

**Jacobus Borough Council Meeting**  
**Meeting Date: February 1st, 2023**

**Call to Order**

Council President Sandy Sheffer called the meeting to order at 7:01 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, Jill Conner, Donald Wright, Phyllis Bowers, Greg Gruendler, Sarah Doyle, Esquire. Dawn McElhiney and Jeff Hammers were absent.

**Minutes and Treasurer's Report**

- Minutes of January Council Meeting – Donald Wright made a motion to accept the January 4<sup>th</sup>, 2023 Council Meeting minutes as presented. The motion was seconded by Jill Conner. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for January 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 Donald Wright to accept the January 2023 Profit & Loss Statement as presented. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

**Persons on the Agenda/Public Participation**

- Tyler Anderson – Bulldogs Adult Baseball League  
Mr. Anderson was present to ask for permission to use the baseball field and facilities for his team's practices and games for baseball season 2023. Mr. Anderson also agreed to continue to be the official scheduler for all teams using the field. A motion was made by Donald Wright to allow the Bulldogs Baseball Team to use the baseball field and facilities on the terms of the new contract. The motion was seconded by Jill Conner. Motion carried unanimously. Lance Beard reminded Mr. Anderson of the "no-alcohol" policy at the park, which pertains to all players and guests of the baseball team. Mr. Anderson reported that he had spoken with Easy-Dig for assistance with laying down new dirt for the baseball diamond and is

awaiting a quote. Mr. Anderson also requested a change in mowing schedule to Friday by the Borough grounds crew such that the grass does not need to be cut by the team with the old mower on game days usually on weekends.

- Collin Slenker – Jacobus Jackals Baseball

Mr. Slenker was present to seek permission to use the baseball field and facilities for the Jacobus Jackals this baseball season, with request also to have the fee waived as in past years. A motion was made by Donald Wright to allow the Jackals to use the field and facilities for their games and practices according to the terms of the new contract with the fee for their use waived. The motion was seconded by Lance Beard. Motion carried unanimously. Mr. Beard reiterated the “no-alcohol” policy and also pointed out the new “carry-in, carry-out” policy for the park.

- Jennifer Pridgen – York Young Revolutions

Mrs. Pridgen was present to seek permission to use the baseball field and facilities for the York Young Revolutions for their games and practices for the 2023 baseball season. Lance Beard reiterated that there is strictly no alcohol allowed on the premises for the players and all guests. A motion was made by Lance Beard to allow the York Young Revolutions use of the baseball field and facilities according to the contract for the 2023 baseball season. The motion was seconded by Donald Wright. Motion carried unanimously.

- Kathie Myers – resident

Mrs. Myers was present to request for a crosswalk to be installed across Main Street at the junction of Main and Church. Donald Wright stated that a crosswalk across Main Street had been discussed in the past, however, there is not a safe place where a crosswalk is possible as there is no location for a curb ramp due to the grade of the current sidewalk. The slight rise of Main Street at that location poses a safety issue as well. Mrs. Myers then asked about reducing the speed limit on Main Street. Mr. Wright responded that since Main Street is a state road, Mrs. Myers need to enquire with PennDOT regarding the speed limit.

- Grant Anderson – Site Design Concepts

- \*Ameda and Wildasin Drive – bids for resurfacing and drainage improvements

Mr. Anderson reported that four bids were received for the Ameda and Wildasin resurfacing projects. The bids were opened on Monday,

January 30<sup>th</sup>. Mr. Anderson presented to Council the breakdown cost sheet for each of these bids with a total combined cost for both streets coming in at Kinsley Construction for \$168,736.00, Long's Asphalt for \$205,582.40, York Excavating at \$214,663.00 and Stewart and Tate for \$232,280.70. Mr. Anderson recommends awarding the bid to the lowest bidder, Kinsley Construction. A motion was made by Donald Wright to award the Ameda and Wildasin Drive resurfacing project to Kinsley Construction. The motion was seconded by Phyllis Bowers. Motion carried unanimously. Mr. Anderson stated that he had checked with both York Water Company and Columbia Gas that there are no planned work on both those streets that have been scheduled, and that the resurfacing work is currently proposed to begin late April or early May 2023.

\*N. Cherry Lane - resurfacing

Mr. Anderson reported that as previously covered in Council Meeting, Stewart and Tate offered to seal the patched areas of Cherry Lane that they had worked on at a rate of approximately \$1.30/square yard. The total area to be sealed will be 410 square yards, and Jacobus Borough will only be responsible to pay for 265 square yards as this will be a re-work.

\*Storm sewer maintenance

Mr. Anderson reported that request for bids for this project has been sent to Easy-Dig Excavating, Clearview Excavating, Kinsley Construction and Stewart and Tate.

\*N. Main Street – traffic study

Mr. Anderson reported that Transportation Resource Group (TRG) reported on January 25<sup>th</sup> that they are currently preparing for field measurements and planning for traffic study to commence at all intersections along Main Street.

\*Valley/Farmington – drainage

Phyllis Bowers brought up a drainage concern at the junction of Farmington and Valley Road, where water draining to this area froze during a deep-freeze event in December causing a dangerous road surface condition. Mr. Anderson will be checking on this issue.

- Mike Rompilla – resident

Mr. Rompilla was present to further discuss the proposed burn ordinance which he had submitted to Council. Donald Wright stated that he cannot support the proposal as it stands as it is too strict, particularly with verbiage of “no smoke” fires. Mr. Wright also stated that it is too costly for the Borough to contract for leave removal, therefore residents should be allowed

to burn leaves. Lance Beard suggested exploring some options such as permitting burning in the Borough once a month on a set schedule. Attorney Doyle recommended for Mr. Rompilla to revise his proposal based on the concerns that have been discussed thus far and submit to Council for further consideration. She also pointed out that there is a “refuse ordinance” for the Borough which covers the types of materials that cannot be burned.

