

Jacobus Borough Council Meeting
Meeting Date: December 7th, 2022

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

Minutes and Treasurer's Report

- Minutes of November Council Meeting – Donald Wright made a motion to accept the November 2nd, 2022 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 Donald Wright to accept the November 2022 Profit & Loss Statement as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Grant Anderson, Site Design Concepts (SDC)
 - N. Cherry Lane Resurfacing
At November's Council Meeting, Council expressed that the resurfacing job performed by Stewart & Tate for N. Cherry Lane was not acceptable. The recommendation by Council was for SDC to contact Tim Tate to review the work. Mr. Anderson, Lance Beard and Josh Packard of Stewart & Tate met at N. Cherry Lane to review the job and discussed a solution. Stewart & Tate agreed that the job was done poorly and offered to coordinate with their contractor to reseal the patched area with a driveway rubberized sealant in the Spring of 2023. The proposed area to be sealed will be approximately 410 square yards, while Stewart & Tate will be responsible for 145 square yards. The current rate for sealing is

\$1.30 per square yard, therefore the Borough will be responsible for approximately \$345. The original contracted bid total was for \$38,636.00 and the invoice received from Stewart & Tate was for \$33,376.64, roughly five thousand under budget. Mr. Anderson recommended to pay Stewart & Tate in full. Donald Wright made a motion to pay Stewart & Tate in full, in addition to the amount to re-seal. The motion was seconded by Lance Beard. Motion carried unanimously.

- Erosion Mitigation – Pine Street and N. Pleasant Avenue

Mr. Anderson reported that Kinsley had completed the swale construction and stabilization at the corner of Pine and Woodland. The inspection report was reviewed at the November Council Meeting and an invoice has now been received from Kinsley for \$10,400. Mr. Anderson recommended to pay Kinsley in full for this work performed.

Mr. Anderson also reported that Kinsley had completed the milling and scratching of the pavement at N. Pleasant Avenue and that the drainage issue was resolved. The invoice for this work from Kinsley was for \$1,365 and Mr. Anderson recommended payment of this bill in full to Kinsley. A motion was made by Donald Wright to pay Kinsley for the work performed at Pine/Woodland and also at N. Pleasant Avenue. The motion was seconded by Lance Beard. Motion carried unanimously.

- 2022 Crack Sealing

Mr. Anderson reported that Stewart & Tate had completed the crack sealing work on November 14th and 15th and an invoice had been received. The invoice received was for \$7,327.00, while the quoted amount was for \$3,407.50. An itemized bill was reviewed by Council where Donald Wright voiced his disappointment that the majority of money was spent on Ameda Drive which will be resurfaced in 2023. Lance Beard also questioned the line item for removing debris and brush on Meadow Street. A motion was made by Donald Wright to pay Stewart & Tate for this work but instructed Mr. Anderson to make a statement to Stewart & Tate that the much higher bill than quoted is not quite acceptable. The motion was seconded by Lance Beard. Motion carried unanimously.

- Storm Sewer Maintenance

Mr. Anderson presented that SDC will coordinate with Easy-Dig, Kinsley, Stewart & Tate on this project and is still pending.

- N. Main Street Traffic Study

Mr. Anderson reported that a quote has been received from the traffic engineers at Transportation Resource Group, Inc. (TRG) to perform the traffic studies on N. Main Street. The quote was for \$2,000 for the first

intersection on Main St, which will be at Main/Church, and \$750 for each additional intersection. There will be a total of eight sites on Main Street included in this study to total \$7,250 in cost. A motion was made by Donald Wright to appoint TRG to perform the traffic study on Main Street as identified, capping at \$8,000. The motion was seconded by Jeff Hammers. Motion carried unanimously.

- Ameda and Wildasin Drive Resurfacing

Mr. Anderson asked for permission to advertise the 2023 invitation to bid the Ameda Drive and Wildasin Drive Resurfacing specifications. A motion was made by Jeff Hammers to authorize SDC to advertise the invitation to bid the Ameda and Wildasin resurfacing specs in mid-December. The motion was seconded by Donald Wright. Motion carried unanimously.

- 2023 Fee Schedule

Mr. Anderson submitted the 2023 Fee Schedule from SDC for their Zoning and Inspection.

- Craig Lipinski – Goodwill Fire Company

Mr. Lipinski reported that Santa and Grinch will be riding through Jacobus on the Fire Truck on Saturday, December 10th starting at 4:30, and Breakfast with Santa and Grinch will be held on Sunday, December 11th. Starting in January 2023, the all-you-can eat Breakfast will be held every third Sunday of the month, and Bingo will be held every 1st Saturday of the month. Mr. Lipinski also reported that there is an online scammer trying to sell the Fire Company's raffle tickets. Attorney Doyle summarized the "Volunteer Emergency Services Tax Refund Program" as requested by Mr. Lipinski – where this program is an amendment to the local tax enabling act, based on a point system to attract more volunteers. Through this program, volunteer firefighters can receive a credit up to 50% for the county portion of income and real estate taxes.

- Earl Click – Jacobus Lions Ambulance Club

Mr. Click was not present, however had emailed a report for the month of November, where there were 140 calls, 72 for Advanced Life Support and 68 for Basic Life Support. Of these calls, eight were local to Jacobus, and 20 were missed.

- Mike Rompilla – resident

Mr. Rompilla had submitted a proposal for a Burn Ordinance, as reviewed by Attorney Doyle. Attorney Doyle presented that she has no issues with the proposal as presented and recommended for Council to review the proposal for discussion at the next Council meeting.

Action to be Taken

- **2023 meeting and office closing schedule**
A motion was made by Donald Wright to approve and advertise the 2023 meeting and office closing schedule. The motion was seconded by Jill Conner. Motion carried unanimously.
- **Tax Levy rate resolution**
A motion was made by Donald Wright to approve the Tax Levy rate resolution for 2023 to remain the same as previous year. The motion was seconded by Jill Conner. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.**
Mayor Greg Gruendler presented: *YCRPD report for October 2022 – 48.42 police service hours, 25.00 administrative hours, with a running total of - 157.13 hours; 22 response calls; *No Fire Police requests; *YCRPD is starting an equine unit, currently with one horse.
- **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 was on November 30th, with a subsequent site visit scheduled for January 18th 2023.
 - Workers Comp premium reimbursement for volunteer firemen under Code 994 has been requested from both York Township and Springfield Township.
 - Penn Waste contract for thrash and recycling will be up for renewal in March 2023. Attorney Doyle will check on the terms for renewal.
 - Data is being collected for 2023 Borough Fee Schedule from SDC, Stock & Leader, South Penn Code Consultants, and Commonwealth Code Inspectors.
- **Solicitor**
Attorney Doyle announced that Stock and Leader's Municipal 201 will be held in February or March 2023.
- **Finance and Budget**
The Finance and Budget Committee drafted a proposal for the ARPA funds allocation which was reviewed by Council. A motion was made by Donald

Wright to approve the proposal for the ARPA funds as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

- **Buildings and Grounds**

A bench that will be dedicated to all that had served on the Sewer Authority was delivered and assembled. In Spring 2023, this bench will be placed in the park, by the basketball courts.

Adjournment

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

Respectfully Submitted,

Sue Cheah
Office Manager/Treasurer