

Jacobus Borough Council Meeting
Meeting Date: December 6th, 2023

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, Phyllis Bowers, Dawn McElhiney, Donald Wright, Jill Conner, and Sarah Doyle, Esquire. Greg Gruendler and Jeff Hammers were not present.

Minutes and Treasurer's Report

- Minutes of November Council Meeting – Donald Wright made a motion to accept the November 1st, 2023 Council Meeting minutes as presented. The motion was seconded by Jill Conner. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for November along with all bank account balances were provided and reviewed by all. A motion was made by Lance Beard to accept the November 2023 Profit & Loss Statement as presented. The motion was seconded by Donald Wright. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Grant Anderson, Site Design Concepts (SDC)
Mr. Anderson was not present.
- Steve Overmiller – Goodwill Fire Company
Mr. Overmiller was not present, however, he submitted to Council the “2024 Schedule of Events” for the fire company. Dawn McElhinney made a motion to approve the fire company's schedule of events for 2024 as presented. The motion was seconded by Donald Wright. Motion carried unanimously.
- Earl Click – Jacobus Lions Ambulance Club
Mr. Click was not present, however had emailed a report for the month of November, where there were 144 calls, of which 87 calls were for Advanced Life Support and 57 calls were for Basic Life Support. Of these calls, eight

were local to Jacobus, and 20 calls were missed. The calls year-to-date were 1,486, of which 108 calls (7.3%) were local to Jacobus.

Action to be Taken

- 2024 meeting and office closing schedule
A motion was made by Donald Wright to approve and advertise the 2024 meeting and office closing schedule, with a change in July's Council Meeting to the second Wednesday in July. The motion was seconded by Jill Conner. Motion carried unanimously.
- Tax Levy rate resolution
A motion was made by Dawn McElhinney to approve the Tax Levy rate resolution for 2024 to remain the same as previous year, at 2mills. The motion was seconded by Phyllis Bowers. Motion carried unanimously.
- 2024 General Fund and Liquid Fuel budgets
A motion was made by Donald Wright to move to passage the proposed 2024 General Fund and Liquid Fuel Budgets. The motion was seconded by Jill Conner. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.**
Mayor Greg Gruendler was not present, however a report from YCRPD was included in every Council member's folder: *YCRPD report for October 2023 – 54.59 police service hours, 30.91 administrative hours, with a running total of -87.44 hours; 14 response calls; *New Freedom Borough requested Fire Police assistance for their Annual Christmas Parade on December 2nd 2023 from 5 – 8 p.m. A motion was made by Donald Wright to approve Fire Police assistance to New Freedom Borough for their Annual Christmas Parade. The motion was seconded by Lance Beard. Motion carried unanimously; *October Police Commissioner's Report was also included in every Council member's folder.
- **Office Manager**
 - The Act101, Section 904 Recycling Program Performance Grant has been initiated and will be submitted shortly.
 - Annual Borough audit by accounting firm Hamilton & Musser has begun. The first site visit was in November, with a subsequent site visit scheduled for January 17th 2024.
 - Workers Comp premium reimbursement for volunteer firemen under Code 994 has been received from both York Township and Springfield Township.

- Information is being collected from Borough's contracted service providers to compile the 2024 Borough Fee Schedule.
- York County Treasurer's Office requested sitting hours for tax collection at the Borough Municipal Building on March 12th 2024 from 3:00 to 4:30 p.m. A motion was made by Donald Wright to approve the sitting hours for tax collection. The motion was seconded by Dawn McElhinney. Motion carried unanimously.

- **Solicitor**

Attorney Doyle briefed Council that an application has been filed for a Zoning Variance and a Zoning Hearing will take place. The applicant is applying for a variance to place a mobile billboard on the vacant land on Main Street, adjacent to Rutter's. Attorney Doyle briefed council on the five criteria that must be met to justify granting of a variance. A motion was made by Donald Wright to send legal representation of Council's decision to oppose the granting of this variance application. The motion was seconded by Dawn McElhinney. Motion carried unanimously.

- **Buildings and Grounds**
 - Lance Bear had identified a generator as a backup power source from Harbor Freight for \$799, at 9kW and 13-hours run-time. Mr. Beard also recommended purchasing a pair of tires for ease of transportation of the generator from the firehouse to the traffic control box at \$59 per tire. A motion was made by Donald Wright to approve the purchase of the generator and pair of tires as proposed. The motion was seconded by Jill Conner. Motion carried unanimously.
 - Phyllis Bowers wanted to explore the possibility of renting a machine from York Township or contracting for leave removal in the Borough once or twice a year. Mrs. Bowers reported that several residents are paying a substantial amount to have leaves removed from their property. Donald Wright stated that several years ago, this issue has been discussed by Council and found to be cost prohibitive to contract for leave removal. Attorney Doyle stated that there may be a possibility for a joint municipal contract with York Township should it be agreeable to both parties. Donald Wright recommended for Sue to explore the possibilities with York Township and also obtain some quotes from commercial companies.

New Business

- Council President called a recess to the meeting at 7:45 for an executive session to discuss a possible litigation. Council meeting resumed at 7:52.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 8:07 p.m. Jill Conner seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Sue Cheah
Office Manager/Treasurer