

Jacobus Borough Council Meeting
Meeting Date: February 1, 2017

Call to Order

Council President Roger Coleman called the meeting to order at 7:02 p.m.

Opening Invocation and Pledge of Allegiance

Invocation was offered by Council President Roger Coleman and was followed with the Pledge of Allegiance led by Councilwoman Sandy Sheffer.

Roll Call

Cynthia Ferree called roll. Present were Council President Roger Coleman, Mayor Greg Gruendler, Council Vice President Bill Eshenour, Council members: Kathie Cavanagh, Sandy Sheffer, Lance Beard, Jeff Hammers and Debbie Loucks; and Solicitor Sarah Doyle.

Minutes and Treasurer's Report

1. Minutes of January Council meeting – ***Councilwoman Kathie Cavanagh made a motion to approve the January 4, 2017 Council meeting minutes as presented. The motion was seconded by Councilwoman Debbie Loucks. Motion carried unanimously.***
2. Minutes of Special January Council meeting – ***A motion was made by Council Vice President Bill Eshenour to approve the minutes of the January 23 Special Council meeting minutes as presented. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.***
3. Treasurer's Report – Cynthia Ferree presented the Treasurer's report for January 2017. ***A motion was made by Councilman Lance Beard to approve the January 2017 Treasurer's report for audit as presented. Councilwoman Debbie Loucks seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Chip MacDonald, Coach – Mr. MacDonald was present to request permission to use the baseball field at Jacobus Community Park by his York Young Revolutions 16 U Team for its 2017 season. Chip stated his team would most likely use the field for practice only with the possibility of a couple of scrimmages. He also stated his team may drop out of the York Young Revs organization for the 2017 season and practice under a different name. Borough Council stated they have several items to discuss in regard to the facilities at Jacobus Community Park and the Borough will get back to him at a later time.
- B. Grant Anderson, Site Design Concepts (SDC) – Mr. Anderson was present to discuss: *1. Meadow Street Project- Final site plan for the reclamation and stormwater remediation of Meadow St. was reviewed. With Borough Council's approval, Recon Construction Services, Inc. (Recon) will perform test pits to check the depth of the base material. This will help determine the amount of material needed to complete the project for the bid specs. (Grant will check if Recon could perform test pits on Park St. at the same time to save the Borough money if Council wished him to do so.) An 8" depth of base material is required under the Dirt, Gravel, Low Volume Road (DGLVR) Grant program for which the Borough was approved. In addition, the removal of the culvert pipe will not be performed. The PA DEP has not been responsive to SDC in regard to this, so this would have to be a separate bid item if the Borough wanted to move forward with removal of the pipe. Non-removal does not affect the outcome of the Meadow Street project. *2. Park Street Project- Mr. Anderson reported he met with Robert Fetter of the York Co. Conservation District (YCCD) and a determination was made that the stormwater remediation to be performed at the southern portion of Park Street would qualify for a DGLVR Grant. The application submittal deadline for the grant program is February 23. Upon inquiry, Grant stated if Site Design Concepts is approved as the engineering firm for this project, he could meet the deadline if approval to move forward is given by Borough Council tonight and the traffic count validation for the grant application is completed and submitted by the Borough prior to the deadline. *3. Easement Agreements- Solicitor Doyle will work with Grant in order to draft the easement agreements needed for the Meadow St. project.
- C. Joseph Locondro, Resident – Mr. Locondro was present to confirm that the final site plan for Meadow Street was changed to reflect a flat grading of the road surface adjacent to his property instead of a slight grade to the north, or toward his property. Grant confirmed the grading of Meadow St. in this location has been changed to flat grading.

Action to be Taken

- A. Meadow St. Plans – *1. ***Councilwoman Kathie Cavanagh made a motion to approve the site plans for the Meadow Street project as presented, contingent on final approval by the Solicitor and project Engineer. The project is to be advertised for sealed bids by Site Design Concepts and will be received for opening no later than March 1. Site Design concepts will open the bids and complete a bid comparison document for review by Borough Council at its March 1 Council meeting. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously*** and, *2. ***A motion was made by Councilman Lance Beard to approve***

Recon Construction Services, Inc. to perform test pits in order to determine the amount of base material needed for the Meadow St. and Park St. projects. Councilman Jeff Hammers seconded the motion. Motion carried unanimously.

- B. Park St. Engineering Services – Tabled for later discussion under the Streets Committee.
- C. Goodwill Fire Co. #1 (GWF Co.) and Fire Police – **Councilwoman Debbie Loucks made a motion to approve the 2017 Rosters and Non-emergency Events Lists for Goodwill Fire Co. #1 and the fire company's Fire Police as presented. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.**
- D. Tennis for Kids – **A motion was made by Councilwoman Debbie Loucks to approve a request for the use of the tennis court facilities at Jacobus Community Park by the Tennis for Kids organization for its 2017 season as presented. Councilman Jeff Hammers seconded the motion. Motion carried unanimously.**

Borough Reports

- A. **Mayor** – Greg Gruendler presented: *YARPD report/December 2016- 76.69 Service Hrs, 34.85 Admin Hrs., -72.43 Running Total/11 response calls as listed on “Activity Report/2 Alarm Responses- Overfelt/23 N. Main St. on Jan. 5 and Peoples Bank/1 N. Main St. on Jan. 13; *District Court report/December Receipts: \$388.90 for Vehicle Code Violations/\$354.72 for Local Ordinance Violations; *Fire Police (FP) Requests- **Councilman Lance Beard made a motion to approve a request for fire police assistance by the Jacobus Lions Club for the Lioness’ April 2, 2017 5k Run/Walk benefiting the American Cancer Society. The motion was seconded by Councilwoman Debbie Loucks. Motion carried unanimously;** *Meetings/Training: Attended- Emergency Management (EM) Quarterly Training on Jan. 7 @ 911 Center/Presentation by the South Central Task Force, York Township (YT) EMA Staff January Mtg./Was appointed Deputy EMC for York Township, and YC Coalition f/Clean Waters seminar on Jan. 20/Presentation on Chesapeake Bay and Stormwater/MS4 regulations. Will be attending an EM Training for Elected Officials this Sat., Feb. 4; *Councilwoman Debbie Loucks inquired of the response listed as “Departmental Services - Fingerprinting” on the police report. Mayor Gruendler will check with the police department to see why the Borough would incur expenses for fingerprinting.
- B. **Office Manager** – Cynthia Ferree presented: *Workers Compensation Policy Addition- Notice was received from the PA Compensation Rating Board that approval was granted to reinstate Code 993/Ambulance Services to the Borough’s Workers Compensation (WC) insurance policy with the State Workers Insurance Fund (SWIF). SWIF’s rate in effect on Dec. 20, 2016 (Policy Renewal Date) for Ambulance Corp was \$2,293.20; *Right-To-Know (RTK) Requests- Two (2) requests were received from Lynn Jorden of Alexandria, VA for information related to Scott Wagner and Penn Waste, Inc. Cynthia will seek advisement from Stock and Leader for responding to the RTK requests; *Audits- A WC Audit is scheduled for Feb. 13 and the Financial Audit f/Year 2016 is scheduled for the week of Feb. 20; *Animal Control Services (ACS)- the ACS Officer responded to a call of a Rottweiler puppy found wandering at 2 Pine St. The call was cancelled when the dog’s owner was found. Officer’s response time was 25 minutes and was billed to the Borough in the amount of \$11.76; *State/County Annual Reports- Completed two (2) DCED reports- 2017 Tax Levy and Elected & Appointed Officials/Terms, Liquid Fuels report; PSAB and York Co. reports of Elected Officials, Boards & Professional Services, Elections Office report; *York Co. Planning Commission (YCPC)- Correspondence received which includes a Quick Reference to the York Co. Uniform Construction Code Board of Appeals (UCC BOA) process and the current members appointed by the YC Board of Commissioners. A copy will be given to the Borough’s Building Code Official; *YC Boroughs Association Correspondence- 2017 mtg. dates; *Christmas Magic Report- Three (3) coupons used from Jacobus Borough; *W-4’s for 2017 needed in Municipal Office as soon as possible and before next payroll; *Statement of Financial Interests f/Year 2016 due in the Municipal Office by May 1.
- C. **Emergency Mgmt.** – *Mayor Greg Gruendler reported: *Exelon, owner of TMI, will be conducting a training session in early March; *YC Control Ctr. did not contact York Township EMA Dept. as required during the multi-vehicle accident on I-83.
- D. **BCO/Zoning Officer** – Mike Hammers presented: *Had one (1) complaint of a dog; *Encroachment on Borough Property- Presented pictures of large brush pile in woods behind properties on north side of E. Greenbriar Dr. Stock and Leader will send a letter to the property owners regarding the encroachment.
- E. **JBSA** – *Council President Roger Coleman presented: *J.T. Hand, owner of The York Water Co. (YWC), and David Jones, Esquire, of Stock and Leader, attended the January 11 Sewer Authority meeting to discuss and review agreements to turn the billing of the sewer accounts over to the YWC. The YWC would charge a collection fee of approximately \$2.00. The agreements were approved based on final review of Solicitor Jones. Once signed, the YWC will present them to the Public Utility Commission (PUC) for approval; *Upon inquiry, Roger stated the Sewer Authority has approx. \$1,000,000.00 in reserve; *Upon inquiry, Roger stated the possibility of the YWC buying out the Borough’s Sewer Authority (SA) was briefly discussed. Further discussion included that the Borough is guarantor for the SA’s outstanding loan which prompted an inquiry of why the Borough did not have to sign any papers when the SA refinanced its loan. No definitive response could be given, but only a speculative response that the refinance was through the same lender as the original loan; *Roger stated the sewer line on Meadow St. (east of York Rd.) should be moved from its current location on the south side of the road to the center of the road during the reclamation project. Brief discussion included

the fact that this would be an expensive endeavor and that the entire length would have to be moved, not just the portion being reclaimed. Council members also inquired who would pay for this as it is not part of the reclamation plan for Meadow Street. Roger stated the Sewer Authority would pay for the line relocation.

- F. **Solicitor** – Sarah Doyle, Esq.: *Columbia Gas (CG) Update- David Jones, Esquire is handling this matter. Currently there is nothing new to report.
- G. **Finance & Budget** - *For Council’s information, Off. Mgr. Cynthia Ferree presented an invoice in the amount of \$2,856.70 from Site Design Concepts for engineering services-to-date for the Meadow St. project. Cynthia stated she compared it with the “not to exceed” costs in the approved proposal and confirmed that the Borough is currently under budget for these services. She also pointed out the detail included in the invoice and easy-to-read format, which was lacking in the past on invoices received from other engineering firms; *2016 4th Qtr. Bank Statements were presented to the Finance & Budget committee for review. Councilwoman Sandy Sheffer volunteered to review the statements; *2016 Budget-to-Actual report distributed in Council members meeting folders was presented for review. Roger asked that everyone review it prior to the March 1 meeting. Questions or requests for further information should be directed to the Municipal Office; *Cynthia stated the 2017 General Fund and Liquid Fuels Budgets have been distributed to everyone by email, and hard copies to Councilman Lance Beard in his meeting folder. Cynthia will have extra copies at the Council meetings should there be a need to refer to them and there is also a copy of each posted on the bulletin board in the meeting room.
- H. **Streets** – *Park St. Project.- Proposals from three (3) engineering firms for the reclamation & stormwater remediation project of Park Street were presented, reviewed and discussed. The proposed total costs are as follows: C.S. Davidson, Inc.- \$10,600.00, First Capital Engineering Services, Inc.- \$4,000.00, and Site Design Concepts- \$5,000.00. Each proposal addressed possible additional fees for various related services. During discussion, Roger stated that since the DGLVR grant process was included in Site Design Concept’s proposal, he contacted C.S. Davidson and First Capital to see if they could also assist with this process if necessary. Both firms confirmed they could with additional costs added and as long as the Borough had somebody certified in the program. Councilwoman Sandy Sheffer inquired if the proposals are for a ‘finished product’, unlike the N. Pleasant Ave. & Smith St. reclamation project engineered by James R. Holley & Associates, Inc. Council President Roger Coleman affirmed the proposals included the final wearing course for this project. Following discussion, ***a motion was made by Councilman Lance Beard to approve the proposal in the amount of \$5,000.00 from Site Design Concepts as presented. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously;*** *Meadow St. Project- Resident Brian Dell expressed a concern regarding stormwater from York Rd. that drains down Meadow St. (east side of York Rd.) and contributes to the current stormwater management issues on Meadow St. He questioned if the Borough had contacted PennDOT and what action has been taken to ensure that following the repaving of York Road that the stormwater will be diverted and drain into the existing stormwater management inlets found at two (2) locations of York Rd. and Meadow St. (west side of York Rd.). He suggested that since each legislative district has a direct liaison contact to the District PennDOT manager, that these efforts could be expedited and ensured by contacting State Representative Phillip-Hill’s office. Upon Mr. Dell’s inquiry above, Council President Roger Coleman first stated he had contacted PennDOT in regard to the stormwater drainage matter and then after further discussion, including the statement that PennDOT has most likely already begun to prepare the specs for the restoration of York Road, Roger stated he would contact PennDOT and/or Representative Phillip-Hill’s office in regard to the matter.
- I. **Refuse and Recycling** – *No report.
- J. **Buildings and Grounds** – *Minutes from the Jan. 10 Committee meeting were distributed in everyone’s mtg. folders for review; *Custodial Job Description- Roger distributed the job description for the custodial job at the Community Park and Municipal Building that was recommended by the Buildings & Grounds committee, and requested that Council members review it for approval at the March 1 Council meeting; *Park Electric- Cynthia reported she noticed over the weekend the park sign and pavilion lights were not lit at the community park. On Monday she contacted Roger who checked the breakers and upon finding them ‘on’, directed her to contact an electrician. Gettle, Inc. was contacted Tues. morning and was on-site within 1 ½ hours. Upon thoroughly checking everything the electrician found a utility pole with a broken breaker. Met-Ed was contacted by Cynthia and was told estimated time for completion of repairs was 6 p.m. Tuesday evening. Cynthia drove by later to confirm the repair had been completed; *2017 Baseball Field Use- Council discussed the use of the baseball field in 2017 and Chip MacDonald’s request for his team’s use. Past issues with Chip taking responsibility for maintaining the facilities were discussed, along with the possibility of the need for somebody to schedule the field if JLS would not do so, and not knowing if the Jacobus Men’s Baseball Team would be continuing to maintain or even use the field this year as in the past. Discussion resulted in no decisions being made. Contact will try to be made with the Jacobus Men’s Baseball Team to discuss scheduling, use, and maintenance of the baseball field in 2017. Council President Roger Coleman stated he has the contact number for Jed Larkin, past Manager for the Jacobus ‘Jackals’ and will contact him; *2017

Vegetation Management Services- Cynthia stated the Vegetation Mgmt. Services contract should be approved at the March 1 Council meeting since services begin April 1. She stated Glen Rock Green who serviced the Borough in 2016 informed the Municipal Office there would be no price increase in his contract proposal for 2017. Cynthia inquired if Borough Council would like to seek proposals from other firms in addition to Glen Rock Green, and if Council would like to do a one year or multiple year contract. The consensus of Council members was to continue to use Glen Rock Green and stay with a one year contract. Cynthia will get the contract in place for approval at the March 1 Council meeting; *Councilwoman Debbie Loucks suggested raising the park reservation fees and inquired when the Borough's fee schedule is reviewed. Off. Mgr. Ferree explained the fee schedule can be reviewed every year or as often as necessary, but it's not required to be reviewed every year. Upon inquiry, the Office Manager stated the fee schedule is on the Borough's website or she can email it if necessary. Debbie said she will get it off of the website.

K. **Community Events** - *Nothing new to report.

L. **JLS Recreation Association** - *Councilwoman Sandy Sheffer stated the JLS Board inquired when the batting cage was going to be installed at Jacobus Community Park. The batting cage was donated to Jacobus Borough by an independent group of parents who got together and raised the funds to purchase the batting cage. Discussion included but was not limited to Jed Larkin and a business who had initially volunteered to advise and assist with the batting cage installation. Council President Roger Coleman stated he would speak with Jed Larkin to see if he was still interested in advising or assisting with this task, and the project can move forward from there.

M. **Other Reports** – *No Report

Unfinished Business

A. JLS Board Vacancies – *A vacancy for a one (1) year term still needs to be filled.

New Business

A. No "New Business" presented.

Correspondence

A. Central Penn Business Journals

B. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

Council Vice President Bill Eshenour made a motion to approve January 2017 General Fund expenses of \$37,513.66 and January 2017 Liquid Fuels expenses of \$5,712.50, and disbursement of February 2017 GF expenses-to-date of \$1,858.10 and 2017 LF expenses-to-date of \$7,032.50 as presented in the Treasurer's report. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.

Other Business

No "Other Business" presented.

Adjournment

Councilman Jeff Hammers made a motion to adjourn the meeting at 9:21 p.m. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, March 1, 2017 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject