

Jacobus Borough Council Meeting
Meeting Date: February 7, 2018

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 Council Member Donald Wright.

Roll Call

Cynthia Ferree called roll. Present were Council President (CP) Roger Coleman, Council Vice President (CVP) Lance Beard and Council Members (CM): Brian Dell, Sandy Sheffer and Donald Wright; and Mayor Greg Gruendler and Solicitor Sarah Doyle, Esquire. CMs Kathie Cavanagh and Jeff Hammers were absent.

Minutes and Treasurer's Report

1. Minutes of January Reorganization Meeting – ***A motion was made by CM Donald Wright to approve the January 3 Reorganization meeting minutes as presented. CM Brian Dell seconded the motion. Motion carried unanimously.***
2. Minutes of January Council meeting – ***CM Donald Wright made a motion to approve the January 3, 2018 Council meeting minutes as presented. The motion was seconded by CM Brian Dell. Motion carried unanimously.***
3. Treasurer's Report – Treasurer Cynthia Ferree presented the Treasurer's report for January 2018. ***A motion was made by CVP Lance Beard to approve the January 3 Treasurer's report for audit as presented. CM Donald Wright seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Adam Anderson, Site Design Concepts - Mr. Anderson presented and reviewed with Council Members (CMs) a "Statement of Qualification" for Sewage Enforcement services for management of the Borough's on-lot septic properties.
- B. Steve Gartland, Sunday Adult BB League – Mr. Terry Gartland introduced himself, Steve Gartland and other members representing a Sunday Adult Baseball League, Jim Lyter and Brian Fox. Mr. Terry Gartland presented a request for permission to use the Borough's baseball field at Jacobus Community Park for the 2018 baseball season. The Sunday League's team would run for 14 weeks, beginning April 15 through August, and the league would only use the field one day a week, on Sunday. Borough Council and Mr. Gartland discussed matters related to the use of the field such as, field maintenance and scheduling, execution of a License Agreement and related fee, earliest time the field is available on Sundays, etc. The League members present stated their agreement to matters discussed. Office Manager (OM) Cynthia Ferree will contact Steve Gartland to inform him of Council's decision.
- C. Jed Larkin, Jacobus "Jackals" – In lieu of Mr. Larkin's absence, OM Cynthia Ferree distributed an email letter received from Jed to CP Roger Coleman for presentation to Council. The letter contained the following: 1. A request for permission to use the Borough's baseball field for the 2018 baseball season, 2. His agreement to manage the field schedule for the 2018 baseball season, 3. Agreement to maintain the field, including mowing the field when necessary, and 4. Request for annual maintenance supplies, such as Diamond Dirt, MarMound, field marking Lime and Diamond Dry. ***CM Donald Wright made a motion to approve the use of the Borough's baseball field at Jacobus Community Park by the Susquehanna League team, Jacobus Jackals, for the 2018 baseball season and approve scheduling of the field by Jed Larkin. The Borough waives the License Agreement fee of \$100.00 and will provide general field supplies as requested by the team for the 2018 season. The approval is contingent upon execution of the License Agreement by the Jacobus team. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.***
- D. Grant Anderson, Site Design Concepts – *Mr. Anderson was present to discuss 2018 street projects as follows:
 1. Franklin Street and United Avenue w/Options for portions of N. Pleasant Avenue and S. Pleasant Avenue- The bid schedule for this 2018 project will include a base bid for Franklin St. & United Avenue w/options for N. Pleasant Ave. & S. Pleasant Ave. Franklin Street and United Avenue will consist of a full-depth reclamation (fdr). As a result of an on-site review and as approved at the January 3 Council meeting, Grant is estimating up to five (5) test pits for soil testing by Geo-Technology Associated, Inc. (GTA) to determine the actual fdr mix. Upon his inspection of Franklin St. & United Ave., Grant determined the soil on both streets are very similar with each other and to that of Park Street. Upon inquiry, Grant stated if the Borough chose to assume a mix instead of performing test pits for soil testing the Borough would save approx. \$2,000.00, 2. Option 1- N. Pleasant Avenue- FDR will be performed on this street, which appears to have no existing base, and the soil appears to be different than that of Park Street. Grant would recommend performing one (1) test pit for soil testing or the Borough could assume an FDR mix through GTA. Again assuming fdr mixes would save the

