

Jacobus Borough Council Meeting
Meeting Date: January 3, 2018

Call to Order

Council President Roger Coleman called the meeting to order at 8:22 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 Councilman Donald Wright.

Roll Call

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

Minutes and Treasurer's Report

1. Minutes of December Council meeting – **CM Kathie Cavanagh made a motion to approve the December 6, 2017 Council meeting minutes as presented. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.**
2. Treasurer's Report – Treasurer Cynthia Ferree presented the Treasurer's report for December 2017. **A motion was made by CM Donald Wright to approve the December 2017 Treasurer's report for audit as presented. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.**

Persons on the Agenda/Public Participation

- A. James Rayburn, York County Road Runners – Mr. Rayburn was present to request permission to use Borough property for the Road Runners January 27 event. **CM Brian Dell made a motion to approve the use of Borough property on January 27, 2018 by the York County Road Runners. The race event will begin with a 1 mile race at 8:35 a.m. with the main race beginning at 9:00 a.m. The "Road Runners" will use the Borough's property to stage and end the race, and for placement of two (2) portable toilet units. The motion was seconded by CM Donald Wright. Motion carried unanimously.** Upon inquiry by Mayor Gruendler, Mr. Rayburn stated fire police would not be needed.
- B. Grant Anderson, Site Design Concepts – *Mr. Anderson stated he spoke to Kinsley Construction, Inc. regarding the right-of-way issue on the east side of Park St at 28 and it was not well received. CM Brian Dell stated he feels the stones are a satisfactory finish, but would suggest removing the stones and installing top soil & seed. Discussion included, but was not limited to, the cost to remove the stones, saw cutting out the overextended base course and place top soil & seed, or covering the overextended base course with topsoil & seed. **CM Jeff Hammers made a motion to sawcut, remove the base course and install top soil and seed. The motion was seconded by Council Vice President Lance Beard.** More discussion followed. CM Brian Dell stated his recommendation would be to immediately release the \$7,500.00 balance owed to Kinsley Construction, Inc. and require them, in good faith, to remove the stone, and install top soil and seed with a completion deadline of April 15. Continued discussion included, but was not limited to, damaging the Portland cement layer below the overextended base course and compromising the integrity of the road, releasing some of the funds and still keeping a retainer, etc. Brian stated the Borough spent a lot of money on this project and he doesn't think it's in the best interest of the Borough, or worth the risk, to disturb the lateral support material and chance damaging it or compromising the integrity of the street. Upon inquiry by Council, Grant stated Kinsley met the specs of the project and actually exceeded the specs by placing more asphalt in some areas than required. Kinsley also graded and paved W. Meadow Street, which was not part of the Park St. project, at no extra cost to the Borough. **A motion was made by CM Donald Wright to release \$5,000.00 and hold a retainer of \$2,500.00. CM Jeff Hammers seconded the motion.** Following further discussion, Solicitor Dave Jones inquired of Grant if sawcutting would affect the warranty of the work performed under the contract. Grant stated that he would need to review the contract but there is a good chance it would. **CM Jeff Hammers made a motion to require Kinsley Construction, Inc. to remove the stone placed in the right-of-way on the east side of the road at 28 Park St., saw cut out the over-extended base course, and install top soil and seed. A retainer of \$2,500.00 will continue to be held by the Borough and \$5,000.00 will be released immediately to Kinsley Construction, Inc. The work is to be completed by April 15 or the Borough will use the retainer to have the work performed by another contractor. The motion was seconded by CM Donald Wright. Motion carried by majority vote.** Guest Debbie Loucks stated she would like to say as part of the public record that she is concerned and disappointed with the decision made by Borough Council. Debbie feels the Borough should have continued to hold \$7,500.00 and does not believe Kinsley will return with only \$2,500.00 being held as a retainer; *Streets Committee- CM Donald Wright reported the committee is recommending to Borough Council that Franklin Street and United Avenue be reclaimed in 2018, with

additional options of completing the unfinished portions of S. Pleasant Ave. and N. Pleasant Ave. Discussion included, but was not limited to, the timeline of the project, clarification of the areas to be bid, the need for test pits & soil testing, and scheduling the contractor to perform the test pits & street restoration, etc. The following action was taken: 1. **A motion was made by CM Donald Wright to authorize Site Design Concepts (SDC) to call for test pits for soil testing by GTA as necessary, based on the result of SDC's review of the current base courses on the streets related to the 2018 reclamation project. Grant Anderson is authorized to schedule the test pits & street restorations with Easy-Dig Excavating, Inc. for soil testing by Geo-Technology Associates. CM Brian Dell seconded the motion. Motion carried unanimously,** and 2. **CM Donald Wright made a motion to authorize Site Design Concepts to prepare bid specs for presentation to Borough Council at the February Council meeting. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.** The Streets Committee's goal is to have the project ready to advertise for sealed bids in February so that the bids could be opened and reviewed for a decision at the March Council meeting. Upon inquiry by Mike Hammers, Councilmen Brian Dell and Donald Wright stated the Streets Committee will likely be reviewing options for completing N. Pleasant Avenue and Smith Street in 2019. Also upon inquiry, Mayor Greg Gruendler stated he spoke with Springfield Township in regard to microsurfacing roads as regularly done in the township. According to the township, the cost is just milliliters p/layer. Microsurfacing is not a new technique; *Meadow St. DGLVR Grant- CM Donald Wright presented a letter and check, in the amount of \$73,727.23, that he received from the York County Conservation District (YCCD) for payment of the DGLVR grant awarded to the Borough for its Meadow St. Stormwater Remediation & Reclamation project completed in 2017.

Action to be Taken

- A. Resolution 2018-1 – **A motion was made by CM Jeff Hammers to approve Resolution 2018-1, "...appointing and accepting as police of the Borough of Jacobus such officers of the York Area Regional Police Department." CVP Lance Beard seconded the motion. Motion carried unanimously.**
- B. GWF Co. Fire Police – **CM Jeff Hammers made a motion to approve the Roster and Non-emergency Event List for Goodwill Fire Co. Fire Police as presented. The motion was seconded by CM Donald Wright. Motion carried unanimously.**
- C. JLC Fire Police Request – **A motion was made by CM Jeff Hammers to approve a fire police request from Jacobus Lions Club, Inc. for Jacobus Fire Police assistance during its Cancer Crushin' 5k event scheduled for April 8, 2018. CM Donald Wright seconded the motion. Motion carried unanimously.**
- D. Emergency Call Lists – The Emergency Call Lists for the Municipal Building and "Road Crew" were reviewed and updated. Off. Mgr. Cynthia Ferree will submit the revised lists to the York County Dept. of Emergency Services for their records. CP Roger Coleman will check the call list for the Sewer Authority for accuracy.

Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/November 2017- 108.58 Service Hrs, 25.76 Admin Hrs., -53.72 Running Total/15 response calls as listed on "Activity Report/No Alarm Responses; *District Court report/November Receipts: \$437.95 for Vehicle Code Violations/\$0.00 for Local Ordinance Violations; *Fire Police (FP) Requests- Two (2) requests were presented as follows: The YCRR event in January and the York College Sparton ½ Marathon on April 28. The events are listed on the Fire Police's Non-emergency event list approved under "Action to be Taken", Ltr. B, so no additional approvals were made; *Mtgs./Training- No report.
- B. **Office Manager** – Cynthia Ferree presented: *YCCD DGLVR Program Schedule and Quick Guide; *YC Consortium Invoice- OM Ferree inquired if Council wished to pay the Borough's share in full or in increments. **A motion was made by CM Donald Wright to approve payment in full to the York County Consortium, for the invoice in the amount of \$1,591.00. CM Kathie Cavanagh seconded the motion. Motion carried unanimously;** *Borough News Subscriptions and JCC Tour- OM Ferree passed a sign-up sheet around for both of these items; *Adopted Budgets- A copy of the 2018 Adopted Budgets have been placed in everyone's folders and also on the meeting room bulletin board; *W-4's- 2018 forms not yet available on the IRS website. Cynthia will send them digitally or provide hard copies as needed when available. They must be returned to the Municipal Office before the March Council meeting; *JLS Appointment- A letter was sent to the JLS Recreation Association notifying the Board of Jacobus' new representative, Bill Eshenour. Email correspondence is prepared to send to Mr. Eshenour to which the JLS Inter-Municipal Agreement and By-Laws will be attached.
- C. **BCO/Zoning Officer** – Mike Hammers reported: *Seven (7) permits issued in the past month; *Rental Properties- Compiled a list of 63 rental properties in the Borough from the Sewer Authority list.
- D. **JBSA** – Roger Coleman presented: *Provided an update on the possible sale of the JBSA sewer system. An appraisal company continues to prepare documents on the value of the system.

- E. **Solicitor** – David Jones, Esq.: * Columbia Gas (CG) Agreements- The CG rep Dave spoke with seems to think the Geiselman Drive project is tied to the ‘compromise & settlement agreement’ and payment of reimbursable engineering fees, and that there was discussion of a monetary contribution in lieu of restoration work on Geiselman Dr. by CG. Grant of Site Design Concepts and Off. Mgr. Ferree both confirmed there has been no such discussion and that CG’s Geiselman Dr. project has nothing whatsoever to do with the above-stated agreement and payment. Council also confirmed Geiselman Drive had nothing to do with CG’s Valley Road project of which the above-stated agreement and payment are outstanding from; *Police Contract- At Off. Mgr. Ferree’s suggestion, Dave reported that Stock and Leader is working on wording to include the enforcement of local ordinances by YARPD under the “Basic Service” section; *Municipal 101 will be held at Stock and Leader on February 27. Dave would encourage all to attend; *Statements of Financial Interest are late coming out but will be due to the Municipal Office by May 1, 2018.
- F. **Finance & Budget** – 2018 Budgeted Contributions: ***CM Brian Dell made a motion to approve disbursement of the Borough’s 2018 budgeted contributions as follows: Goodwill Fire Company #1, Inc./50% or \$6,000.00, Jacobus Lions Ambulance Club/100% or \$6,000.00, and The Village Library/100% or \$3,500.00, and JLS Recreation Association/50% or \$2179.97. The motion was seconded by CM Donald Wright. Motion carried unanimously.***
- G. **Streets** – *Upon inquiry by CP Roger Coleman, the matter of clarifying and offering direction on street inspections is no longer relevant since James R. Holley & Associates, Inc. is no longer the Borough’s Engineering Firm of Record; *CM Donald Wright stated John Hendrix of Easy-Dig Excavating, Inc. would like to take the members of the streets committee to Windsor Borough to view work his firm has performed on some of the Borough’s streets. The procedure used to repair the roads could be a possibility for the Borough to improve Woodland Dr., N. Cherry Lane, Oak Lane, etc.; *Mayor Greg Gruendler reported he purchased a large street map from the County’s Mapping Dept. to mount and hang in the meeting room for easy reference.
- H. **Refuse and Recycling** – *No report presented.
- I. **Buildings and Grounds** – *Community Park- CVP Lance Beard reported he had the receptacle on the small pavilion replaced by Randy Miller. He also reported there is a squirrel’s nest in the shed.
- J. **Community Events** - *Christmas Tree Lighting Ceremony- CM Sandy Sheffer stated it was a very small crowd, possibly due to the weather conditions, but everyone seemed happy.
- K. **JLS Recreation Association** - CM Sandy Sheffer reported:* The JLS Board was happy to receive notice the Borough filled its vacant seat on the Board; *The board is working to get baseball back up and running in 2018; *CM Brian Dell presented a letter he received from a resident stating concerns with the JLS Recreation Association. Brian stated he will pass the letter on to Jacobus rep Bill Eshenour. CM Sandy Sheffer stated she will give it to Bill since she will see him at the Jan. JLS meeting.
- L. **Other Reports** – *CM Kathie Cavanagh inquired about a Jr. Council member; *CMs Jeff Hammers and Donald Wright discussed using social media to inform citizens.

Unfinished Business

- A. No ‘Unfinished Business’ to discuss

New Business

- A. No ‘New Business’ to discuss.

Correspondence

- A. Stock and Leader Community Donation Letter
- B. The Village Library Thank you Letter
- C. SWIF Thank You/Safety Committee f/5% Premium Reduction
- D. PSAB 2018 Boot Camp f/Elected Officials; Feb. 9 & 10 @ Four Points Sheraton
- E. PSAB- Advancing our Legislative Priorities and Resolution Process
- F. Rabbittransit 2017 Annual Report
- G. Leadership York Executive Connections 2018 Program Series
- H. Central Penn Business Journals
- I. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Donald Wright made a motion to approve December 2017 General Fund expenses of \$229,943.93 and Liquid Fuels expenses of \$4,252.50; and disbursement of January 2018 General Fund expenses-to-date of \$24,289.44 and Liquid Fuels expenses-to-date of \$3,727.50 as presented in the Treasurer’s report. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.

Other Business

- A. Committee Meetings- Council scheduled committee meetings for the 2nd & 4th Tuesday of each month. ***A motion was made by CM Donald Wright to approve the 2018 Meeting Calendar and the 2018 Committee Meeting schedule for advertising, as legally required. CM Brian Dell seconded the motion. Motion carried unanimously.***

Adjournment

CM Donald Wright made a motion to adjourn the meeting at 9:59 p.m. The motion was seconded by CMn Kathie Cavanagh. Motion carried unanimously.

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

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject