

**Jacobus Borough Council Meeting**  
**Meeting Date: February 3rd, 2021**

**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 Lance Beard, Donald Wright, Jill Conner, Sandy Sheffer, Phyllis Bowers, Greg Gruendler, Sarah Doyle, Esquire.

**Minutes and Treasurer's Report**

- Minutes of January Council Meeting – Donald Wright made a motion to accept the January 6<sup>th</sup>, 2021 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 2021 Profit & Loss Statement as presented. The motion was seconded by Jill Conner. Motion carried unanimously. Treasurer presented a proposal by York Traditions Bank to install an ACH block to the Money Market account for \$5.00 per month. A motion was made by Donald Wright to sign-on for the ACH block at York Traditions Bank for the Money Market account. Motion was seconded by Lance Beard. Motion carried unanimously.

**Persons on the Agenda/Public Participation**

- Luke Bowman, Eagle Scout Candidate  
Mr. Bowman requested for Borough Council to sign off on his Eagle Scout Project as completed so that he can be awarded his Eagle Scout merit even though the project is not technically completed without installation of the roof. However, Mr. Bowman's argument is that roofing material had been on backorder and therefore the project cannot be completed at the moment. He gave his word that he will install the roof once material is delivered and weather permits. Donald Wright made a motion to authorize Sandy Sheffer to sign off on the Eagle Scout Project. Motion was seconded by Phyllis Bowers. Motion carried unanimously.
- David Pridgen, York Young Revolution  
Mr. Pridgen requested permission to use the Jacobus baseball field for the Spring and Summer months, two to three times a week for his team games which will comprise of players ages between 13 and 17 years old. Donald Wright specified

that the team will be responsible to any field necessary field maintenance. Donald Wright made a motion to allow the York Young Revolution to use the baseball field with the same policy as required for the adult men's leagues in terms of maintenance and fees. All scheduling of field use also has to be coordinated through field scheduler, Tyler Anderson. The motion was seconded by Jill Conner. Motion carried unanimously.

- Grant Anderson, Site Design Concept

Mr. Anderson presented his review of:

\*Cherry Lane scratch and pave project of 985 square feet area. Mr. Anderson presented that there were some apparent course areas, where it is not 100% smooth. However, he doesn't foresee this to be an issue and recommended that Easy-Dig be paid in full for their work. Donald Wright made the motion to pay Easy-Dig \$11,500 for the work on Cherry Lane. The motion was seconded by Jill Conner. Motion carried, with Lance Beard abstaining from the vote.

\*Inch & Co. development project at 17 S. Main Street. Mr. Anderson presented that he had inspected the two stormwater seepage pits and that the pits are in compliance. Pits A & B were excavated to the required size.

\*Hillside Drive street project. Mr. Anderson reported that specs have been written and ready for the bid process.

\*Donald Wright requested Mr. Anderson to inspect the bottom of Meadow Street as some water redirecting might be required to mitigate the overflowing of drainage ditch at the location.

- Steve Overmiller, Goodwill Fire Co.

Mr. Overmiller reported that their fish-fry fundraiser was a success. Their next planned fundraiser is a pot-pie drive through on February 21<sup>st</sup>. Mr. Overmiller gave an overview of their planned building expansion project which will consist of a five-bay garage, two of which are drive throughs, with living quarters on the second floor. The Fire Company will be starting a capital building campaign and is currently talking to Senator Kristin Phillips-Hill for advice. Phyllis Bowers enquired on duration of this project, to which Mr. Overmiller informed that the projection is at least for two years.

- Dawn McIlhiney, resident

Had no comment.

### **Action to be Taken**

- Goodwill Fire Co. #1 Roster/Officer

A motion was made by Donald Wright to accept the Goodwill Fire Co. roster as presented. Motion was seconded by Phyllis Bowers. Motion carried unanimously.

- Fire Police Roster and Fire Police events

A motion was made by Donald Wright to accept the Fire Police Roster and events as recommended by Mayor Greg Gruendler. Motion was seconded by Jill Conner. Motion carried unanimously.

