

## Jacobus Borough Council Meeting

Meeting Date: March 7, 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, Council Vice President (CVP) Lance Beard and Council Members (CMs): Kathie Cavanagh, Brian Dell, Jeff Hammers, Sandy Sheffer and Donald Wright; and Mayor Greg Gruendler and Sarah Doyle, Esquire.

### Minutes and Treasurer's Report

1. Minutes of February Council meeting – **CM Donald Wright made a motion to approve the February 7, 2018 Council meeting minutes as presented. The motion was seconded by CM Brian Dell. Motion carried unanimously.**
2. Treasurer's Report – Treasurer Cynthia Ferree presented the Treasurer's report for February 2018. **A motion was made by CM Donald Wright to approve the February Treasurer's report for audit as presented. CM Brian Dell seconded the motion. Motion carried unanimously.**

### Persons on the Agenda/Public Participation

- A. Nicholas Shearer, Hamilton & Musser, P.C. - Mr. Shearer presented and reviewed with Council Members the draft Financial Report for the Borough's audit of Year 2017.
- B. Jason Aspito, Backyard University – Mr. Aspito introduced himself and presented a request seeking permission for his organization to use the Borough's baseball field at Jacobus Community Park for the 2018 baseball season. Upon inquiry Mr. Aspito stated the organization teaches the sport of baseball to youth, and is also experienced in maintaining the field. The organization carries liability insurance and would provide a Certificate of Liability Insurance to the Borough, with the Borough added as 'additional insured'. The Borough explained that the use of the field would be scheduled through Jed Larkin of the Jacobus "Jackals". **CM Donald Wright made a motion to approve the use of the baseball field at Jacobus Community Park by Backyard University for its 2018 baseball season, contingent on execution of a License Agreement with the Borough. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.**
- C. Shelley Riedel, Rotary Club – Shelley Riedel and Debbie Loucks, guest, presented a Resolution and information on the Rotary Club's project to restore a WWI Living Memorial along the Susquehanna Trail- the replanting of Sycamore trees. **A motion was made by CM Donald Wright to approve adoption of the Rotary Club's Resolution titled, "Resolution to Support the Rotary Project to Restore and Dedicate the World War I Living Memorial along the Susquehanna Trail". The number issued to this resolution by Jacobus Borough is 2018-3. CM Jeff Hammers seconded the motion. Motion carried unanimously.**
- D. Scott Wojcik, Comcast – Mr. Wojcik was not present.
- E. Grant Anderson, Site Design Concepts – \*Mr. Anderson was present to discuss 2018 street projects as follows:
  1. Franklin Street and United Avenue w/Options for portions of N. Pleasant Avenue and S. Pleasant Avenue- Grant presented and reviewed the bid tabulation for the 2018 project which includes a base bid for Franklin St. & United Avenue (full-depth reclamation) w/options for portions of N. Pleasant Ave. (Reconstruction) & S. Pleasant Ave. (Mill & Overlay). Bids for this project were received from two (2) contractors as follows: Stewart and Tate, Inc./\$171,085.75 and Kinsley Construction, Inc./\$162,630.50. Discussion included, but was not limited to, addressing stormwater concerns of Robert and Sonja Eicholtz, who participated in the discussion, tie-in of driveways, roll-up curbing, etc. **CM Brian Dell made a motion to approve awarding the contract to Kinsley Construction, Inc. as low responsible bidder. The award includes a Base Bid of \$116,444.50 for full-depth reclamation of Franklin Street and United Avenue, Alternate Bid #1 of \$15,376.00 for the Milling and Overlay of portions of S. Pleasant Ave., and Alternate Bid #2 of \$30,810.00 for the Reconstruction of a portion of N. Pleasant Ave.; for a total project bid of \$162,630.50. Budgeted funds of \$127,616.00 and \$29,000.00 would be used from the Borough's General Fund and Liquid Fuels accounts respectively. Any balance owed for the project would be drawn from the General Reserve Funds account. The project is scheduled to begin as early as May 1, 2018 and must be completed by August 15, 2018. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously,**
  2. Bid tabs were received from two (2) contractors for the microsurfacing of N. Pleasant Avenue and Smith Street as follows: Stewart and Tate, Inc./\$19,358.08 and Asphalt Maintenance Solutions, Inc./\$23,571.80. This project is being performed in 2018 to complete the 2015 project of which these streets did not receive a final wearing course and therefore the streets need to have a final coat to seal the pavement. Microsurfacing was chosen so as not to add up to four (4) inches of asphalt which would be the case with the installation of a final wearing course. **A motion was made by CM Brian Dell**

