

Jacobus Borough Council Meeting
Meeting Date: January 6th, 2021
(via Teleconference)

Call to Order

Council Vice-President Lance Beard called the meeting to order at 7:00 p.m.

Roll Call

Participating in the call were Lance Beard, Donald Wright, Jill Conner, Sandy Sheffer, Jeff Hammers, Sarah Doyle, Esquire and Sue Cheah.

Ratify Motions of December 2nd 2020 Council Meeting

Lance Beard read the list of motions to be ratified as follows –

- To accept the November 4th, 2020 Council Meeting minutes as presented
- To accept the November 2020 Profit & Loss Statement as presented
- To approve the amount of \$407,404.80 for bond on the site development for this project (17 S Main Street) as recommended by the Borough engineer
- To authorize Mr. Anderson (SDC) to draft and send a letter to Inch & Co. stating that the construction shall be made in two phases according to the original approved plan. To do construction in one phase will require the submission of a new Land Development plan. The draft is to be submitted to Attorney Herrold for review
- To authorize Mr. Anderson (SDC) to advertise for bidding the following projects as one bid package: to pave Geiselman and complete drainage at Hillside as presented
- To select Phyllis Bowers as Council Member to replace Roger Coleman
- To have Sue Cheah be the Right-To-Know Officer
- To accept the 2021 Meeting and Office Closing schedule as presented
- To approve the 2021 General Fund Budget as proposed
- To approve the 2021 Liquid Fuels Budget as proposed
- To approve the tax levy rate resolution
- To accept the contract with YARPD for a three year term at a rate not increasing by more than 3% per year, with the same terms as in the previous years
- To adopt Ordinance Number 2020-1 amending the Zoning Ordinance
- To adjourn the meeting at 9:00 pm

Attorney Andy Herrold (Griest, Himes, Herrold, and Reynosa) representing Jacobus Borough, invited Attorney Christian Miller (MPL Law Firm) representing Inch & Co., to comment at this point. Attorney Miller stated he did not have any comments. Donald Wright made a motion to ratify the items as presented by Lance Beard. Motion was seconded by Jeff Hammers. Motion carried unanimously.

Resignation of Roger Coleman

Lance Beard read the letter of resignation submitted by Roger Coleman, to be effective December 31st 2020. Jeff Hammers made a motion to reluctantly accept Roger Coleman's resignation from Borough Council. The motion was seconded by Donald Wright. Motion carried unanimously.

New Council Member

Donald Wright made a motion to appoint Phyllis Bowers to fill the vacant council seat. Motion was seconded by Jeff Hammers. Motion carried unanimously.

The swearing-in of Phyllis Bowers was performed by Notary Public Mr. Robert Johnson. Witnesses present were Jill Conner, Sandy Sheffer, Lance Beard and Sue Cheah.

Nomination for Council President

Jeff Hammers nominates Sandy Sheffer for Council President. Nomination was seconded by Lance Beard. Sandy Sheffer won the Council President seat by unanimous vote. Ms. Sheffer thanks all for their support and states that she will serve to the best of her ability. Council meeting turned over to Sandy Sheffer.

Minutes and Treasurer's Report

- Minutes of December Council Meeting – Donald Wright made a motion to accept the December 2nd, 2020 Council Meeting minutes as presented. The motion was seconded by Lance Beard. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for December was reviewed by all participating. Included in the report was a statement of current

balance in all bank accounts. A motion was made by Donald Wright to accept the December 2020 Profit & Loss Statement as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

Persons on the Agenda/Public Participation

Participating members of the public were:

John Inch Jr. – Inch & Co.

Attorney Christian Miller – MPL Law Firm

Attorney Andrew Herrold - Griest, Himes, Herrold, and Reynosa

Grant Anderson – Site Design Concepts

Jeremy Kerstetter – South Penn Code Consultants

Keith Hunnings – South Penn Code Consultants

Irene Bentzel – citizen

Doug Jackson – citizen

- **John Inch Jr. – Inch & Co.**

Mr. Inch introduced his company as the developer for the 17 S Main Street development project. He also apologized for starting off “on the wrong foot” with the burning of brush and tracking of mud through the streets. He would like to work with Council and the Borough moving forward, “doing it right”, as a partnership with the community. His company was started as a landscaping company by his father and has grown to be a developer with more than 140 employees. With the delay in his project due to permitting issues, he has had push-back from the bank funding the project. He states that there is now an official NPDES permit in place and would like to know when the building permit would be approved. Jeff Hammers questioned if the company had submitted their application with PennDOT for a HOP. Grant Anderson reiterated that per Borough Council, as discussed at the last Council meeting, the building permit will be conditional on a current HOP from PennDOT. Donald Wright pointed out that the developer should understand that a considerable amount of time and effort was spent on achieving the official submitted development plan, and that any change to the plan as Inch & Co. had proposed, needs to start with a new Land Development process. Of particular consideration was the two streams adjacent to the property which flows directly to Lake Redman. Any disturbance to the soil during site development will affect adjacent properties in terms of stormwater management. Attorney Herrold summarized that the agreement from Council when the approved plan was recorded, the

original conditions have to be met by the new owner/developer. Mr. Inch agreed that they will wait for the HOP before building the structures. They will start working on seepage pits. Mr. Wright questioned if permease concrete will be used. Mr. Inch confirmed that the driveway/parking spaces will be constructed with permease surface and maintained accordingly. Mr. Inch reassured that this will be “legacy construction” where there will be a maintenance crew that will maintain the landscape and ensure that the pores of the road surfaces remain open. Mr. Beard questioned if the build will still be in two phases. Mr. Inch confirmed that the buildings will be erected in two phases. Mr. Wright also suggested for Inch & Co. to send a letter to Dallastown Area School District to inform them of the construction due to the proximity of the project to the Intermediate School. Phyllis Bowers asked for a target completion date and Mr. Inch responded that the projection is for completion by the end of October 2021. Ms. Rentzel and Mr. Jackson had no comments at this time.

- **Grant Anderson - Site Design Concepts**

Mr. Anderson presented an update for 2021 road project on Hillside and Geiselman – a bid packet will be put together for end of January or early February to have a pre-bid review February’s council meeting.

Action to be Taken

- **Approve Resolution 2021-1 (Fee Schedule)**

Donald Wright motioned to approve the resolution for fee schedule. Lance Beard seconded the motion. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler was absent. However, the November police report was sent to each Council member.

- **Office Manager**

- Jacobus Borough Sewer Authority has been officially terminated by the State and a final check for the transfer has been received. The check deposited into the Borough’s highest interest bearing account at PLGIT. Treasurer from the Sewer Authority has transferred over all records and also a list of outstanding accounts. Lien letters were sent to these account holders by Stock and Leader at the beginning of December. Payments toward some of these liens have been coming in and are being communicated to Attorney Dave Jones.

- Annual 2020 audit of Borough finances as performed by accounting firm Hamilton & Musser has been scheduled for a second visit in January.
- Annual audit for Borough's Worker's Comp insurance by Wesco Insurance Company has also been scheduled for January.
- In preparation to be completed in the upcoming month will be data collection from Borough businesses on their recycling practices to complete the Municipal Recycling Report.
- Borough Tax Collector requested sitting hours at the Municipal Building on April 14th and 15th from 5:30 – 7:30 pm and June 15th from 5:30 – 7:30 pm. Jeff Hammers motioned to approve the tax collector's sitting hours. Motion was seconded by Donald Wright. Motion carried unanimously.

- **Solicitor**

Attorney Doyle had no report for the month.

- **Streets**

Donald Wright gave an update that Easy-Dig will be fixing potholes and overlay on Cherry Lane within the next few weeks, weather permitting. Inlet on Woodland Drive was also cleaned out.

- **Buildings and Grounds**

Jeff Hammers reported that an individual was playing basketball at the court in the park one morning between 6:30 and 7:00 a.m.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 8:14p.m. Jill Conner seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Sue Cheah
Office Manager/Treasurer