

Jacobus Borough Council Meeting
Meeting Date: March 1, 2017

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 Office Manager Cynthia Ferree.

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 February Council meeting – ***Councilwoman Debbie Loucks made a motion to approve the February 1, 2017 Council meeting minutes as presented. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.***
2. Treasurer's Report – Cynthia Ferree presented the Treasurer's report for February 2017. ***A motion was made by Councilwoman Kathleen Cavanagh to approve the February 2017 Treasurer's report for audit as presented. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Lindy Sweeney – Ms. Sweeney, stating she is running as a candidate for the District Magistrate seat, introduced and presented a brief biography of herself.
- B. K. Elaine Wernsdorfer, Resident – Ms Wernsdorfer inquired if there are any ordinances regulating vehicle parking and having visible 'junk' on residential property. Council referred her to the Borough's Codes Enforcement Officer.

Action to be Taken

- A. No "Action to be Taken".

Borough Reports

- A. **Mayor** – Greg Gruendler presented: *YARPD report/January 2017- 69.17 Service Hrs, 20.44 Admin Hrs., -63.22 Running Total/18 response calls as listed on "Activity Report/1 Alarm Responses- Stake/4 Wildasin Dr. on Feb. 10; *District Court report/January Receipts: \$218.25 for Vehicle Code Violations/\$54.71 for Local Ordinance Violations; *Fire Police (FP) Requests-2 Requests received as follows were previously approved in February 2017 as listed on Goodwill Fire Co., Station 18 Fire Police's Non-emergency events list - "Cancer Crushin' 5K Fun Run on April 2 and the YWCA Triathlon in June; *Meetings/Training: Attended- Emergency Management (EM) Training at TMI(Peach Bottom)/Presentation included the completion of paperwork for damage assessments and the role of Borough Officials and volunteers in emergency/disaster situations. Initial assessments should be completed immediately following emergency/disaster events and paperwork submitted as soon as possible to help guarantee approval of State assistance, such as the National Guard, State Police and Air Ambulance. The responsibility for disaster response falls on Borough Officials. Officials are not covered by the municipality's Workers Compensation Insurance policy, York Township (YT) EMA Staff February Mtg., YC Stormwater (SW) Consortium Mtg/Approx. \$203,000.00 in projects approved, and YC SW Chesapeake Bay Pollution Reduction Plan (CBPRP) Steering Committee/Established baseline reduction goal at 10% (approx. 2.5 million lbs. in sediment), documenting all projects to meet reduction goals, including projects performed by municipalities. A representative from PA DEP was present and clarification regarding the responsibility for maintaining stormwater inlets was given as follows, even if on a State road and installed by PennDOT: Top or surface- State, under top/surface- Borough. Will be attending emergency management training next Wednesday night and the 1st Wednesday's of April and May, therefore will not be in attendance at the April and May Council meetings.
- B. **Office Manager** – Cynthia Ferree presented: *Workers Compensation Claim Notification- Notice was received from OSS/Health that they have tried to contact the claimant several times in regard to rescheduling his follow-up appointment which he did not show up for and have not received any responses back. Therefore they are discharging the patient due to non-compliance; *Liquid Fuels Audit f/Years 2015 & 2016- PA Auditor General contacted the office on Monday to schedule the audit for Thursday, March 2/A Borough Official or someone authorized by Council must be present to sign the exit conference documents when the audit is completed. **Councilman Jeff Hammers made a motion to authorize Cynthia Ferree, Office Manager, to sign the exit conference documents at the end of the Liquid Fuels audit. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously;** *2017 Liquid Fuels Allocation- The allocation

in the amount of \$51,956.11 was credited to the Borough's LF account today; *Fire Extinguishers- Annual inspection and maintenance was performed on Feb. 17; *Quickbooks Notification- Including the payroll software, service and support of 2014 Quickbooks will be discontinued on May 31, 2017 unless updated to the 2017 software. **A motion was made by Councilman Lance Beard to authorize the purchase and installation of 2017 Quickbooks software. Councilwoman Debbie Loucks seconded the motion. Motion carried unanimously;** *Springfield Twp.- A letter was received from the Springfield Twp. Board of Supervisors that the township's Agriculture Security Area (ASA) was readopted effective Feb. 1, 2017. A copy of the current ASA list is included for Council's review; *YCPC Action taken at the February mtg. has been submitted by the Borough's LGAC rep and is available for Council's review; *Statement of Financial Interests f/Year 2016 due in the Municipal Office by May 1.

- C. **Emergency Mgmt.** – *Included under "Mayor's" report.
- D. **BCO/Zoning Officer** – Mike Hammers absent.*No report.
- E. **JBSA** – *Council President Roger Coleman stated he has no report.
- F. **Solicitor** – Sarah Doyle, Esq.: *E. Greenbriar Dr.- Letters were sent to the E. Greenbriar property owner list given to Stock and Leader by Mike Hammers, Codes Enforcement Officer. All property owner's responses were denial of any involvement of disposing of brush on the Borough's property. Councilman Jeff Hammers stated the letters were not sent to the correct property owners. He did some checking and the letter should have been sent to the property owner of 113 E. Greenbriar Dr. Following a brief discussion, **Councilman Jeff Hammers made a motion to authorize Stock and Leader to send a letter to 113 E. Greenbriar Dr. regarding the encroachment of disposing of brush onto property owned by Jacobus Borough. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously;** *Meadow Street- Solicitor Doyle presented copies of the Meadow St. Plan to Borough Council. Three (3) easement agreements will be needed for the Meadow St. road & stormwater project- Permanent easement agreements to Mary Ann Lentz and Matthew & Michele Mitchell, and one temporary easement agreement for staging of the construction equipment. Following discussion, **a motion was made by Councilwoman Debbie Loucks to authorize Stock and Leader to prepare and send the easement agreements to the Meadow St. property owners as discussed. Councilman Lance Beard seconded the motion. Motion carried unanimously.**
- G. **Finance & Budget** - *2016 4th Qtr. Bank Statement Review - Councilwoman Sandy Sheffer reported everything was fine; *2016 Budget-to-Actual report- The report was distributed to Council members at the Feb. 1 meeting for review. No questions or comments were presented by Borough Council; *Draft Financial Report- The report f/Audit Year 2016 was sent to Borough Council for review prior to tonight's meeting. No questions or comments were presented by Council. **Councilwoman Debbie Loucks made a motion to approve the financial report for audit year 2016 as presented and authorize Baker Tilly to file the report to the PA Dept. of Community & Economic Development no later than April 1 as legally required. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously;** *The Finance & Budget Committee will meet on the next scheduled committee mtg. night, March 14, to review the Borough's fee schedule.
- H. **Streets** – *CG/S. Pleasant Ave.- Off. Mgr. Ferree reported Solicitor Jones of Stock and Leader had no updates; *Meadow/Park Street Projects- Solicitor Doyle stated that at the end of the on-site pre-bid meeting on Meadow St., requests were received from one or more contractors to extend the bid deadline to March 7 in order to allow time to secure bonds from their insurance companies that are required to be submitted with the bid documents. Since Council President Roger Coleman already authorized Site Design Concepts to extend the bid deadline to March 7, Borough Council needs to approve an addendum to the Bid specs to ratify the extension. Following a brief discussion, **a motion was made by Councilwoman Kathie Cavanagh to approve the addendum and ratify the authorization to extend the bid deadline to March 7. Councilman Lance Beard seconded the motion. Motion carried unanimously.** The DGLVR Grant application for the Park St. project was submitted to the YC Conservation District (YCCD). The YCCD will be reviewing the applications they receive on March 23, 2017. The York Water Company is to be performing its main replacement project on Park Street within the next couple of weeks. Donald Wright, Citizen-at-Large on the Streets Committee, stated four (4) test bores each were performed by Recon on Meadow St. and Park St. to determine the amount of material needed for the projects. On Meadow St., the bores showed base material was present, so less material will be needed to reclaim/reconstruct the street. The bores on Park St. showed base present in some areas and none in other areas. The Park St. project requires 2 grants, one for Phase I, the lower portion of Park St., and one for Phase 2, the upper portion of Park St. Both phases which include stormwater remediation will be in excess of \$100,000.00; *Street Lights- Council President Roger Coleman stated he is researching the process of switching the street lights to LED lighting. He will continue looking into it to see what it involves and what kind of cost savings would be seen. Mayor Greg Gruendler stated that information came out recently that Met-Ed will be raising rates on items such as LED streetlights. So even if it would prove to be more cost effective now, the rate increase in the future would probably make any cost savings obsolete. Roger will see what he can find out; *Street Repairs- Donald Wright suggested the Borough purchase a large quantity of asphalt in advance and then schedule an overlay of streets such as Oak Lane & Cherry Street. At the same time, since N. Pleasant

Ave. & Smith St. were not engineered properly and are already several inches higher than they should be, instead of installing a final wearing course on these streets and adding additional height, Council may want to consider microsealing the streets instead.

- I. **Refuse and Recycling** – *No report.
- J. **Buildings and Grounds** – *Furnace- Mayor Greg Gruendler presented a cost estimate from Advantage Mechanical Contracting, in the amount of \$8,600.00 for replacement of the furnace. The estimate includes installation of a Westinghouse 72,000 BTU natural gas furnace and 3 ton cooling unit, gas lines, wiring, ductwork, thermostats, etc. Ductwork will be switched from flex to solid. The chimney is not usable, so venting will be done through the wall. Two thermostat controls will be installed, one in the meeting room and one in the office. Following discussion, ***Councilwoman Kathie Cavanagh made a motion to approve the cost estimate, in the amount of \$8,600.00, from Advantage Mechanical Contracting as presented, but contingent on the thermostat being hardwired not wireless. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously;*** *Custodial Job Description/Contract- Council President Roger Coleman presented an amended job description/contract to Borough Council. Discussion included, but was not limited to, the contract details and wages, additional detail needed such as requiring a Certificate of Liability Insurance with the Borough added as 'additional insured', background check, cleaning 2 x's p/month instead of 1 time, more detailed description of duties, etc. In addition the contract should be reviewed by Stock and Leader before it is advertised. Roger will continue to work on it. Further discussion included the park rental season beginning in April and the need for the facilities to be ready for upcoming reservations. The matter was left unresolved; *Community Park- Off. Mgr. Ferree reported the park is scheduled to be de-winterized the week of March 27 and no later than April 1/Portable toilet cost estimates for an ADA unit were presented: Associated Products @ \$135.00 and Knapers Stop and Go @ \$95.00. Both are p/28 day billing cycle and include the same services & amenities. ***A motion was made by Councilman Lance Beard to approve the cost estimate from Knapers Stop & Go, at \$95.00 p/28 day billing cycle, for a portable ADA unit to be installed at Jacobus Community Park, as presented. The unit will be installed from approximately April 1 to October 31, 2017. Councilwoman Kathie Cavanagh seconded the motion. Motion carried unanimously.*** *2017 Baseball Field Use- Off. Mgr. Ferree presented a written request from Jed Larkin on behalf of the Jacobus Men's baseball team, for permission to use the restroom facilities and baseball field for its 2017 baseball season. ***A motion was made by Councilwoman Debbie Loucks to approve the use of the restroom facilities and baseball field by the Jacobus Men's Baseball team (Jacobus "Jackals") for its 2017 baseball season. The motion is contingent on execution of the annual "License Agreement" and payment of the \$100.00 license agreement fee. Councilman Lance Beard seconded the motion. Motion carried unanimously/***Off. Mgr. Ferree presented a list provided by Jed Larkin for supplies needed for the 2017 baseball season. No diamond dirt is needed this year. ***Councilwoman Kathie Cavanagh made a motion to approve the purchase of supplies for the 2017 baseball season as presented for the Jacobus Men's Baseball Team as follows: 12 bags of MarMound, 16 bags of Lime (field marker) and 4 bags of Diamond Dry. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously/***Misc. matters related to 2017 baseball field & facilities were presented and discussed by Borough Council as follows: 1. Jacobus Men's Baseball- Jed Larkin has stepped down as manager of the Men's Baseball Team, but will be part of the team as a player and continue to oversee the team's finances and relationship the team has with its supporters. He will also continue to be the team's liaison with Jacobus Borough and Council. Cindy spoke with Jed and he has agreed to handle the scheduling of the field for the 2017 season. 2. Request from Chip MacDonald at the Feb. 1 Council meeting- Past issues with Chip MacDonald taking responsibility for maintaining & securing the facilities and baseball field were discussed. Following a lengthy discussion of these and other related matters, ***a motion was made by Council Vice President Bill Eshenour to not grant permission to Chip MacDonald for the use of the baseball field and restroom facilities for the York Young Revolutions 16U team in 2017. Councilwoman Debbie Loucks seconded the motion. Motion carried unanimously,*** 3. Councilwoman Kathie Cavanagh stated the Lioness Club was contacted by the Keystone Games and it sounds like they are planning to seek permission to use Jacobus' baseball field for some of its tournaments again in 2017, 4. Councilwoman Sandy Sheffer stated JLS received inquiries of when the Borough was going to install the batting cage. The batting cage was purchased by an independent group of parents, who raised the funds to pay for it, and donated to Jacobus Borough for its community park. Discussion was held in regard to the placement and installation of the batting cage. Council was reminded that both Jed Larkin and Easy-Dig Excavating, Inc. had volunteered to assist with this project. Off. Mgr. Ferree stated she spoke with Jed and he is still willing to assist with the placement and installation of the batting cage. Councilman Lance Beard stated he will talk to Easy-Dig about this matter, 5. Off. Mgr. Ferree stated the 2nd tennis net was never repaired. Donald Wright stated the repair kit for the chain link net is in the garage and can easily be completed by two people. A time should be scheduled to meet and perform the repair, and 6. Covered Picnic Table- Material for a covered picnic table is in the garage and the bricks for the base are stored in back of the Municipal Bldg. outside of the garage. The Scout who was considering constructing the table as an Eagle Scout project has decided to do a different project related to his biology

class. Upon suggestion, Councilman Lance Beard stated he would check if Salem UCC's Youth Group would be interested in constructing the table as a community service project. The congregation should have individuals who are experienced in wood working projects/construction. Roofing materials will need to be purchased by the Borough; *2017 Vegetation Management Services- Off. Mgr. Ferree presented the cost estimate and contract for 2017 Vegetation Management services. The contract was amended from prior years to include statements recommended by Stock and Leader such as the contractor is an independent contractor and is responsible for payment of all taxes, payroll liabilities, etc, and will not receive any benefits from the Borough, etc. ***Councilman Jeff Hammers made a motion to approve the 2017 cost estimate from Glen Rock Green, in the amount of \$2525.00 (\$1580.00/Community Park, Borough Bldg. & Tot-Lot; \$945.00/Nixon Dr. Detention Basin), as presented and execution of the 2017 Vegetation Management contract. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously;***

K. **Community Events** - *No report.

L. **JLS Recreation Association** - Councilwoman Sandy Sheffer reported: * JLS has a new T-Ball Commissioner and 60+ children are registered; *JLS will support soccer and girl's softball teams in 2017. Girls softball remains the strongest team sport in JLS; *JLS' annual Easter Egg Hunt is scheduled for April 8 @ 11:00 a.m.

M. **Other Reports** – *No Report

Unfinished Business

A. JLS Board Vacancy – *A vacancy for a one (1) year term expiring Dec. 31, 2017 still needs to be filled.

New Business

A. No "New Business" presented.

Correspondence

A. Central Penn Business Journals

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

Bills

Council Vice President Bill Eshenour made a motion to approve February 2017 General Fund expenses of \$10,155.98 and February 2017 Liquid Fuels expenses of \$10,407.50, and disbursement of March 2017 GF expenses-to-date of \$3,644.04 as presented in the Treasurer's report. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.

Other Business

A. Council Vice President Bill Eshenour stated he checked the Stonewood Drive Tot Lot after the torrential rainstorms and everything looked good. The work performed by Easy-Dig to restore stormwater control is doing the job and holding up well.

Council President Roger Coleman recessed the Council meeting at 9:24 p.m. and scheduled the meeting to reconvene on Tuesday, March 7, 2017 at 7:00 p.m.

Call Back to Order

Council President Roger Coleman called the Council meeting back to order at 7:02 p.m. on March 7, 2017.

Roll Call

Cynthia Ferree called roll. Present were Council President Roger Coleman, Mayor Greg Gruendler, Council Vice President Bill Eshenour, Council members: Kathie Cavanagh, Lance Beard, Jeff Hammers and Debbie Loucks. Councilwoman Sandy Sheffer and Solicitor Sarah Doyle were absent.

Persons on Agenda/Public Participation

A. Grant Anderson, Site Design Concepts- Mr. Anderson reviewed the bid tabulation for the Meadow Street reclamation & stormwater remediation project. Bids received for the main project were as follows: Easy-Dig Excavating, Inc./\$45,216.74, Shiloh Paving & Excavating, Inc./\$97,603.00, and Kinsley Construction, Inc./\$51,456.37. Bids for the Alternate Bid/Removal of existing culvert pipe from stream were as follows: Easy-Dig Excavating, Inc./\$2,300.00, Shiloh Paving & Excavating, Inc./\$1,845.00, and Kinsley Construction, Inc./\$5,621.00. Inquiries presented, and the responses, were as follows, but not limited to these: 1. Council Vice President Bill Eshenour- What hidden costs can be expected and how long will the project take? Stormwater issues with driveway tie-ins seem to always be an issue following a street project. Grant stated the contractors will work to alleviate any unexpected issues. Driveway tie-ins were taken into consideration in the overall bid spec. Other unknowns may occur and will be addressed accordingly. The entire project is estimated to be completed in one week, weather permitting. The contractor will work with the property owners for access to and from their properties., 2. Brian Dell, resident- Was the bid spec prepared with prevailing wage requirements? Grant stated yes, due to the expected cost of the project, it had to be bid at prevailing wage, and 3. Councilwoman Debbie Loucks- Is there any reason for not considering the Alternate

Bid for the removal of the culvert pipe? Grant stated it is included in the plan approved by the YCCD. It was included as an alternate bid and not as part of the main project bid only because no response has been received yet from the PA DEP.

Action to be Taken

- A. Approve Meadow St. Bid- ***A motion was made by Councilman Lance Beard to approve the total bid, in the amount of \$47,516.74, received from Easy-Dig Excavating, Inc. as presented, contingent on the Solicitor's review of the bid documents and execution of the easement agreements. Councilman Jeff Hammers seconded the motion. Motion carried unanimously.***
- B. Furnace Replacement- Mayor Greg Gruendler requested approval to submit 50% down payment for the new furnace & cooling unit. He also confirmed the thermostats are hard-wired. Wireless options would be for additional program software that could be installed in the thermostats. ***Councilman Lance Beard made a motion to approve a 50% down payment, in the amount of \$4,300.00, to Advantage Mechanical Contracting. The balance is to be paid at completion of the job. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.***

Other Business

- A. Council President Roger Coleman- *Requested responses for the Custodial job description/contract; *PA One Call is requesting municipalities approve a proclamation designating the month of April as "Pennsylvania 811 Safe Digging Month".

Adjournment

Council Vice President Bill Eshenour made a motion to adjourn the meeting at 7:24 p.m. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, April 5, 2017 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject