

**Jacobus Borough Council Meeting**  
**Meeting Date: February 2nd, 2022**

**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, Dawn McElhiney, Phyllis Bowers, Greg Gruendler, Sarah Doyle, Esquire. Donald Wright and Jeff Hammers were absent.

**Minutes and Treasurer's Report**

- Minutes of January Council Meeting – Lance Beard made a motion to accept the January 5<sup>th</sup>, 2022 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 Phyllis Bowers to accept the January 2022 Profit & Loss Statement as presented. The motion was seconded by Dawn McElhiney. 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 2022. Mr. Anderson also agreed to continue to be the official scheduler for all teams using the field. A motion was made by Lance Beard to allow the Bulldogs Baseball Team to use the baseball field and facilities on the same terms as in previous years. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Joe Royer – Jacobus Jackals

Mr. Royer was present to seek permission to use the baseball field and facilities for the Jackals this baseball season. A motion was made by Phyllis Bowers to allow the Jackals to use the field and facilities for their games and practices. The motion was seconded by Lance Beard. Motion carried unanimously.

- Trent Grove – Eagle Scout project proposal

Mr. Grove proposed to create a circle planter that will be 12-feet in diameter as a native perennial flower garden at the community park. This flower garden will have a sitting bench in the center, with a path leading to the bench. Mr. Grove had already raised enough money for this project through a fundraiser. A motion was made by Lance Beard to accept the Eagle Scout project proposal subject to the approval of Buildings and Grounds Committee for the location of this garden. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Earl Glick – Chief Manager at the Jacobus Lions Ambulance Club

Mr. Glick was present to seek funding for the Ambulance Club through the Borough's American Rescue Plan Act fund. Mr. Glick presented that the Ambulance Club has been experiencing an increase in call volume, which together with age of their equipment, is causing a need for equipment and vehicle replacement. They are seeking \$16,000 for equipment and \$74,000 towards a new ambulance. The Mayor called for the Finance and Budget Committee to meet as advertised on February 8<sup>th</sup>, 2022, to discuss allocation of the Borough's American Rescue Plan Act funds.

- Steve Overmiller - Goodwill Fire Co.

Mr. Overmiller reported that the planned Bingo event was cancelled due to poor response. Their next planned fundraiser is a ham and green beans drive through on February 20<sup>th</sup>. Mr. Overmiller also reported that they had sent out requests for membership for the annual drive and have added 137 missing addresses to their mailing list.

### **Action to be Taken**

- Borough Tax Collector Resolution to appoint York County Treasurer's Office

A motion was made by Phyllis Bowers to appoint the York County Treasurer's Office as the Borough Tax Collector and to execute the contract. The motion was seconded by Jill Conner. Motion carried unanimously.

- Borough Tax Collector contract with York County Treasurer's Office for 2022

The contract with York County Treasurer's Office for Tax Collector for the Borough was signed by Sandy Sheffer.

- Resolution to appoint Richard Bowers to the Zoning Hearing Board

A motion was made by Lance Beard to appoint Richard Bowers to the Zoning Hearing Board. The motion was seconded by Jill Conner. Motion carried by majority vote, with Phyllis Bowers abstaining from the vote.

- Reappoint Stock and Leader as the Solicitor on Record

A motion was made by Phyllis Bowers to reappoint Stock and Leader as the Borough Solicitor on Record for 2022. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Reappoint Site Design Concepts as the Engineering Firm on Record

A motion was made by Lance Beard to reappoint Site Design Concepts as the Borough's Engineering Firm on Record for 2022. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

- Custodial/janitorial service contract for 2022

A motion was made by Dawn McElhiney to accept the contract with Wetzel's Cleaning Services for custodial and janitorial services for 2022. The Motion was seconded by Jill Conner. Motion carried unanimously.

### **Borough Reports**

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: \*YCARPD report for December 2021 – due to the new merger, numbers for police service hours, administrative hours, and running total were not available from the department; there were 30 response calls, almost half of which was for abandoned vehicles at the pound. \*No Fire Police requests.

- **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.
- Annual audit for Borough's Worker's Comp insurance was conducted on-site and has been successfully completed.
- W2 was mailed out in January and 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> 2022.
- Filing for PennDOT's MS-965 for Liquid Fuel Funds was completed along Municipal Tax Forms, Elected and Appointed Officials Forms, and a Financial Condition Report.
- A copy of Affidavit of Residency was handed out to all newly elected officials to be completed and returned to the office.
- Request to release funds for annual budgeted donation. A motion was made by Phyllis Bowers to donate \$8,000.00, 50% of the 2022 budgeted donation, to the Goodwill Fire Company. Motion was seconded by Dawn McElhiney. Motion carried unanimously. A motion was made by Phyllis Bowers to donate \$4,500.00, 50% of the 2022 budgeted donation, to the Jacobus Lions Ambulance Club. Motion was seconded by Lance Beard. Motion carried unanimously. Phyllis Bowers made a motion to donate \$5,000.00, 100% of the 2022 budgeted donation, to the Village Library. Motion was seconded by Jill Conner. Motion carried unanimously.
- Price quotes for vegetation management was obtained from Diehl's Landscaping & Lawn Care and Glen Rock Green. In comparison, Diehl's Landscaping came in almost \$1,500 cheaper than Glen Rock Green. A motion was made by Phyllis Bowers to grant the contract for vegetation management for 2022 to Diehl's Landscaping. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- **Solicitor**

Attorney Doyle did not have any additional comments.

- **Streets**

Lance Beard presented that the resident at 5 W Greenbriar was blowing snow back onto the street after snow plough plows the road. He had asked

for Attorney Doyle to check if there should be any repercussion for such action, to which Attorney Doyle with check.

- **Buildings and Grounds**

Crime Intervention Alarms had completed installation of a new camera at the community park which enables viewing of the digital sign.

### **Unfinished Business**

Appointment of Officers:

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

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

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

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

Refuse & Recycling – Jeff Hammers and Lance Beard

Community Events – Sandy Sheffer and Lance Beard

Vacancy Board – Dawn McElhiney

### **Other Business**

An executive session was held at this time, Council exited the executive session at 8:33 p.m.

### **Adjournment**

A motion was made by Phyllis Bowers to adjourn the meeting at 8:35p.m. Dawn McElhiney seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Sue Cheah

Office Manager/Treasurer