

Jacobus Borough Council Meeting
Meeting Date: January 4, 2016

Call to Order

Council President Roger Coleman called the meeting to order at 6:58 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 Vice President Bill Eshenour.

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 December Council meeting – ***Councilwoman Kathie Cavanagh made a motion to approve the December 7, 2016 Council meeting minutes as presented. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.***
2. Treasurer's Report – Cynthia Ferree presented the Treasurer's report for December 2016. ***A motion was made by Council Vice President Bill Eshenour to approve the December 2016 Treasurer's report for audit as presented. Councilman Lance Beard seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Brent Iovene, Resident – Was not present
- B. Stephen Turner, Jacobus JLS Rep – Mr. Turner introduced himself and thanked Borough Council for considering and appointing him to the JLS Recreation Association as a representative for Jacobus Borough. Council members welcomed Stephen and thanked him for his willingness to serve the community of Jacobus Borough by volunteering for an appointment to the JLS Recreation Board.
- C. Grant Anderson, Site Design Concepts – *Meadow Street Project- Mr. Anderson presented Site Plan drawings for the Meadow St. reclamation & stormwater remediation project. Discussion and review of the draft plans included, but were not limited to the following: Swales, containment of stormwater and stormwater flow, effect on adjoining properties, Borough's street right-of-way, etc. Per inquiry by Mayor Gruendler, Mr. Anderson stated Site Design Concepts would be able to help the Borough determine the TMDL (Total Maximum Daily Load) corrections in order to receive MS4 (Municipal Separate Stormwater Sewer Systems) permit credits (related to correction of erosion issues). Credit would also count toward the YC Stormwater Consortium's CBPRP (Chesapeake Bay Pollution Reduction Plan). Review and discussion of the project resulted in a decision to schedule a special public meeting for the purpose of providing a time for questions, discussion and review of the draft plans by the general public, particularly the landowners affected by the Meadow St. project; *Park Street Project- Mr. Anderson presented and reviewed Site Design Concepts' engineering services proposal for the Borough's Park Street project. Discussion of the proposal and project included but was not limited to: "Not to Exceed" Costs for services included in the proposal, possible additional or reduced expenses, reclamation of the roadway, stormwater remediation, possibility of qualifying for a grant through the DGLVR program. Upon inquiry, Mr. Anderson stated if approved for a grant the Borough would be able to receive the grant monies in 2017 even though they are receiving grant funds in 2017 for the Meadow St. project through the same program; and the Park St. project could be bid and performed in two (2) phases. Following discussion, Council President Roger Coleman stated he is expecting two (2) additional 'engineering services' proposals for the Park Street project and tabled a decision to approve a proposal for the February 1 Council meeting.
- D. Brian Dell, Tax Collector – *Mr. Dell presented five (5) tax exonerations, or refunds, for year 2016 for approval by Borough Council as follows: Two (2) refunds are for Veteran's exemptions, which will result in the reduction in the Borough's Real Estate (RE) Tax Assessment revenue/Two (2) refunds were for properties that were subdivided, where one lot was decreased in assessment value due to the subdivision/ the other was the result of a reduction in assessment value by the County Assessment Appeals Board. The refunds total \$286.66. ***Councilwoman Debbie Loucks made a motion to approve the tax exonerations for year 2016 in the total amount of \$286.66 as presented. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.*** *Mr. Dell reported \$17,217.03 in County/Municipal RE taxes (at face value) remain unpaid for Year 2016 and will be turned over to the York County Tax Claim Bureau at his appointment with the County on Jan. 10. \$4,809.23 of that figure are unpaid Municipal RE taxes; *Mr. Dell presented information related to Act 172 which will allow municipalities the option of providing RE and EIT (Earned Income Tax) relief to volunteer firefighters and EMS volunteers. The purpose of the act is to help with recruitment and retention of volunteers. This would reduce the Borough's

revenue from these two (2) sources. Mr. Dell stated he knows Borough Council is aware of the new law, but he wanted to provide a little information so that when the State has the processes of the new law complete, Borough Council could consider the advantages and disadvantages of the law before making a decision. While it would reduce the Borough's revenue, Mr. Dell personally felt it is a good idea in order to provide an incentive for promoting volunteerism. The law goes into effect on January 20, 2017.

Action to be Taken

- A. Lions Ambulance Club – ***A motion was made by Councilman Lance Beard to approve the 2017 Fire Police Roster and non-emergency events list for Jacobus Lions Ambulance Club. Councilwoman Debbie Loucks seconded the motion. Motion carried unanimously.***
- B. 2017 Mileage Rate – ***Councilwoman Debbie Loucks made a motion to approve the IRS Mileage Rate schedule for Year 2017. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.*** The current rate is set at \$0.53.5 for 2017.

Borough Reports

- A. **Mayor** – Greg Gruendler presented: *YARPD report/November 2016- 52.13 Service Hrs, 20.68 Admin Hrs., -83.97 Running Total/20 response calls as listed on "Activity Report/3 Alarm Responses- Buck/20 Maple St., Rodgers/26 Woodland Dr., and Brown/234 Creekwood Dr.; *District Court report/November Receipts: \$482.79 for Vehicle Code Violations/\$54.72 for Local Ordinance Violations; *Fire Police (FP) Requests- None; *Meetings/Training: Attended York Township (YT) EMA Staff Mtg. on Dec. 15/Discussion included a decision by YT EMA Dept. that it would turn off the 911 system during an emergency and rely on their Ham Radios because the 911 system is too busy making communication very poor and difficult; *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 (WC) Claim- Notice was received from SWIF (State Workers Insurance Fund) that the claim will be covered for medical expenses only. There was no loss of compensation from the firefighter's place of employment/Jacobus Lions Ambulance Club has taken on a part-time volunteer. Volunteers are required to be covered under the Borough's WC Policy. ***A motion was made by Councilwoman Debbie Loucks to approve the addition of the Jacobus Lions Ambulance Club to the Borough's WC Insurance Policy through SWIF. Council Vice President Bill Eshenour seconded the motion. Motion carried unanimously.*** Cynthia will begin the process to add the club to the Borough's WC policy; *Grounds Maintenance Contract- Due to WC Insurance regulations, Cynthia suggested an amendment be done to the Borough's Grounds Maintenance Contract. The amendment should include an "Independent Contractor" clause, and as the Borough always requires, that the contractor will submit proof of liability insurance. Cynthia explained that these contracts are reviewed during the annual WC Audits and in the past year or two, they have begun to question whether or not they consider the contractor an employee of the Borough. If the Audit Review Board would determine the Borough has enough control over such contractors, then the Borough would have to cover the contractors under its WC Insurance policy. ***Councilwoman Kathie Cavanagh made a motion to approve modifying the current Grounds Maintenance contract to include an "Independent Contractor" clause. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously;*** *2017 Bidding Thresholds- Per the PA Dept. of Labor & Industry, the thresholds for 2017 are as follows: Contracts or purchases under \$10,700.00 require no formal bidding or telephone quotes, \$10,700.00 to less than \$19,700 require three (3) telephonic or written/email quotations, and \$19,700.00 or more require the formal bidding process as prescribed in Section 1402 of the Borough Code; *Traffic Studies- Notice has been received from the YCPC (York County Planning Commission) that they will no longer offer Traffic Engineering Services to municipalities; *YATB & TCC Reps- Councilwoman Debbie Loucks agreed to continue as the Borough's representative to the York Adams Tax Bureau (YATB) and Tax Collection Commission (TCC), and Councilwoman Sandy Sheffer agreed to continue as an alternate representative. Cynthia stated that Earl O. Willoughby is willing to continue as the Borough's representative to the Local Government Advisory Committee (LGAC).
- C. **Emergency Mgmt.** – *Mayor Greg Gruendler reported he will be attending the Quarterly EM training at the 911 center this Saturday, Jan. 7.
- D. **BCO/Zoning Officer** – Mike Hammers presented: *Issued two (2) permits in December; *Spoke to resident on York Rd. property- Retail selling on a residential property is in violation of the Borough's Zoning ordinance; *DCED Quarterly report- Turned into Municipal Office tonight before meeting; *Help Wanted signs- Mike had picked them up within the Borough and brought them to the Municipal Office. They are not legally allowed to be placed according to the Borough's Zoning Ordinance
- E. **JBSA** – *No report.

- F. **Solicitor** – Sarah Doyle, Esq.: *Columbia Gas (CG) Update- Checked status of reimbursable engineering fees with Solicitor Hovis. Dave Lipinski of James R. Holley & Associates, Inc. has not yet provided enough information to satisfy Columbia Gas, therefore the matter has not moved forward. Stock and Leader will continue to pursue reimbursement for the Borough/S. Pleasant Avenue- Upon inquiry, Solicitor Doyle stated she will check if Stock and Leader drafted and sent a letter on the Borough's behalf regarding the restoration of S. Pleasant Avenue.
- G. **Finance & Budget** - *No Report
- H. **Streets** – *S. Pleasant Ave.- Discussed under Letter F., Solicitor's Report; *Councilman Lance Beard inquired if United Avenue was on the list for reclamation in the future and when. A brief discussion took place regarding the timeline of United Ave. & a few other streets. The Streets Committee will review its street priority list for the projected timeline.
- I. **Refuse and Recycling** – *Off. Mgr. Ferree reported a half dozen inquiries or so have been received at the Municipal Office regarding the new trash billing. The majority of the inquiries are from people confused about the billing, thinking the cost of trash was included in the Sewer billing. Others were inquiring why the cost for trash services was passed on to them. All have been satisfied with the explanation given and seem to accept the decision of Borough Council.
- J. **Buildings and Grounds** – *The committee will meet on January 10, 2017 @ 7 p.m. to discuss the 2017 maintenance & cleaning of Jacobus Community Park buildings and facilities.
- K. **Community Events** - *Councilwoman Sandy Sheffer stated the 2016 Christmas Tree Lighting Ceremony went well. It was cold but they had a good turnout for the event.
- L. **JLS Recreation Association** - *Councilwoman Sandy Sheffer welcomed Stephen Turner as a Jacobus representative on the JLS Recreation Association and thanked him for stepping up and volunteering for the appointment. Mr. Turner stated he was happy he was able to do this and is hoping he will be able to help the association continue as an organization and assist in its efforts to provide recreational activities to our local communities. His children participate in the association's activities and therefore he has a vested interest in supporting the purpose of the association.
- 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. Christmas Cards
- B. Central Penn Business Journals
- C. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

Councilwoman Debbie Loucks made a motion to approve December 2016 General Fund expenses of \$45,736.42, and disbursement of January 2017 GF expenses-to-date of \$24,830.85 and 2017 LF expenses-to-date of \$5,712.50 as presented in the Treasurer's report. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.

Other Business

- A. Mayor Greg Gruendler reported Lt. Zech of YARPD contacted him to confirm the Borough's Animal Control Officer. YC 911 Center had submitted a name but did not have the last name of Drebushenko correct.

Adjournment

Councilman Lance Beard made a motion to adjourn the meeting at 8:30 p.m. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously.

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

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject