$1,596.53, as presented in the Treasurer's report. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.

Other Business

A. No 'Other Business' to report.

Adjournment

A motion was made by CM Kathie Cavanagh to adjourn the meeting at 10:18 p.m. CM Sandy Sheffer seconded the motion. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, September 5, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

* - Denotes change of subject