- Add new signer for York Traditions Bank account

A motion was made by Donald Wright to add Phyllis Bowers as a signer for Borough accounts at York Traditions Bank. Motion was seconded by Lance Beard. Motion carried unanimously.

- New Council Member

As a result of the passing of Brian Dell, there is now a vacant seat on Council. Two persons were interested in filling the vacancy, they were Debbie Loucks and Dawn McIlhiney. Donald Wright made a motion to nominate and vote immediately to fill the seat. Motion was seconded by Lance Beard. Motion carried unanimously. Donald Wright nominated Dawn McIlhiney to Council while Lance Beard nominated Debbie Loucks to Council. Mr. Beard suggested that Ms. Loucks would make a good fit for this position as she had previously served on Council and is therefore familiar with the role. Sandy Sheffer asked if there were other nominations, of which there were none presented. A roll call vote was taken as follows:

For Ms. McIlhiney – Donald Wright (yes), Jill Conner (no), Sandy Sheffer (no), Lance Beard (no), Phyllis Bowers (abstained)

For Ms. Loucks – Donald Wright (no), Jill Conner (yes), Sandy Sheffer (yes), Lance Beard (yes), Phyllis Bowers (abstained)

A motion was made by Lance Beard to appoint Debbie Loucks to complete the rest of Brian Dell's term on Council. Motion was seconded by Jill Conner. Motion carried unanimously.

- Custodial/janitorial service contract for 2021

A motion was made by Donald Wright to accept the contract with Wetzel's Cleaning Services for custodial and janitorial services for 2021. Motion was seconded by Phyllis Bowers. Motion carried unanimously.

- Vegetation management contract for 2021

A motion was made by Donald Wright to accept the contract with Glen Rock Green for vegetation management for 2021. Motion was seconded by Phyllis Bowers. Motion carried unanimously.

## **Borough Reports**

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: \*Mayoral Proclamation 2021-1, whereby Roger Coleman was recognized for his years of service to the Borough. The Proclamation was read by the Mayor. \*YARPD report for December 2020 – there was 91.21 police service hours, 32.31 administrative hours, with a running total of 20.43 hours; 18 response calls, one of which was for a medical emergency. \*No Fire Police request
- **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 by Wesco Insurance Company and has been successfully completed. The audit was performed online and by phone.
  - W4 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> 2021.
  - Instructions were given to all present who were interested in running for election at the end of the year. With emphasis on the May 18<sup>th</sup> primary date.
  - 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.
  - Request for Council to think of a memorial recognition for Brian Dell. Sue suggested dedicating the new constructed picnic table behind the municipal building to be dedicated to Brian with a plaque since that was his final Eagle Scout Project that he mentored, seeing that Brian was always passionate in supporting Eagle Scout projects.
  - Request to release funds for annual budgeted donation. A motion was made by Donald Wright to donate \$7,500.00 to the Goodwill Fire Company. Motion was seconded by Phyllis Bowers. Motion carried unanimously. A motion was made by Donald Wright to donate \$4,000.00 to the Jacobus Lions Ambulance Club. Motion was seconded by Lance Beard. Motion carried unanimously. Donald Wright made a motion to donate \$4,500.00 to the Village Library. Motion was seconded by Phyllis Bowers. Motion carried unanimously.
  - Price quotes for chemical toilets will be obtained for the park.
- **Solicitor**

Attorney Doyle had Resolutions 2021-1 and 2021-2 to add Phyllis Bowers and Debbie Loucks to Council.
- **Finance & Budget**

Donald Wright discussed the allocation of funds received from Sewer Authority. Mr. Wright suggested to perhaps designate funds for community improvement, street projects, assist the Fire Company with their new building project, designate a “rainy day” fund and identify a conservative investment.

- **Buildings and Grounds**

Lance Beard presented that the old bounce toy that was removed from the playground at the park will be installed at the playground behind the municipal building.

**Unfinished Business**

A vacancy each now present in the Zoning Hearing Board and the Planning Commission. Council members were asked to identify candidates who may be interested in filling these vacancies.

**Adjournment**

A motion was made by Donald Wright to adjourn the meeting at 8:55p.m. Jill Conner seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Sue Cheah  
Office Manager/Treasurer