

Jacobus Borough Council Meeting
Meeting Date: December 1st, 2021

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 and was followed by the Pledge of Allegiance.

Roll Call

Present were Sandy Sheffer, Lance Beard, Greg Gruendler, Donald Wright (by phone), Jill Conner, Phyllis Bowers, Debbie Loucks, Jeff Hammers, and Sarah Doyle, Esquire.

Minutes and Treasurer's Report

- Minutes of November Council Meeting – Debbie Loucks made a motion to accept the November 3rd, 2021 Council Meeting minutes as presented. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for November was provided and reviewed by all. A motion was made by Phyllis Bowers to accept the November 2021 Profit & Loss Statement as presented. The motion was seconded by Debbie Loucks. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Grant Anderson, Site Design Concepts
 - Storm Sewer Maintenance Street Assessment and Schedule
Mr. Anderson reported that he had reached out to four companies for bids for the Storm Sewer Maintenance project in the Borough and received two quotes for the project. They were from Easy-Dig Excavating for \$20,890.00 and Kinsley Construction for \$29,430.00. They were both quote single bid quotes for the project to be completed by March 2022. A motion was made by Jeff Hammers to award Easy-Dig Excavating the Storm Sewer Maintenance Project at the price quoted. The motion was seconded by Phyllis Bowers. Motion carried unanimously. Lance Beard abstained from voting.
 - 2022 Street Project – Geiselman Drive and West Greenbriar Drive.
Mr. Anderson presented that the bid specs have been prepared for this work that was discussed at the last Council Meeting. There will be no

alternate bids for this project, only one contractor will be in charge for the work on both roads. The start date is projected to be for April 1st 2022 and to end no later than June 1st 2022. Mr. Anderson asked for permission to advertise for bids. A motion was made by Lance Beard to authorize Mr. Anderson to advertise for bids for the 2022 Street Project. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

- N Pleasant Avenue – storm water management

Mr. Anderson presented that Easy-Dig Excavating is scheduled to perform the storm water mitigation at the corner of N Pleasant and Smith Street the first week of December 2021. The scope of this work was discussed at the last Council Meeting.

- 26 Hillside Drive – street opening

Mr. Anderson presented that Columbia Gas had completed their street excavation at this location and a 12-ft by 12-ft cut was made in the street. Columbia Gas has been informed that the street has to be restored per Borough Ordinance. Mr. Anderson has yet to perform a final inspection of the restoration.

- 5 Woodland Drive – water seepage

Mr. Anderson inspected the area of Woodland Drive where residents have reported to have water seeping through the surface. Mr. Anderson is investigating with York Water Company about connections in that area, and also having utility lines in the area marked.

- 23 Water Street – street opening

Columbia Gas will be installing a new service line to the above address and will be excavating on Water Street. Attorney Doyle recommends that Mr. Anderson be present to inspect that the street opening is restored to the standards of Borough Ordinance even though Water Street is still a PennDOT road, seeing that Water Street will soon become a Borough-owned roadway. Mr. Anderson had alerted the contractor in charge of the work that SDC will be inspecting the restoration of the street opening.

- 17 S Main Street – Inch & Co. apartments

Mr. Anderson presented that SDC has completed a final site inspection to confirm that site development had been completed per the recorded plan. All storm water structures and survey plans coincide with the recorded plan as well. Mr. Anderson also consulted with York Water Company and they are satisfied as well. Based on the above, Mr. Anderson recommends the release of their surety. A motion was made by Donald Wright to release Inch & Co. of their surety in the amount of \$407,404.80. The motion was seconded by Debbie Loucks. Motion

carried unanimously. Jeff Hammers mentioned to Sam Saxton, representative present from Inch & Co., that it is commendable for Inch & Co. to build such an attractive complex.

- Corner of Hillside and Farmington – driveway/curb

Mr. Anderson reported that the resident at the corner of Hillside and Farmington had complained about the curbing in front of her driveway after storm water mitigation work on Hillside. A gutter line was created at curbside that is not paved as part of the design, and hence creating a “bump” at the entrance to her driveway. Mr. Anderson recommended to leave the gutter the way it was designed.

- Borough Ordinance pertaining to “Restoration of Surface”

Attorney Doyle presented that she had done some preliminary alterations to the Borough Ordinance under the “Restoration of Surface” section as discussed during the last Council Meeting. A draft was shared with Council and she will work together with Mr. Anderson for a final revision. A motion was made by Donald Wright to advertise the final revision to the “Restoration of Surface” section of Borough Ordinance. The motion was seconded by Debbie Loucks. Motion carried unanimously.

- Mike Hammers – resident

Mr. Hammers was invited by Lance Beard to present to Council about his current role as Borough Code Officer (BCO) for York New Salem and Seven Valleys. Mr. Hammers was previously the BCO for Jacobus Borough for 15 years. Currently, he works together with Mr. Jeff Koons (present) as W-2 employees for York New Salem and Seven Valleys. As a team, Mr. Koons act as the Zoning Officer and Mr. Hammers, the Code Officer. Their team uses Middle Department Inspection Agency for all building inspections.

Action to be Taken

- 2022 meeting and office closing schedule

A motion was made by Jeff Hammers to approve and advertise the 2022 meeting and office closing schedule. The motion was seconded by Debbie Loucks. Motion carried unanimously.

- 2022 proposed General Fund Budget

The 2022 proposed General Fund Budget was presented to all members of Council for inspection. A motion was made by Phyllis Bowers to approve the 2022 General Fund Budget. The motion was seconded by Debbie Loucks. Motion carried unanimously.

- 2022 proposed Liquid Fuel Budget

The 2022 proposed Liquid Fuel Budget was presented to all members of Council. A motion was made by Lance Beard to approve the 2022 Liquid Fuels Budget. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

- **Tax Levy rate resolution**

A motion was made by Jeff Hammers to approve the Tax Levy rate resolution for 2022 to remain the same as previous year. The motion was seconded by Jill Conner. Motion carried unanimously.

- **Contract with York County Treasurer's Office as designated Borough Tax Collector**

This is not an action item as evidently, Attorney Doyle learnt that there was a successful candidate for the Borough Tax Collector that was a write-in during general elections. Awaiting to be contacted by the duly elected.

Borough Reports

- **Mayor & Emerg. Mgmt.**

- Mayor Greg Gruendler presented: *YARPD report for October 2021 – 33.92 police service hours, 24.37 administrative hours, with a running total of -12.01 hours; 14 response calls; *The York Area Regional Police Department will be merging with the Northeastern Area Regional Police Department at midnight December 31st 2021 to become the York County Regional Police Department; *New Freedom Borough requested Fire Police assistance for their Christmas Parade on December 4th 2021. Debbie Loucks made a motion to approve Fire Police assistance to New Freedom Borough. The motion was seconded by Jill Conner. Motion carried unanimously.

- **Office Manager**

- The Act101, Section 904 Recycling Program Performance Grant has been completed and submitted.
- Annual Borough audit by accounting firm Hamilton & Musser has started. The first site visit is scheduled for December 2nd 2021, followed by another site visit on January 6th 2022.
- Workers Comp premium reimbursement for volunteer firemen under Code 994 has been requested from both York Township and Springfield Township.
- Bush at the corner of Pine and Valley has been reported to block vision of oncoming traffic. This was a complain a few months ago and had been inspected and deemed to be a non-violation of Borough Ordinance by South Penn Code Consultants (SPCC). This issue was

now brought up on Jacobus Corner and was commented on by several residents. SPCC again stated that this said bush is not in violation. Attorney Doyle reiterated on the importance of Council Members to refrain from commenting on social media.

- **Solicitor**

- Attorney Doyle had drafted a change in the Borough's ordinance pertaining to "Transient Retail Merchant's License". A motion was made by Donald Wright to adopt the change to Borough ordinances. The motion was seconded by Lance Beard. Motion carried unanimously.

- **Buildings and Grounds**

- New fencing has been installed around the playground at the Community Park. This fence was made possible by the generous donation of an anonymous donor.
- Phyllis Bowers reported that she had placed a call to SPCC and spoke to the owner, Keith Hunnings regarding billing for the Borough as its BCO. Currently, SPCC had not billed the Borough since November 2020. Mr. Hunnings had informed her that SPCC is behind on its billing process as they have 34 municipalities which they service.

- **Correspondence**

The Village Library sent a card to thank the Borough for the use of the Community Park pavilion for their Preschool Story Time on Wednesdays from September through November 2021.

Adjournment

A motion was made by Jeff Hammers to adjourn the meeting at 8:25 p.m. Phyllis Bowers seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Sue Cheah
Office Manager/Treasurer