

Jacobus Borough Council Meeting
Meeting Date: August 3, 2016

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 Vice President Bill Eshenour.

Roll Call

Cynthia Ferree called roll. Present were Council President Roger Coleman, Mayor Greg Gruendler, Council Vice President Bill Eshenour, Council members: Kathie Cavanagh, Sandy Sheffer, Lance Beard, Debbie Loucks; and Solicitor Sarah Doyle. Councilman Jeff Hammers was absent.

Minutes and Treasurer's Report

1. Minutes of July Council meeting – **Council Vice President Bill Eshenour made a motion to approve the July 6, 2016 Council meeting minutes as presented. The motion was seconded by Councilwoman Debbie Loucks. Motion carried unanimously.**
2. Treasurer's Report – Cynthia Ferree presented the Treasurer's report for July 2016. **A motion was made by Councilman Lance Beard to approve the July 2016 Treasurer's report for audit as presented. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.**

Opening of Sealed Bids

- A. 2016-2017 Winter Maintenance Contract- Solicitor Sarah Doyle received the sole sealed bid from Office Manager Ferree and presented it to Council President (CP) Roger Coleman. CP Coleman opened the bid and verbally presented to Borough Council the bid total of \$47,560.00 received from Easy-Dig Excavating, Inc. Upon CP Coleman's inquiry, Councilwoman Debbie Loucks requested to see the bid documents. Upon her review, Debbie stated she would be interested to see how this year's bid amounts compare to last year's bid amounts. Office Mgr. Ferree stated she will research and forward the information to Borough Council. Following discussion, **Councilman Lance Beard made a motion to approve Easy-Dig Excavating, Inc. as the low, responsible bidder and award the contract as presented, contingent on review of the bid, contract, and bonds by Jacobus Borough's Solicitor Firm of Record, Stock and Leader. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.**

Persons on the Agenda/Public Participation

- A. Cory McCoy, C.S. Davidson - Mr. McCoy was present to review and explain the Maple Street reclamation project with Borough Council. As presented in the handout, Mr. McCoy explained that the contract includes the tie-in to Valley Road and the entire length of Maple Street, approximately 1610 sq. yds. Even though quantities were calculated for a street width of 16' to provide a cushion, the road will remain 14' wide. The breakdown of costs included in the bid tabulation under the contract are as follows: 1. Mobilization/\$1,500.00, 2. Full depth reclaiming, grade and compact existing roadway with liquid calcium chloride addition/\$16,100.00, 3. Furnish, place and compact Superpave HMA/WMA Binder Course/\$19,500.00, and 4. Furnish, place and compact Superpave HMA/WMA Wearing Course/\$14,450.00. Upon inquiry, Mr. McCoy stated that the reclaiming of Maple Street will not increase the height of the street and the Borough will have a finished street with the final wearing course at the completion of the project. It was noted the contract, totaling \$51,550.00, approved at the July 6 Council meeting, was contingent on a maximum project cost of \$50,000.00. Mr. McCoy assured Borough Council that Stewart & Tate will be able to complete the project for \$50,000.00 or less, as extra quantities are built in to the material costs such as for the width of the street, without skimping on material. A discussion on the condition of the cul-de-sac was held, and Council members agreed that the cul-de-sac which is part of the reclamation project, could be left as is, only if needed to keep the cost at \$50,000.00 or less.
- B. Barry Grim, Resident - Mr. Grim was present to discuss the requirements of Jacobus Borough's "On-Lot Septic" ordinance for pump and inspections. He stated that he and his wife, Lucy, are only at their residence only 45% of the year and had usage data he could provide to show this. Mr. Grim inquired if he can be granted a waiver or an exemption from the requirements to have his on-lot septic system pumped and inspected every four (4) years, or if the Borough would consider changing the ordinance requirements. Following some discussion, Solicitor Doyle explained to Mr. Grim that it is not as simple as just changing the ordinance; that the regulations are under tight oversight by the State. Under Act 537, this matter is regulated by the PA Dept. of Environmental Protection (PA DEP). Therefore in order for the Borough to change its ordinance, the PA DEP would have to be consulted. It would involve engineering and legal services and many meetings with the PA DEP, and advertising requirements. All of this would be at a cost

to the Borough, and there would be no guarantee the PA DEP would lessen the requirements, and could very well end up making the requirements stricter. The result of the discussion was that no action will be taken in regard to this matter.

- C. Lori Starz, JLS - Ms. Starz presented information to Borough Council regarding JLS Recreation Association's (JLS) fall sports program. JLS would like to add a 16U to 18U traveling team to play in a league for Fall softball. Upon inquiry, Lori stated the following: 1. It would be a try-out team, 2. Registration fees would cover all of the expenses, and 3. she believes the farthest the team would travel for a game would be Manchester, and to Gettysburg for Tournaments. Council Vice President (CVP) Bill Eshenour stated that JLS was formed to provide recreation for the residents of Jacobus, Loganville & Springfield Twp., meaning all play and nobody is left out. To Bill's inquiry if the roster could be increased so those who don't make try-outs could still play, Lori responded she did not know what the league's rules are in regard to the roster. Councilwoman Kathie Cavanagh inquired if JLS could provide a record showing which municipality those who make the team are from, and also a list of any JLS area children that are left out. Lori stated JLS would be able to provide that record. Upon inquiry, Lori stated that JLS does not have enough youth to form a recreational team, but feels it can pull in enough youth to form the traveling team. Councilwoman Debbie Loucks stated she understands it is a matter of having, or not having, a team and inquired if the registration fee is different for residents and non-residents of the JLS area. Lori said the fee was higher for non-residents. Following discussion, ***a motion was made by Councilwoman Kathleen Cavanagh approving the formation of a 16U to 18U traveling youth team by JLS Recreation Association to participate in a Fall softball league. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.***

Action to be Taken

- A. 2016-2017 Winter Maintenance Contract - Discussion and action taken under "Opening of Sealed Bids".

Borough Reports

- A. **Mayor** – Greg Gruendler presented: *YARPD report/June 2016- 107.63 Service Hrs, 28.64 Admin Hrs., -190.43 Running Total/18 response calls as listed on "Activity Report. Greg referred Council to the email correspondence distributed on the mtg. room table and stated since the service hours used in June were untypical for Jacobus Borough he inquired of Chief Damon where the hours were used. Chief Damon stated (in the email correspondence) he took action to reduce the running total by scheduling more patrols. It is his goal to keep the running total at approximately 100 hours or less. This would still provide a buffer of time should a major incident/investigation occur. Chief Damon has instructed the supervisors to "pay attention to the hours and assign patrol time accordingly". Jacobus Borough's contract is for 20 hours per week/Two (2) Alarm Responses- 175 Hidden Hill Farm Lane on 7/22/16 and 31 Stonewood Drive on 7/25/16; *District Court report/June Receipts: \$467.32 for Vehicle Code Violations/\$70.27 for Local Ordinance Violations; *Fire Police (FP) Requests- FP already approved for the Red Lion Street Fair on Aug. 13; *Meetings-Training: Attended the York Twp. Commissioner's Mtg. on July 12/Severe Weather Disaster 'tabletop' Event will be held on Wed., Aug. 24 at the York Township Emergency Ctr. Greg is participating in the event and volunteered Jacobus Borough for a severe storm and tornado incident. He extended an invitation to everyone to attend. You would not be participating, but can sit in to watch, listen and learn. Mike Hammers inquired who has authority to condemn buildings during a disaster. Greg will research for an answer; *Goodwill Fire Co. #1 (GWF Co.)- Greg presented information and data contained in reports received today from Deputy Chief (D.C.) John Livingston of GWF Co. for the month of July and for Year-to-Date through July 31. The reports are available if anyone would like to see them. Off. Mgr. Ferree reported that D.C. Livingston requested she share with Borough Council that the PA Helicopter Aquatic Rescue Team (PA-HART) will be performing a training exercise at Lake Williams in a couple of weeks. The fire co. will not be participating in the exercise but was contacted and asked if they would be available to assist should a need arise. John had stated he believed the Borough would receive an official letter in a few days from PEMA or PA-HART regarding the training exercise at Lake Williams; *YC Storm Water Authority (YC SWA) Resolution- Ron Tombesi, Council President of Loganville Borough dropped off a copy of a Resolution at the Municipal Office today, which addresses the proposed YC SWA, and requested Jacobus Borough Council consider adopting the Resolution. The resolution addresses the voting rights and control limits for Stormwater BMP's in regard to the effect on local municipalities. Greg and Solicitor Doyle both stated the resolution was premature, as the formation of a YC SWA is still under review and discussion, and is basically still hypothetical at this point. Solicitor Doyle recommended no action be taken at this time.
- B. **Office Manager** – Cynthia Ferree presented: *Park Reservations: August-September 5 sign-up Sheet & Reservation Signs on mtg room table for the Bldgs. & Grds. Committee/Off. Mgr. Ferree stated the party that reserved the park on July 30 for a wedding & reception called the Municipal Office regarding a minor

problem they had to deal with the day of their event. The individual was very kind and stated they were not complaining but wanted the Borough to be aware so the matter could be addressed. Overall they had a wonderful day, even with the heavy wind & rain, and were very satisfied with the facilities. The individuals also performed some extra cleaning at the facilities, particularly in the gazebo from which they removed mold & mildew and two hornet nests. The matter reported by this individual was also reported by Jacobus Area Lionesses on Friday, July 29. On Friday, Off. Mgr. Ferree contacted a pest control service and arranged for Councilman Beard to meet the company's inspector that afternoon. Upon inspection it was determined the problem originated in the trash containers by the kitchen door that had rotten food inside. Councilman Beard removed the containers to resolve the matter, but apparently there is still a problem. Off. Mgr. Ferree suggested that since the condition of the park facilities was less than satisfactory, Borough Council consider returning a portion of the renter's reservation fee in addition to the \$25.00 refundable security deposit. Following a brief discussion, **Councilwoman Kathie Cavanagh made a motion to refund \$50.00 to the individual who reserved the park on July 30, 2016 in addition to the \$25.00 refundable security deposit since the park facilities were in less than satisfactory condition. The motion was seconded by Councilwoman Debbie Loucks. Motion carried unanimously.** It was then suggested a refund should be considered for the Jacobus Area Lioness Club for the club's July 28 & July 29 reservations since they dealt with the same issue on both days. **A motion was made by Councilman Lance Beard to refund \$25.00 to the Jacobus Area Lioness Club for each reservation date, July 28 & July 29 in addition to the \$25.00 refundable security deposit for each day. CVP Bill Eshenour seconded the motion. Councilwomen Kathie Cavanagh, Debbie Loucks, and Sandy Sheffer individually abstained each stating they were a member of the Jacobus Area Lioness Club. Motion carried unanimously;** *Disaster Assistance Update- \$19,589.50 in expenses was the eligible amount submitted to PEMA for the Jan. 30 snow event for disaster relief. Jacobus received the grant relief funds, paid at 75%, on July 22. The amount of \$14,692.13 was reimbursed to the Borough's winter maintenance accounts; *Animal Control Services (ACS)- The Animal Control Officer was dispatched to a call at 26 Water St. for a dog-at-large. The dog was taken to the SPCA; *MS4/YCMAA Mtg.- As reported at last month's meeting, the new round of permits for MS4's (Municipal Separate Storm Sewer Systems) will become effective March 16, 2018 and MS4's that have been previously waived by the PA DEP were to submit a Notice of Intent (NOI) to DEP by September 16, 2017. This deadline has changed to December 31, 2016. James R. Holley & Associates, Inc. is aware of this date and has begun working on the NOI for the Borough/The main topic of discussion at the York County Municipal Administrator's Association (YCMAA) mtg. was MS4 requirements. Two municipalities have been scheduled for audits which will now be performed directly by the PA DEP. Seth Noll from Yoe Borough distributed a "Stormwater Mgmt. Program" chart from a recent YC Stormwater Consortium meeting. Seth discussed the requirements to meet public education & public participation requirements for MS4 municipalities and suggested that some municipalities may want to work together to meet these requirements in order to save costs. Mayor Gruendler, Jacobus' rep for the YC Consortium, spoke further about the MS4 requirements. The chart lists six (6) Minimum Control Measures (MCM) and suggests Best Management Practices (BMP's) for each MCM. A real concern for municipalities in regard to the MS4 requirements which are expected to become more stringent, is the cost to meet the requirements. *RTK Training Session - Cindy attended the "Right to Know 101" training session provided by the PA Office of Open Records on Thursday, July 14 at 3:00 p.m. Cindy stated the session was 2 ½ hrs. long but well worth her time. The interactive session provided a comprehensive view of the law, which included deadlines, legal requirements, best practices, etc. A hard copy of the Power Point presentation is available in her office if anyone would like to view it.; *Newsletter Deadline- Set for Friday, Sept. 16, 2016 for articles & information from Council and local organizations; *YCPC Action submitted by the Borough's LGAC rep is available for viewing.

- C. **Emergency Mgmt.** – Mayor Greg Gruendler reported: Discussed installing an antennae on or at the Municipal Building for a ham radio. A location will need to be determined. Currently the equipment being used by Greg is all loaned from other sources. There is currently \$500.00 in the 2016 budget for Emergency Mgmt. which could be used to purchase a base radio, however Greg will look into this further before determining if approval should be sought from Borough Council to make a purchase; *Greg reported he will be a backup at Red Lion's Emergency Mgmt. Dept. for the town's street fair. There are five (5) locations at which ham operators will be stationed throughout town during the event.
- D. **BCO/Zoning Officer** – Mike Hammers reported: *Permits issued in July- Lighted sign at Grey Beard's, Patio, Electric upgrade, Pool; *Violations- Two (2) notices issued/209 N. Main St. for long grass & 22 N. Main St. for chickens; *Paradise Lane residents contacted Mike about a possible drainage issue on their property. Mike determined there is no issue that needs to be addressed; *Four (4) UCC permits are in process; *GWF Co. & JLAC- Zoned UCC Commercial, which is defined as anything that is not zoned 1 or 2 Residential; *Complaints- Several complaints received for the brush growing into the cartway on Valley Road at 2 S.

Main St., as you are traveling east and approaching the intersection. Mike and Roger visited the residents who stated PennDOT has maintained that area in the past. Roger stated he spoke to PennDOT regarding the matter and was waiting to hear further from them; *York Rd.- Mike reported GWF Co. has replaced a light on the northwest corner of the fire station building that when traveling south on York Rd. blinds you by the time you pass Meadow Street. He will research the regulations for outdoor lighting in the Borough's Zoning Ordinance.

- E. **JBSA** – *York County Parks contacted the Sewer Authority in regard to public sewer hook-up for its Nixon Dr. facility. Springfield Twp. will be providing the EDU, however it will require hooking up to Jacobus Borough's Sewer main.
- F. **Solicitor** – Sarah Doyle, Esq.: *No report
- G. **Finance & Budget** - Off. Mgr. Ferree presented: *A 'Schedule of Securities' report received from York Traditions Bank which shows where the bank invests its collateralized funds to secure municipal deposits in accordance with PA Pledge Act 72; *2016 Budgeted Donations for disbursement- Following discussion, ***Councilman Lance Beard made a motion to approve disbursement of 2016 budgeted donations at 50% as follows: Goodwill Fire Company #1, Inc./\$4,000.00, Jacobus Lions Ambulance Club/\$2,250.00, and Village Library/\$1,000.00. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously;*** *Cindy stated Donald Wright, Citizen-at-Large on the Streets Committee, will be attending a 3-day workshop in September at a cost of \$175.00. The workshop is for continuing education related to those who have acquired certification in the PA Dirt, Gravel and Low Volume Roads (DGLVR) program. Donald was not able to attend the meeting tonight, and on Donald's behalf, Cindy requested Borough Council consider reimbursing Donald for the cost of the workshop since he became certified and is working to obtain a grant on behalf of Jacobus Borough. No discussion was held or action taken.
- H. **Streets** – *July 12 Streets Committee meeting- Streets Committee discussed future projects and determined the reclamation of Park St. would be moved to Year 2017. CP Coleman sent a letter to The York Water Co. informing them of the Borough's plan; *Reimb. Eng. Fees/Incomplete work- Columbia Gas has still not responded to these matters. As directed by Borough Council at the July 6 meeting, Stock and Leader sent a letter to Columbia Gas in regard to the reimbursable fees and incomplete work. The letter states that Columbia Gas of PA has 30 days, until August 28, to address resolving the matter of the incomplete work and to submit payment for the reimbursable engineering fees or the Borough will begin the process of calling upon the Permit Bond, #106083702 for satisfaction of such obligations; *Streets Maintenance Contract- CP Coleman notified Easy-Dig Excavating yesterday that Borough Council approved its 'Repair & Maintenance' proposal at the July 6 Council meeting. Easy-Dig Excavating began work repairing the potholes today; *26 Church Street Stormwater- Council President Roger Coleman stated PennDOT performed a repair in its right-of-way on the south side of Church St. to resolve this matter; *Maple St. Project- Discussed in "Persons on Agenda/Public Participation".
- I. **Refuse and Recycling** – *Recycling Toter Delivery- CVP Bill Eshenour stated delivery of the recycling toters being provided by Penn Waste, Inc. was complete. Off. Mgr. Ferree reported that once delivery was completed, she received several calls from residents for two reasons- that they didn't receive a toter or that they didn't want the toter. All calls were referred to Penn Waste, Inc.
- J. **Buildings and Grounds** – *Stonewood Drive Tot Lot- The fence encroaching on the Borough's property has been removed and a final cost proposal received from Easy-Dig Excavating, Inc. was presented to and discussed by Borough Council. Part I of the proposal is in regard to stormwater remediation at a cost of \$4,380.00. Part II of the proposal is in regard to the mulch for the playground at a cost of \$40.00 p/CU YD to supply the mulch and \$5.62 p/CU YD to place the mulch. Off. Mgr. Ferree stated she spoke with John of Easy-Dig and he estimates 120 CU YDs of mulch will be needed to meet a minimum depth of 12". A triaxle will hold 16 to 18 CU YDs. Mayor Gruendler calculated the approximate cost of the mulch will be \$5,475.00, bringing the total for Parts 1 and 2 to approx. \$9,900.00. Councilman Beard suggested having a person in the ARD program perform the spreading of the mulch to save money. Councilwoman Loucks disagreed and suggested approving the proposal as presented and getting the work done. Easy-Dig will have the mulch spread within a day of delivery, and the Borough will receive a professional job. Following discussion, ***a motion was made by Councilwoman Debbie Loucks to approve and execute Part I and Part 2 of the cost proposal received from Easy-Dig Excavating, Inc. as presented. Councilwoman Kathie Cavanagh seconded the motion. Motion carried unanimously.*** *Basketball Court- CVP Bill Eshenour stated when he went out to the park to look at the work performed for an Eagle Scout project, he noticed that the basketball court has a wide-open crack in the asphalt. Councilwoman Debbie Loucks stated she noticed the crack also and that the crack extends beyond the court toward the restrooms almost to the street. Borough Council decided the Streets Committee should have Easy-Dig seal the entire crack when they perform sealing on Borough streets and of potholes; *Jacobus Community Park (JCP)- 1. Pest Control/Portable Toilet: The situation with the 'pest' problem was discussed further. Councilman Beard

stated the problem is resolved as the trash toter that was causing the problem was removed and once the toters are emptied on trash collection day, it won't be a problem. In addition, he stated Loganville Fire Co. washed down the pavilion on Saturday morning. Off. Mgr. Ferree stated there was still a problem during that day's reservation. Councilwomen Loucks and Cavanagh stated it is doubtful the problem is resolved as even when the containers are emptied some debris and bacteria stays in the containers. Both suggested to Councilman Beard, Chairman of the Buildings and Grounds Committee, that the containers be power-washed, 2. Off. Mgr. Ferree reported that In addition to the 'pest' problem, the Lionesses reported to the Municipal Building on Friday, July 29, that the Keystone Games reported somebody had made a complete mess inside the portable toilet sometime overnight on Thursday night. Knaper's was contacted immediately by the Municipal Office who performed an emergency service call by noontime the same day, 3. Split-Rail Fence- Councilman Beard stated he wants to remove the fence and replace it with large boulders. Upon inquiry, he explained he was speaking about the split-rail fence at the community park. It keeps getting broken so he wants to tear it out and has contacted several companies to see if he could get some boulders at no charge. There was a brief discussion on liability and park presentation. No action was taken, and 4. Lighting repairs- Off. Mgr. Ferree reported the lighting repairs discussed at the July 6 meeting were performed by Gettle, Inc., both at JCP, the Tot Lot and the Municipal Bldg. The total cost of repairs was \$1,351.32. Four lights in the meeting room at the Municipal Building needed new ballasts. The new ballasts and the replacement bulbs are an upgrade to what is currently in all of the other lights. Gettle, Inc. informed Cindy that the upgraded ballasts and bulbs are more cost effective as they use less energy, last longer and the bulbs are cheaper. Off. Mgr. Ferree suggested the Buildings and Grounds Committee consider updating the other light fixtures in the building with new ballasts & bulbs for the 2017 budget for a long-term cost savings. CVP Bill Eshenour stated he's seen grants provided by Met-Ed for lighting upgrades that will provide energy savings. Several Council members agreed the Borough ought to research grant opportunities through Met-Ed.

K. **Community Events** - *No Report

L. **JLS Recreation Association** - *JLS' approved minutes and financial report were forwarded to everyone by email or meeting folder after receipt from JLS; *Councilwoman Sandy Sheffer reported that Barb Sweitzer, who serves as a Springfield Twp. rep to JLS, resigned from the appointed position as of Dec. 31; *Sandy reminded Borough Council Jacobus is still short a representative; *JLS has a new Softball Commissioner.

M. **Other Reports** - *No report

Unfinished Business

A. JLS Board Vacancy - *No names presented

New Business

A. Jr. Council Person- Council discussed seeking a new Jr. Council Person for a 1 or 2 year term and were in agreement to do so. CP Coleman stated he will contact Dr. Dyer in regard to this matter.

Correspondence

- A. Stock and Leader- DEP/Susquehanna River Impaired; *Solicitor Doyle explained DEP's impairment categories and TDML (Total Daily Maximum Load) requirements. All determinations can be appealed.
- B. Jefferson Borough Sesquicentennial Celebration- Aug. 20 @ 10 a.m. in Borough Square
- C. Central Penn Business Journals
- D. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

Councilwoman Kathie Cavanagh made a motion to approve July 2016 General Fund expenses of \$28,811.76 and disbursement of August 2016 GF expenses-to-date of \$4,399.57 as presented in the Treasurer's report. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.

Other Business

- A. Councilwoman Kathie Cavanagh stated she wanted to address Borough Council in regard to a guest making the comment, "please don't condescend us" at the July 6 Council meeting. Kathie stated it is concerning to her if citizens feel that Borough Council comes across this way. Councilwoman Debbie Loucks agreed and stated the comment bothered her also. A brief conversation was held. Solicitor Doyle stated she felt the conversation at the July 6 meeting was mostly good and that people went away feeling better.
- B. CVP Bill Eshenour stated that Adam Ward, the Scout who performed the Eagle Scout project at JCP did a great job. The painting of the lines and backstops on the basketball court, and the four (4) benches that were built, all look very nice. Borough Council members all agreed.
- C. Mayor Greg Gruendler inquired of Councilman Lance Beard if the matter of the wasp/hornet's nest reported by several basketball players to the Jacobus Lions Ambulance Club who then reported it to the

Municipal Office was resolved. He said the ambulance crew on duty the day it was reported treated several players for stings and then proceeded to try to address the problem themselves. However they only had a 3' spray and a longer spray was needed. Lance stated he didn't know if the problem was resolved- that he couldn't find a nest. Greg stated he believes the nest is in the vertical support post on the south-side of the court. Lance stated he would check further.

Adjournment

Councilwoman Kathie Cavanagh made a motion to adjourn the meeting at 9:39 p.m. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, September 7, 2016 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject