

**Jacobus Borough Council Meeting**  
**January 8<sup>th</sup> 2025**

**Call to Order**

Council President Sandy Sheffer called the meeting to order at 7:00 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, Mayor Lance Beard, Jill Conner, Jeff Hammers, Phyllis Bowers, William Rodgers, Dawn McElhiney, Donald Wright, and Solicitor Sarah Doyle.

**Minutes and Treasurer's Report**

- Minutes of December Council Meeting – Donald Wright made a motion to approve the December 2024 Council Meeting Minutes as presented. Motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for December 2024 reviewed by all present. Donald Wright made a motion to approve the Treasurer's Report as submitted. Motion was seconded by Jeff Hammers. Motion carried unanimously.

**Action to be Taken**

- Resolution 2025-1, Fee Schedule for 2025.

The 2025 Fee Schedule was approved at the last council meeting. A motion was made by Donald Wright to pass the 2025 Fee Schedule through Resolution 2025-1. The motion was seconded by Jill Conner. Motion carried unanimously.

- Appoint York County Treasurer's Office as the Borough's Tax Collector.

A motion was made by Donald Wright to appoint York County Treasurer's

Office as the Borough's Tax Collector. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Appoint Stock and Leader as the Borough's solicitor.

A motion was made by Donald Wright to appoint Stock and Leader as the Borough's solicitor. The motion was seconded by Jill Conner. Motion carried unanimously.

- Appoint Site Design Concept as the Borough's engineer.

A motion was made by Donald Wright to appoint Site Design Concept as the Borough's engineer. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

- Appoint Simon Schilling and Peter Schilling of Commonwealth Code

Inspections as the Borough's Code and Zoning Officers.

A motion was made by Donald Wright to appoint Simon Schilling and Peter Schilling of Commonwealth Code Inspections as the Borough's Code and Zoning Officers. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Appoint Keith Hunnings of South Penn Code Consultants as the Borough's Sewer Enforcement Officer.

A motion was made by Donald Wright to appoint Keith Hunnings of South Penn Code Consultants as the Borough's Sewer Enforcement Officer. The motion was seconded by Jeff Hammers. Motion carried unanimously.

### **Persons on the Agenda/Public Participation**

- Brad Peters – Site Design Concepts (SDC)

Mr. Peters presented that Grant Anderson had left Site Design and moving forward, Jordan Shenk will be the Borough's primary engineer to contact. Mr. Shenk has been with Site Design for five years and is an Engineer in Training. Mr. Peters also presented the following:

- John's RV – Mayor Beard mentioned that he was informed by the business owner that Stewart & Tate will be starting the stormwater management project at the RV Center in a few days. Mr. Peters stated that work cannot

commence until their outstanding requirements are met, such as posting of a bond, recording of the project plan and an executed Operation and Maintenance Agreement. Mayor Beard requested for Mr. Peters to contact the business owner directly to discuss the proper procedures before moving forward with the project.

- Circle Drive – the next cleaning for the new inlet on Circle Drive will be in the Spring, in April.
- Meadow Street – Mr. Peters reported that Mr. Shenk had reached out to Columbia Gas via e-mail and phone regarding relocation of the gas main on Meadow Street but have not gotten a response to date. An appropriate Street Opening Permit application has been received, showing the depth of the main to be increased from 8-feet to 9-feet. However, coordination for the work is still ongoing. At this point Donald Wright is proposing a retention area at this site of Meadow Street and closing off Meadow Street as a throughway. He would like to have a walk and talk with representatives from York County Conservation District with regards to feasibility for such a proposal. Mr. Wright stated that all water from a wide area flows to that point of Meadow Street. Mayor Beard stated that the road cannot be shut down and Jeff Hammers stated the same. Mr. Hammers says he has never seen the amount of water of which Mr. Wright speaks of.
- Water Street – Mr. Peters stated that Mr. Anderson was on-site for the proof roll when Kinsley started construction of the turn around. A video was taken and Mr. Anderson indicated that there were no signs of deflection on the roadway from heavy construction vehicles. He therefore felt that the base of the road is sound. To support that conclusion, Mr. Peters will examine the trench when Columbia Gas proceeds with their gas line replacement on Water Street in the Spring. Meanwhile, the decision to either perform a full-depth reclamation or mill and overlay on Water Street is on hold.
- Church Street – Council President suggested to hold off on repaving Church Street till the Meadow Street project has been completed. A walk-through with Mr. Peters in April will be arranged to evaluate the condition of Church Street.

Mr. Peters asked for a process by which SDC is provided direction or approval of work to be completed. Attorney Doyle stated that one council person cannot act on behalf of the entire council in giving directions or approval for any work. She recommended that any work orders pertaining to engineering for SDC should come from only the council president or office manager.

- Steve Overmiller – Goodwill Fire Company #1

Mr. Overmiller reported that the Breakfast Buffet and Bingo fundraisers are slower for the winter, but still profitable. Permission was requested to hold the Fire Company's Sportsman Bingo on March 29<sup>th</sup> 2025. A motion was made by Donald Wright to allow the Fire Company to hold their Sportsman Bingo on March 29<sup>th</sup>. The motion was seconded by Jeff Hammers. Motion carried unanimously. Mr. Overmiller reported that in December, the Fire Company responded to 31 calls, of which 12 were within the Borough. Year-to-date, they responded to 332 calls, which was more than the previous year and they expect more for 2025 due to increased territory. For the year, the Fire Company had 27 fundraisers with 38 people helping with the events.

## **Borough Reports**

- Mayor & Emerg. Mgmt. – Mayor Lance Beard presented the YCRPD's activity report and commissioner's report was shared: \*YCRPD report for November 2024 – there were 47.38 police service hours, 29.39 administrative hours, and 25.38 hours running total. There were 21 response calls, five of which were false alarms to the same address. Mayor Beard stated that Borough ordinance only allows for three false alarm responses by the police, then subsequent responses will be billed to the property owner. Sue will follow-up. Jeff Hammers stated that State Police had issued a notice of porch pirate activities in Jacobus, Loganville and Springfield Township over the holidays; \*There were no fire police requests.
- Office/Manager - \*The final annual municipal audit by Hamilton & Musser has been scheduled for January 15th; \*Audit for Worker's Comp insurance with AmTrust will be held virtually; \*Annual Municipal Recycling Report's data collection process has been initiated; \*MS965 Liquid Fuels Report has also been initiated; \*A reminder to all to submit the annual Statement of

Financial Interest from the State Ethics Commission to the office. Attorney Doyle reiterated the importance of the form as well; \*Holiday gifts were received from Site Design Concepts and Salem Lutheran Church. Stock and Leader made holiday donations to the Goodwill Fire Company and the Ambulance Club.

- Solicitor – Attorney Doyle had no additional comments.
- Streets – William Rodgers presented a report on street signs, stating the following:
  - Leaning signs at the following locations – street sign at Geiselman/Main Street, “No-Outlet” sign at Geiselman/Main Street, “Stop” sign at East Water Street/Main Street, “Stop” sign at West Water Street/Main Street, street sign at Smith/Main Street, street sign at Pine/Valley Road, street sign at Hillside/Woodland Drive, street sign and “Stop” sign at Franklin/Valley Road, street sign at Church/York Road, “Stop Ahead” sign at Lutheran Church on York Road is leaning and has graffiti.
  - Stake for snow is missing at stormwater outlet on Farmington Drive.
  - Missing “Stop” sign at Circle Drive/Smith Street.
- Buildings and Grounds – Mayor Beard reported that he was not able to fix the flag pole at the park due to windy conditions on the day he was there. He did check all the fire hydrants in the Borough together with Mr. Rodgers and cleared them of snow. And reported that two lights at the tennis courts are not lit.

### **Adjournment**

A motion was made by Donald Wright to adjourn the meeting at 8:02 p.m. The motion was seconded by Jeff Hammers. Motion carried unanimously.

Respectfully Submitted,  
Sue Cheah