Borough up to \$2,000.00, but an assumed fdr mix would not guarantee the strength of the reclaimed streets. Determining an actual mix for N. Pleasant Ave. would add a few hundred dollars more unto the cost that will be incurred with GTA, and 3. Option 2- S. Pleasant Avenue- This street will be milled and restored. No test pits for soil testing are needed. Further discussion related to the street project included matters related to stormwater and sediment flow. *Smith St. & N. Pleasant Ave.- As discussed with the Streets Committee, Grant presented information regarding the microsurfacing of Smith St. and N. Pleasant Ave. The Streets Committee would like to keep this project under the legal bidding threshold of \$20,100.00. In order to do this, Grant recommends the portion of Smith Street between the Post Office and N. Pleasant Avenue be removed from the project scope. ***CM Brian Dell made a motion to authorize Site Design Concepts to advertise specs for the Franklin Street and United Avenue street project, with options for portions of N. Pleasant and S. Pleasant Avenues, for bid as legally required; and to authorize Site Design Concepts to seek cost proposals for the microsurfacing of Smith St. (west of N. Pleasant Ave.) and N. Pleasant Avenue from Valley Road to a point north where the 2015 reclamation project ended. The bids for the Franklin Street and United Avenue project will be opened by Site Design Concepts on a specified date and time, and a bid tabulation will be prepared for presentation to Borough Council at the March 7 Council meeting. Cost proposals for microsurfacing of Smith Street and N. Pleasant Avenue will also be presented at the March 7 Council meeting by Site Design Concepts. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously. *A motion was made by CM Donald Wright to approve performing one (1) test pit for soil testing by GTA to determine an actual fdr mix for the reclamation of N. Pleasant Avenue. CM Brian Dell seconded the motion. Motion carried unanimously.**

- E. Keith Hunnings, South Penn Code Consultants- Mr. Hunnings introduced himself and presented his companies qualification information for Sewage Enforcement services for management of the Borough's on-lot septic properties. Upon inquiry by CM Brian Dell, Mr. Hunnings confirmed that his company also provides Code Enforcement services to municipalities.
- F. Lori Starz, JLS Recreation Association- Ms. Starz was present to discuss a letter received from Dallastown Area School District (DASD) regarding possible changes related to the use of its sports fields by outside organizations. The main concern of JLS is that DASD will require JLS to sign an agreement for the use of the school's fields, which is not allowed in the Intermunicipal Agreement and By-Laws. Mr. Ron Tombesi, Loganville Borough Council President, who was also present for this discussion, had refused to sign-in as requested by Borough Council upon his arrival at the meeting, and stated the Borough can't make him sign in and he did not plan on speaking. After Lori's initial statement, she asked Ron Tombesi, Loganville Borough Council President, to take over the discussion. CP Roger Coleman permitted Mr. Tombesi to speak. Mr. Tombesi presented his understanding of DASD's request and his conversations with various individuals regarding this matter. CM Donald Wright stated he will work with Ron Tombesi or would attend the next School Board meeting to discuss the matter. CM Brian Dell suggested speaking with Steve Bentzel, who represents the Jacobus area on the School Board, and prior to being elected to the school board, represented Jacobus on JLS and served as JLS Chairman. He stated the Board's Policy Committee can make recommendations but nothing will happen without the support or votes of the nine (9) School Board members. CM Donald Wright stated he will try to reach out and make contact with School Board Member, Steve Bentzel, to get additional or updated information on the matter.

Action to be Taken

- A. York Traditions Resolution – **A motion was made by CM Donald Wright to approve the Resolution with York Traditions Bank. The resolution is to authorize signers on the Borough's financial accounts with the bank. The number issued to this resolution by Jacobus Borough is 2018-2. CM Sandy Sheffer seconded the motion. Motion carried unanimously.**
- B. Tennis for Kids – **CVP Lance Beard made a motion to approve use of the Borough's tennis courts by "Tennis for Kids" for its 2018 season. The program will run from June 18 through July 20 from 9 a.m. to 11 a.m. every Monday, Wednesday and Friday. The motion was seconded by CM Donald Wright. Motion carried unanimously.** OM Cynthia Ferree will require a Certificate of Liability Insurance with Jacobus Borough added as 'Additional Insured', and a statement from the organization stating they are in compliance with PA Act 153, the Child Protection Law.

Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/December 2017- 73.38 Service Hrs, 21.20 Admin Hrs., -39.20 Running Total/21 response calls as listed on "Activity Report/No Alarm Responses; *District Court report/December Receipts: \$698.50 for Vehicle Code Violations/\$39.17 for Local Ordinance Violations; *Fire Police (FP) Requests- **A motion was made by CM Brian Dell to approve the assistance of Jacobus Fire Police for the following requests: Red Lion Borough's Non-Emergency Events List as presented and Dallastown Borough's Non-Emergency Events List as presented. CM Donald Wright seconded the motion. Motion carried unanimously;** *Mtgs./Training- No report; *Police Service- Mayor Gruendler and

Council Members discussed several items related to YARPD services as follows: 1. The police dept.'s excessive service hours in November 2017 were due to investigations beyond the response calls listed on the monthly report and, 2. How can the matter of County control dispatching YARP to calls outside of the Borough's boundaries be corrected? Does the call get charged against the Borough's hours? If responding the officers should at least patrol through town while they are in the area.

- B. **Office Manager** – Cynthia Ferree presented: *Audit of Year 2017- Auditors from Hamilton & Musser were on-site January 22 & 23 to perform work related to the Borough and Sewer Authority's audit. Cynthia felt they were more thorough than the prior year's auditors and very efficient. They also worked closely with both herself and Gene Snyder- taking time to sit down with each and ask questions, and also provided valuable information related to Quickbooks. A draft of the audit will be available for review and approval at the March 7 Council meeting; *Workers Comp Audit- The audit took place on January 31. As presented in prior years to Council, the auditor again pointed out the Borough could be responsible to pay Workers Comp (WC) insurance for contractors, in particular the property maintenance contract. The contract will be reviewed by the State Audit Board and a decision made; *State & County Reports- All reports, including the Liquid Fuels report have been filed as required-to-date; *Newsletter- Council volunteers are needed to acquire business sponsor ads for the Spring-Summer newsletter; *Statements of Financial Interests- Forms f/Year 2017 are distributed in Council member's folders and are due back to the Municipal Office by May 1; *W-4's- 2018 forms are still not available. Unless the Municipal Office is notified otherwise, in time to prepare payroll for the March meeting, Cynthia will use the 2017 W-4's for determining payroll deductions.
- C. **BCO/Zoning Officer** – Mike Hammers absent: *No report
- D. **JBSA** – Roger Coleman stated he has no new report. Upon inquiry, he stated the system appraisal is still not completed.
- E. **Solicitor** – Sarah Doyle, Esq.: *Columbia Gas (CG) Agreement- Nothing new to report.
- F. **Finance & Budget** – 2017 4th Quarter Statements- Mayor Greg Gruendler will review the 4th quarter bank statements.
- G. **Streets** – *Street Committee Report- CM Brian Dell presented the January 23 Streets Committee meeting minutes as attached; *CM Brian Dell reported he has been in contact with the transportation department at DASD, and informed the department of the Borough's 2018 street project on Franklin St. & United Avenue. Only one (1) bus is scheduled to use Franklin St. & United Ave. as part of its regular route. The streets committee will continue to keep the school's Transportation Dept. informed of the project status; *CM Donald Wright will meet and work with John Hendrix of Easy-Dig Excavating, Inc. to provide a proposal to grade and lay asphalt on Oak Lane; *The committee will plan to meet in March and schedule D. E. Gemmill, Inc. to attend and discuss the status of the Borough's retro-reflectivity contract; *Emergency potholes will be addressed as needed/Two (2) were repaired on Woodland Drive immediately upon receiving a report from a Borough resident; *Stormwater Inlets- Committee recommends performing inspections, cleaning and repairing as needed. ***A motion was made by CVP Lance Beard to approve performing inspections, cleaning and repair of the Borough's stormwater inlets as needed. Easy-Dig Excavating, Inc. will be contacted to schedule the work. CM Donald Wright seconded the motion. Motion carried unanimously;*** *Valley Road/Nixon Drive Inlet- CM Brian Dell spoke with Tom Metz of Representative Kristin Phillips-Hill's office regarding this inlet. PennDOT has agreed to install markers (delineators) leading up to the inlet initially and a meeting will be attempted to be scheduled for the week of February 18 to review the situation. Installing guardrails may be one option to correct the situation; *Miscellaneous- Reflective Stop marks and curbs need painted. D.E. Gemmill, Inc. performs this type of work and could be contacted for a proposal when the Borough is ready to proceed.
- H. **Refuse and Recycling** – *No report presented.
- I. **Buildings and Grounds** – *DCNR Grants- OM Cynthia Ferree presented information received from the DCNR on its grant program that can be used toward park improvements. CM Donald Wright volunteered to work with CM Lance Beard to pursue applying for a grant if the deadlines can be met. Information on file from 2016, which was received from the Borough's contract with a landscape architect, will be forwarded to Donald for use with a new application. The absolute deadline to submit an application for the 2018 grant program is April 11; *Walking Path- CM Lance Beard reported the walking path at the community park needs restored. He will contact John Hendrix of Easy-Dig Excavating, Inc. for a cost estimate; *Park Sign- Has been repaired; *Batting Cage- CM Lance Beard stated he has spoken with John Hendrix and the batting cage is planned to be installed this Spring; *Vegetation Management Contract/Property Maintenance Contract- OM Cynthia Ferree stated copies of the specs and contracts for both items have been placed in the Buildings and Grounds Committee member's folders for review. Cynthia requested the committee let her know of any revisions the committee would like to make and how many years each of the contracts should be written for. The Property Committee will meet on Tuesday, February 13; *Park DVR System- OM Cynthia Ferree reported the system went down twice since the January meeting. CIA immediately notified the Borough the system was down and sent a technician out. During the 1st service call it was determined the hard drive was bad and was replaced

by CIA. The problem initiating the 2nd service call was due to a loose 'pigtail' connection. The connections were all tightened and the system was tested to confirm this corrected the problem. The service call and repairs are covered by the Borough's service contract, so no additional costs were incurred; *CM Brian Dell inquired of the status of the door replacements and handicap ramp repairs needed at the Municipal Office. There was nothing to report, but the Committee will work to move these items forward; *CP Roger Coleman stated he will take care of getting the Borough's tractor serviced.

- J. **Community Events** - *No report; *Upon inquiry CM Sandy Sheffer stated she plans on contacting the Secretaries of the Borough's local churches regarding the Christmas Tree Lighting Ceremony within the next month.
- K. **JLS Recreation Association** – *No report. Discussed under "Persons on Agenda/Public Participation", Letter F.
- L. **Other Reports** – *Adult Sunday Baseball League- **CM Brian Dell made a motion to approve use of Jacobus Borough's baseball field by the Adult Sunday Baseball League for its 2018 season. The approval is contingent on the League's execution of the Borough's License Agreement and related fee payment of \$100.00. The League must assist the Jacobus Men's Baseball Team in preparing and maintaining the ball field, and may not be on the field any Sunday before 12:00 p.m. The motion was seconded by CM Donald Wright. Motion carried unanimously;** *SEO Services- **A motion was made by CM Donald Wright to approve execution of a Sewage Enforcement Services contract with Southern Penn Code Consultants for on-lot septic properties in Jacobus Borough. CM Sandy Sheffer seconded the motion. Motion carried unanimously;** *CM Donald Wright- 1. Inquired of the status of enforcing the Borough's ordinance requiring street numbers be installed and visible on all properties in Jacobus Borough and, 2. Reported the inlet on Circle Drive is completely clogged. It needs and should be cleaned regularly every 3 to 4 months; *CM Brian Dell reported there is still an issue with stormwater runoff from W. Meadow St. eroding the cemetery property. The Borough should review this matter and determine a solution to correct the situation.

Unfinished Business

- A. No 'Unfinished Business' to discuss

New Business

- A. No 'New Business' to discuss.

Correspondence

- A. Mayor Gruendler expressed a "thank you" from the Jacobus Lions Ambulance Club for the 2018 Contribution
- B. Municipal 101 @ Stock and Leader- Feb. 27 @ 5:30 p.m.
- C. Thank you letter from The Village Library for the 2018 Contribution
- D. Thank you letter from the PSAB/New Clock
- E. YC Comprehensive Plan
- F. YCCD 2018 Seedling Sale
- G. Central Penn Business Journals
- H. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CVP Lance Beard made a motion to approve January 2018 General Fund expenses of \$60,789.48 and Liquid Fuels expenses of \$3,727.50; and disbursement of January 2018 General Fund expenses-to-date of \$4,826.14 and Liquid Fuels expenses-to-date of \$38,668.75 as presented in the Treasurer's report. The motion was seconded by CM Donald Wright. Motion carried unanimously.

Other Business

- A. No 'Other Business' to discuss.

Adjournment

CM Brian Dell made a motion to adjourn the meeting at 9:53 p.m. The motion was seconded by CM Donald Wright. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, March 7, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject