

Jacobus Borough Council Meeting
Meeting Date: August 4th, 2021

Call to Order

Council President Sandy Sheffer called the meeting to order at 7:02 p.m.

Opening Invocation and Pledge of Allegiance

Invocation was offered by Council President Sandy Sheffer and was followed by the Pledge of Allegiance led by Lance Beard.

Roll Call

Present were Sandy Sheffer, Lance Beard, Donald Wright, Jeff Hammers, Jill Conner, Phyllis Bowers, Debbie Loucks, and Joe Baublitz, Esquire. Mayor Greg Gruendler was absent. Note: At this point, Lance Beard and Donald Wright stepped out of the meeting for a “wellness check”.

Minutes and Treasurer’s Report

- Minutes of July Council Meeting – Debbie Loucks made a motion to approve the July 7th, 2021 Council Minutes as presented. The motion was seconded by Phyllis Bowers. 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 Jeff Hammers to approve the July 2021 Treasurer’s Report as presented. The motion was seconded by Debbie Loucks. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Grant Anderson – Site Design Concept (SDC)
 - *Hillside Drive – project update.
Mr. Anderson reported that due to a shortage of crew at Long’s Asphalt’s curb crew, Kinsley Construction was called in to assist. Curbing was finally installed on July 27th and 28th. The curb delay pushed the paving work out to the week of August 16th, which will still be within the contract deadline of August 20th. Mr. Anderson also presented inspection reports for this project, with pictures handed out to all present.
 - *Meadow Street – stormwater management
Mr. Anderson reported that Easy-Dig Excavating has been scheduled to proceed with storm water management on Meadow Street by the end of August.
 - *Storm Structure Maintenance
Mr. Anderson distributed a “stormsewer map” of the Borough which showed that there are a total of 180 storm structures within the Borough. Mr. Anderson proposed a maintenance plan for these structures, which will include an initial inspection of the structures followed by a condition and “required maintenance”

report, with a follow-up inspection report after recommended work is done, and subsequent annual inspection of these structures. The estimated cost for this proposed maintenance plan of storm structures in the Borough is \$3,500-\$4,000 for the initial inspection and report, \$2,000-\$2,500 for the follow-up inspection and \$2,500 for the annual inspection. Phyllis Bowers made a motion to have SDC continue with the assessment of stormwater structures within the Borough as proposed. Motion was seconded by Jill Conner. Motion carried unanimously.

***Street Maintenance Assessment and Schedule**

Mr. Anderson proposed to have all Borough streets inspected and develop a maintenance schedule. The proposal is to analyze the condition of all streets, document any problem areas in a list, prioritize street projects and put out bid specs for any work deemed necessary, all of which to be on a 15-year rotation schedule. Jeff Hammers stated that this proposal should be discussed with the Streets Committee (Lance Beard and Donald Wright had not returned to the meeting yet at this point), therefore no action was taken at this time.

***17 S Main Street (Inch & Co. Apartments)**

Mr. Anderson reported that the seepage pit “C” had been installed and inspected by SDC. The inspection report for this was distributed to all present. Mr. Anderson also reported that he had met with Inch & Co. and the developer would like to change design of the sidewalk at the apartments. Upon discussion as led by Jeff Hammers, Council did not approve the change of design and would like Inch & Co. to adhere to the approved plan in terms of sidewalk, not just use bumper blocks.

***Circle Drive – blocked inlet**

Mr. Anderson had inspected the inlet at the end of Circle Drive and confirmed that it was indeed blocked and that water run-off has created a small trench off the side of the inlet. SDC will address this issue under the “storm structure maintenance” plan.

***Farmington – storm structures**

Mr. Anderson assessed the storm structures on Farmington as concerns with their effectiveness was raised at the last council meeting. It was determined that the underlying stones need to be cleaned of debris. SDC will also include this issue under the “storm structure maintenance” plan.

- **Steve Overmiller – Goodwill Fire Company**

***Mr. Overmiller presented that the annual Labor Day Event will take place this year. Several vendors have already signed-up. A Bingo event is currently planned for the end of September and a fish-fry planned for October. Mr. Overmiller also gave an update on the newly purchased rescue tools demo event that is currently on hold as there is a shortage in the market of wrecked vehicles that can be used for demonstration purposes.**

Action to be Taken

- 2021-2022 Winter Maintenance Contract – Debbie Loucks made a motion to authorize advertising “Invitation to Bid” for winter maintenance contract. Motion was seconded by Jeff Hammers. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler was not present.
 - **Office Manager**
 - August park reservations – there are four rental days for this month. Sign-up sheet was circulated for volunteers to open/close the park facilities.
 - Sign at Park – the digital sign at the park was off-line for a couple of weeks and it was finally determined by STSG that the antenna by the sign was broken. The antenna that was mounted by the sign was detached and hung upside-down. This caused water damage to the antenna and therefore negated warranty for the part. Therefore, a new antenna had to be installed by STSG. Debbie Loucks questioned whether security cameras at the park have visual of the digital sign to determine the cause of the antenna becoming detached. Unfortunately, the park’s security camera system does not have visual of the sign.
 - Electrical device housing box within the kitchen at the park is maintaining high heat with the amount the wires/devices in the small area. This heat may shorten the life of these devices. Sue volunteered to install a cooling fan for the box.
 - 16 N. Main Street – a partial structural collapse was reported on July 29th 2020 at this location. This property is owned by SunTrust Bank. After almost a year with multiple complaints of the structure being unsafe, and no response from SunTrust, Council took measures to secure the large hole at the foundation of the building. Currently informed that the property will be offered on Sheriff Sale in August.
 - SPCC July’s report was distributed to all present.
- Note: Lance Beard and Donald Wright returned to the meeting.
- **Solicitor**
 - Attorney Baublitz presented an update on the new amendment to the Sunshine Law regarding publication of meeting agendas, stating agendas need to be published on official Borough website at least 24 hours before the meeting, posted on entrance to the municipal building and have hard copies present at the meeting itself.
 - Attorney Baublitz addressed the request by York Water Company to waive the legal/engineering fee payment provision of the York Water Company and Jacobus Borough Agreement pertaining to Water Street. The options were to deny the request and require full reimbursement, waive the provision, or offer to waive a portion, such as 50% split. Donald Wright made a motion to deny the request of York Water Company in full, and seek 100% reimbursement of legal and engineering fees. Motion was seconded by Debbie Loucks. Motion carried unanimously. Debbie Loucks inquired on whose responsibility it would be to install a permanent “No Outlet” sign at the junction of Water Street and

Main Street as the current temporary is a traffic hazard. Attorney Baublitz confirmed that it will be the responsibility of York Water Company to install the permanent “No Outlet” sign. Donald Wright made a motion to request York Water Company to install the permanent sign now. Motion was seconded by Debbie Loucks. Motion carried unanimously.

- **Buildings and Grounds**

- Lance Beard proposed to have vinyl siding installed at the eaves of the pavilion for easier maintenance. Sandy Sheffer advised Mr. Beard to obtain a quote for the work to be presented at the next Council Meeting.
- Sandy Sheffer proposed to have a new water fountain installed at the park since the current water fountain is broken and cost to fix is prohibitive. The proposed new water fountain will be a wall mounted unit to be installed outside the kitchen. Donald Wright made a motion to have a new water fountain installed at the park. Motion was seconded by Lance Beard. Motion carried unanimously.
- Donald Wright enquired about the status of fence repair/replacement at the park. Mr. Wright made a motion to call Security Fence to see if the company will honor the current quote or have a new quote for the project. Motion was seconded by Debbie Loucks. Motion carried unanimously.

- **Correspondence**

- Sandy Sheffer read a thank you letter from the Jacobus Lions Club for the Borough’s support for the BLAST event.

- **New Business**

- Lance Beard presented that the Jacobus Lions Club would like to host a trunk-or-treat event at the Jacobus Park on Halloween, Sunday, October 31st 2021. Donald Wright made a motion to allow the Jacobus Lions Club to hold the trunk-or-treat event on October 31st at the park. Motion was seconded by Jeff Hammers. Motion carried unanimously.

Adjournment

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

Respectfully Submitted,

Sue Cheah
Office Manager/Treasurer