

Jacobus Borough Council Meeting
Meeting Date: July 2, 2018

Call to Order

Council President Roger Coleman called the meeting to order at 7:00 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 Jeff Hammers.

Roll Call

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

Minutes and Treasurer's Report

1. Minutes of June Council Meeting – **CM Brian Dell made a motion to approve the June 6, 2018 Council Minutes as presented. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.**
2. Treasurer's Report – **A motion was made by CM Brian Dell to approve the June 2018 Treasurer's Report for audit as presented. CM Jeff Hammers seconded the motion. Motion carried unanimously.**

Persons on the Agenda/Public Participation

- A. B. J. Giangiulio, H.A. Thomson - Mr. Giangiulio was present to review the Borough's Property Schedule and upcoming insurance policy renewals. Property insurance is expected to increase approx. \$117.00 and Liability insurance is expected to decrease approx. \$180.00, therefore the Borough could see a decrease of \$63.00 on its premium upon renewal of the policy in Oct. 2018. Workers Compensation is expected to increase 6.0% at renewal in Dec. 2018.
- B. Grant Anderson, Site Design Concepts, Inc. – Mr. Anderson, Borough Engineer, was present to review and discuss various street and other items as follows: 1. 2018 Franklin St.-United Ave. Project- A change order (Change Order No. 1) in the amount of \$11,356.72 and a "Application and Certification for Payment" in the amount of \$173,987.22, were presented as received from Kinsley Construction, Inc. Change Order No. 1 includes \$2,877.00 previously approved for W. Meadow St., and the balance of \$8,479.72 is for additional materials used in the Full-Depth Reclamation (FDR) project. Materials slips show 485 tons of material were used. The final result of the project exceeded the contract specs both in depth and width. Recon milled too deep and wide, and overcompensated in the areas where the base was heaving/rolling (Soft spot areas). Following discussion, **CM Kathie Cavanagh made a motion to approve payment in the amount of \$169,747.36. This amount includes the original contract bid of \$162,630.50 plus the original change order amount of \$2,877.00 and ½ of the balance of \$8,479.72, or \$4,239.86. The motion was seconded by CM Brian Dell. Motion carried unanimously//A motion was made by Councilman Brian Dell to authorize Grant Anderson of Site Design Concepts, to present and explain the payment details of Change Order No.1 to Kinsley Construction, Inc. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.** The swale on S. Pleasant Ave. has been milled/re-worked and the stormwater is corrected to flow south., 2. N. Pleasant Ave. & Smith St.- Microsurfacing is scheduled to begin this Friday, July 5., 3. YC Park Project @ Nixon Dr.- Grant could not locate any waivers for the County Parks plans in the Borough's ordinances, nor does he recommend any waivers be granted by Borough Council. This is an extensive plan which involves a lot of new impervious surface area and stormwater requirements must be met. He has compiled a list of 23 items that need addressed and has consulted with Stock and Leader on this matter, and the firm is in agreement with his conclusion. Solicitor Sarah Doyle confirmed Grant consulted with Stock and Leader and she stated her agreement that waivers are not recommended to be granted for the County Park project. The Borough is responsible for enforcement of its stormwater requirements. In addition, stormwater regulations imposed by the State & Federal Government have and will continue to expand, and the Borough must comply and answer to these entities. Grant will compose a letter to YSM Architect Landscape and Mike Hammers stating the 23 requirements that must be met. Upon inquiry, Grant stated requiring an Operations & Maintenance Agreement is one of the 23 items on the list.

Action to be Taken

- A. No "Action to be Taken" at this time.

Borough Reports

- A. Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/May 2018- 68.38 Admin. Hrs./24.39 Service Hours/-14.69 Running Hours//25 Response Calls as listed on “Activity Report/No Alarm Responses; *District Court Report/May 2018- \$212.06 Vehicle Code Violations/\$0.00 Local Ordinance Violations; *Fire Police Requests- **CM Brian Dell made a motion to approve the assistance of Jacobus Fire Police for the following request: New Freedom Borough- Independence Day Parade on July 7, New Freedom Fest on September 15 and Christmas Tree Lighting on November 24. The motion was seconded by CM Jeff Hammers. Motion carried unanimously;** *Mtgs./Training- June/YT Emergency Mgmt.-Received various awards & grants for studying and taking classes//YT Commissioners Mtg.- Liquor license from Newberry Twp. issued to Giant in York Twp., Dept. of Homeland Sec. offers an active shooter training video (IS904)//YC Consortium- 2 hr. mtg. consisting of hearing about mtgs. with the EPA & DEP that resulted in no information or answers available//YC Coalition for Clean Waters- Info on new program for addressing stormwater pollution which will no longer focus on the Chesapeake Bay. Greg will leave the notebook containing the handouts (YC Clean Water Toolbox and Clean Water Toolbox) in the Municipal Office for viewing or need.; *CM Brian Dell reported: The YARP Commission hired two (2) Officers- Bernath & Hubley, and presented the background of each. A \$4,000.00 aggressive driving grant was received. With the increase in fuel costs, the department has already exceeded 50% of its budget for this item. National Night out is scheduled for Tuesday, August 7, 2018.
- B. Office Manager** – Cynthia Ferree presented: *LF Audit- Audit of Year 2017 is scheduled for August 8. She will need written authorization from Council to sign the Exit Conference. **A motion was made by CM Kathie Cavanagh to authorize Cynthia Ferree to sign the Exit Conference documents following the audit. CM Jeff Hammers seconded the motion. Motion carried unanimously.**
- C. BCO/Zoning Officer** – Mike Hammers reported: *Permits issued- two (2) pool permits, two (2) shed permits; *Checked the Borough for high grass/weeds- saw no violations; *Trailer parked on Farmington Drive has been addressed; *Signage (Robinson’s Family Tree Service) at 245 N. Main St. will be receiving a citation. Since Mike notified them their signage was in violation of the Borough’s ordinance, they placed additional signs in the yard; *CM Brian Dell presented a “Foliage and Vegetation Concern” list on behalf of the Streets Committee to CP Roger Coleman and Mike Hammers. The list consists of locations where vegetation/foliage is blocking signs and/or growing into the cartway. Mike stated he will look at the areas listed.
- D. JBSA** – Roger Coleman presented: *No report.
- E. Solicitor** – Sarah Doyle, Esquire, presented: *CG Agreement- Upon presenting a “Compromise Settlement and Mutual Release Agreement” executed by Columbia Gas of PA, **CM Jeff Hammers made a motion to authorize the execution of the “Compensation and Mutual Agreement” as presented. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously;** *Fireworks Ordinance- The ordinance is scheduled to be advertised July 11. It now includes restricting fireworks during a burn ban’ and the extended hours for New Year’s Eve. The Borough’s current ordinance only needed amendments, so it is not exactly like York Township’s new ordinance, but very similar; *Driveway Ordinance- Nothing new to discuss; *Containers/PODS- A sample ordinance from Spring Garden Twp. was distributed for review and future discussion.
- F. Finance & Budget** - *CM Brian Dell suggested the Finance and Budget Committee begin reviewing actual budget and expenses in August in preparation of the 2019 budget planning.
- G. Streets** – *June 26 Committee Report- CM Brian Dell, the only Streets Committee member present at tonight’s Council meeting, presented the minutes and related information of the June 26 Committee meeting as follows: 1. Cary Gordon of D. E. Gemmill attended the meeting and presented a review, and the status of, the Borough’s contract related to retroreflectivity testing and signage replacement. Testing is to be completed by the end of summer. A crew is scheduled to be in the Borough beginning (last) Friday, June 29, 2018 to begin needed sign replacement. The contract expires July 31 2019., 2. Franklin St.-United Ave. Project- As reported earlier in the meeting, the project is complete and the matter related to drainage flowing south in the swale along the east side of S. Pleasant Ave. has been resolved, 3. N. Pleasant Ave. and Smith St. Microsurfacing- Discussed by Borough Engineer, Grant Anderson., 4. Oak Lane- The overlay project is scheduled to be completed by Easy-Dig Excavating, Inc. on August 13-17, 2018. Upon presenting a resident/business notification flier to Borough Council for approval, **CM Brian Dell made a motion to approve distribution of the resident/business notice prior to the start of the Oak Lane project. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously,** 5. Potholes- Scheduled to be completed by Easy-Dig Excavating, Inc. no later than July 31, 6. As approved at the June 6 Council meeting, delineators were purchased and received as well as a spray paint applicator, and 7. The Streets Committee will not meet in July. CM Donald Wright will be on vacation the entire month.

H. Refuse & Recycling - *Off. Mgr. Cynthia Ferree reported; *Due to the extreme heat/humidity conditions, Penn Waste, Inc. (PW) requested to begin pick-ups early tomorrow morning so their crews can complete their work earlier in the day. The crews will begin as early as 5 a.m. Cynthia stated she told PW she was sure Borough Council would understand why they wished to do this and would grant permission to do so; *The new Field Supervisor for our area is Chris Matesevac; *New Recycling Guidelines have been distributed as received from PW. They are effective immediately.

I. Buildings and Grounds – *CP Coleman reported that no Committee Mtg. was held in June; *Park Reservations/SD Refunds- July sign-up sheet and reservation signs are on the table for the Committee./OM Cynthia Ferree stated she did not hear back on the condition of the park for the June reservations. Upon her inquiry, Council directed her to assume the park was left in good condition and the Refundable Maintenance Security Deposits should be returned to the renters; *Municipal Bldg. Doors- Upon inquiry, CP Roger Coleman presented pricing from two (2) companies for replacement of the Municipal Building doors as follows: Architectural Doors and Hardware/\$1,766.00 p/door (galvanized steel) and Brown's Glass/\$9,000.00 p/door (aluminum). Following discussion, the matter was tabled and Roger will check if the doors could be powder coated; *Handicap Ramp Repair- Upon inquiry, CP Roger Coleman stated he will check with Councilman Beard on the schedule for the repair; *Detention Pond Maintenance Schedule- Upon inquiry, CP Coleman reported he did not hear anything from J. L. Markey; *Park Sign- CM Jeff Hammers had nothing new to report; *OM Cynthia Ferree reported Wetzel's Cleaning Service is doing a great job at the Municipal Bldg. and the park. Upon bringing up the surveillance system one morning to check if the cameras were working properly, she saw Wetzel's using a leaf blower on the pavilion floor and damp mopping the picnic tables and benches. Cynthia stated from her experience, they are very thorough and efficient, and easy to work with.

J. Community Events - *July 4th BLAST- MYR Greg Gruendler reported everything is ready to go.

K. JLS Recreation Association - *CP Roger Coleman inquired if Council felt that at least one of the Borough's representatives should attend the Council meetings and report on JLS' current activities. Council members agreed this should be happening. Roger will contact them and make the request.

L. Other Reports - *No report.

Unfinished Business

A. No 'Unfinished Business' to report.

New Business

A. No 'New Business' to report.

Correspondence

A. Central Penn Business Journals

B. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Brian Dell made a motion to approve June 2018 General Fund expenses of \$66,784.90 and disbursement of July 2018 General Fund expenses-to-date of \$1,563.87, as presented in the Treasurer's report. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.

Other Business

A. CM Brian Dell inquired if YARP have been retained for the July 4th BLAST. MYR Greg Gruendler stated that no police have been retained at this time.

Adjournment

A motion was made by CM Jeff Hammers to adjourn the meeting at 8:25 p.m. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, August 1, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

* - Denotes change of subject