- Earl Click – Jacobus Lions Ambulance Club  
Mr. Click did not have a report.
- Steve Overmiller - Goodwill Fire Co.  
Mr. Overmiller reported that a Bingo event is planned for Saturday night. Their next planned fundraiser is the Breakfast Buffett on February 19<sup>th</sup>. The Breakfast Buffett event in January had a good response with 90 people.

### **Action to be Taken**

- Reappoint Stock and Leader as the Solicitor on Record  
A motion was made by Donald Wright to reappoint Stock and Leader as the Borough Solicitor on Record for 2023. The motion was seconded by Phyllis Bowers. Motion carried unanimously.
- Reappoint Site Design Concepts as the Engineering Firm on Record  
A motion was made by Donald Wright to reappoint Site Design Concepts as the Borough’s Engineering Firm on Record for 2023. The motion was seconded by Phyllis Bowers. Motion carried unanimously.
- Reappoint South Penn Code Consultants as the Code and Zoning Officer on Record  
A motion was made by Donald Wright to reappoint South Penn Code Consultants as the Borough’s Code and Zoning Officer on Record for 2023. The motion was seconded by Lance Beard. Motion carried unanimously.
- Reappoint Commonwealth Code Inspection Services as the Code Inspectors on Record  
A motion was made by Donald Wright to reappoint Commonwealth Code Inspection Services as the Borough’s Code Inspectors on Record for 2023. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

### **Borough Reports**

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: \*YCARPD report for December 2022 – there were 78.43 police service hours, 31.24 administrative hours, and -70.48 hours running total. Total for the year, are 693.56 police service hours and 281.69 administrative hours. For

December, there were 9 response calls. \*Fawn Grove Borough sent their Fire Police request for the year as follows – Kennard Dale High School graduation, date and time to be determined, Old Tyme Days parking and parade on June 23, 24, and 25 from 8:00 a.m. to 10:00 p.m., The Great American Train Robbery Dinner and Dance parking and crowd control on September 22<sup>nd</sup> from 5:00 p.m. to 11:00 p.m. and the 10<sup>th</sup> Annual York Fire Muster-Caravan parking tentatively on September 24<sup>th</sup> from 8:00 a.m. to 2:00 p.m. A motion was made by Donald Wright to approve the Fawn Grove Borough's Fire Police requests for 2023. The motion was seconded by Jill Conner. Motion carried unanimously.

- **Office Manager**

- Borough on-site annual audit with accounting firm Hamilton & Musser was completed. Representatives from the auditing firm were at the Borough office for audit, all items requested were provided immediately without any difficulty.
- W-2 for all on Council and the Mayor were mailed out in January.
- Annual Statement of Financial Interest forms were handed out to all. All present were instructed to submit their Statement of Financial Interest by May 1<sup>st</sup> 2023.
- Filing for PennDOT's MS-965 for Liquid Fuel Funds was completed along with annual Municipal Tax Forms, Elected and Appointed Officials Forms, and a Financial Condition Report.
- York County Treasurer's Office will be having sitting hours at the Borough's Municipal Office for tax collection on March 9<sup>th</sup> 2023 from 3:00 p.m. to 4:30 p.m. A motion was made by Donald Wright to approve the sitting hours as requested by the Treasurer's Office. The motion was seconded by Jill Conner. Motion carried unanimously.
- Painting of the interior of the Municipal Building has been scheduled for the week of February 6<sup>th</sup>.
- Custodial/janitorial contract with Wetzel's Cleaning Services for 2023 is being drafted. Rates and terms remain the same as previous years. A motion was made by Donald Wright to renew the custodial contract with Wetzel's Cleaning Services for 2023 subject to solicitor's approval. The motion was seconded by Jill Conner. Motion carried unanimously.

- **Solicitor**

Attorney Doyle updated that the renewal of Penn Waste contract for one year has been submitted to the Borough's representative at Penn Waste.

Attorney Doyle advised Council to review current contract terms for detailed discussion in the summer.

- **Streets**

No items for discussion at this time.

- **Buildings and Grounds**

Prototype of the “Carry-in, carry-out” sign for the park was reviewed by Council and approved.

### **Unfinished Business**

Appointment of Officers:

Finance & Budget – Greg Gruendler, Sandy Sheffer, Phyllis Bowers and Jill Conner

Buildings & Grounds – Lance Beard, Jeff Hammers, Jill Conner and Donald Wright

Public Safety - Greg Gruendler, Jill Conner, and Donald Wright

Streets – Donald Wright, Lance Beard, Sandy Sheffer, and Dawn McElhiney

Refuse & Recycling – Jeff Hammers, Lance Beard and Phyllis Bowers

Community Events – Sandy Sheffer and Lance Beard

Vacancy Board – Dawn McElhiney

### **Other Business**

Sandy Sheffer announced that the Giant Food Store in Shrewsbury had contacted her seeking a list of projects within the Borough where their employees can volunteer time for. Lance Beard suggested painting at the community park, and will create a list of projects.

### **Adjournment**

A motion was made by Donald Wright to adjourn the meeting at 8:21 p.m. Phyllis Bowers seconded the motion. Motion carried unanimously.

Respectfully Submitted,  
Sue Cheah  
Office Manager/Treasurer