**to approve awarding the contract to Stewart and Tate, Inc. as low responsible bidder. The award includes a Base Bid of \$19,358.08 for the microsurfacing of N. Pleasant Ave. and Smith Street. CM Donald Wright seconded the motion. Motion carried unanimously,** 3. Grant presented two (1) "Work Authorization Forms" from Geo-Technology Associates, Inc. for execution; one (1) for Franklin Street and United Ave. and one (1) for N. Pleasant Ave. Both forms are for Construction Observation and Testing during the 2018 street project described in no. 1 above. **CM Brian Dell made a motion to approve execution of the "Work Authorization Forms" from Geo-Technology Associates, Inc. for on-site Construction Observation and Testing of the full-depth reclamation (fdr) mix during the 2018 Franklin St.-United Ave. streets project. The motion was seconded by CM Donald Wright. Motion carried unanimously,** 4. Geiselman Drive- The work in the Borough's street right-of-way being performed by Columbia Gas under a street opening permit is almost complete. Grant submitted the inspections reports and pictures of the project-to-date to OM Cynthia Ferree, 5. YWC Main Replacement Project- Cynthia and Grant discussed the requirements of the pending approval of a street opening permit for The York Water Company's main replacement project on Franklin St. and United Ave., and possible waiver requests from the water company for some of the permit requirements. The Borough is working to approve the permit as soon as possible to allow time for the water company to complete its project so as not to interfere with the Borough's project on the same streets. **A motion was made by CM Donald Wright to authorize OM Cynthia Ferree to approve the permit, with or without waivers, according to the recommendations of the Borough's Engineering Firm of Record, Site Design Concepts, Inc. CM Brian Dell seconded the motion. Motion carried unanimously,** and 6. Oak Lane- The Streets Committee requested authorization to seek a cost estimate to improve Oak Lane. **CVP Lance Beard made a motion to approve authorizing the Streets Committee to seek a cost estimate from Easy-Dig Excavating, Inc. to perform an overlay of Oak Lane. The work would include filling in low spots/potholes and grading high spots. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.**

#### Action to be Taken

- A. Draft Financial Report – **A motion was made by CM Jeff Hammers to approve the Financial Report for the Borough's audit of Year 2017, as presented. CM Donald Wright seconded the motion. Motion carried unanimously.**

#### Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: \*YARPD report/January 2018- 100.07 Service Hrs, 15.95 Admin Hrs., -3.18 Running Total/19 response calls as listed on "Activity Report/Alarm Response- Two (2) at 56 N. Main Street. Both occurred on Feb. 5, 2018; \*District Court report/January Receipts: \$173.18 for Vehicle Code Violations/\$0.00 for Local Ordinance Violations; \*Fire Police (FP) Requests- **A motion was made by CM Brian Dell to approve the assistance of Jacobus Fire Police for the following requests: Loganville-Springfield Elementary School on May 12 for it's annual May Day event, Felton Borough on May 12 for its "Felton Day Street Fair" and York College for its annual "Sparton Half" (marathon) on April 29. CM Donald Wright seconded the motion. Motion carried unanimously;** \*Mtgs./Training- No report; \*Police Service- Mayor Gruendler and Council Members discussed several items related to YARPD services as follows: 1. Drug cases in December 2017- what kind of drugs were involved?, 2. Response to February 7 inquiries- Response calls which turn out to be outside of Borough's boundaries are not charged to the Borough., and 3. Are there mutual aid agreements between law enforcement agencies? Yes, for certain types of calls such as life-threatening situations; \*York County Planning Commission (YCPC)- Requesting Municipal appointments to new "Local Government Committee". **CM Brian Dell made a motion to appoint Donald Wright as Jacobus' representative to the "Local Government Committee". The motion was seconded by CVP Lance Beard. Motion carried unanimously. A motion was made by CP Roger Coleman to appoint Kathie Cavanagh as Jacobus' alternate representative to the "Local Government Committee". CM Donald Wright seconded the motion. Motion carried unanimously.**
- B. **Office Manager** – Cynthia Ferree presented: \*Comcast Proposal- **CM Kathie Cavanagh made a motion to approve a two (2) year contract from Comcast for internet and phone services for a base monthly cost of \$114.85. The installation fees were waived with the exception of related FCC fees in the amount of \$59.90. This fee will be paid on the first monthly invoice received. The motion was seconded by CM Brian Dell. Motion carried unanimously;** \*Liquid Fuels Allocation for 2018, in the amount of \$54,479.02 was received on March 1; \*Newsletter- Goal to complete publication for printing the last week of March. The Scouts will be delivering it sometime after the weekend of April 7 & 8; \*Statements of Financial Interests- Reminder the forms f/Year 2017 are due back to the Municipal Office by May 1; \*Documents pertaining to YCPC Action are available for viewing- as submitted by Earl Willoughby, Jacobus LGAC representative.
- C. **BCO/Zoning Officer** – Mike Hammers presented: \*1 electrical permit issued and 1 permit in process for Solar panels; \*Was contacted in regard to a daycare possibly moving into the space where Curves was in Smith Village's strip mall on the east side of N. Main St.

- D. **JBSA** – Roger Coleman presented: \*The system appraisal is still not complete. The firm handling the appraisal continues to request additional information. Roger is to meet with Dave Jones, Esquire, on Monday in regard to this matter.
- E. **Solicitor** – Sarah Doyle, Esq.: \*Columbia Gas (CG) Agreement- Nothing new to report. Stock and Leader has not been able to get Columbia Gas to respond. Upon inquiry, Solicitor Doyle stated she will check if the Borough has any recourse action it can take, such as filing a complaint with the PUC, or drawing on the Surety Bond on file for the project during which the fees were incurred; \*Consumer fireworks- Addressing inquiries by Borough Council, Sarah stated Stock and Leader is looking into how the new State law affects Municipal ordinances. Some regulations are obvious such as, you must be a minimum age of 18 and sober to purchase and use the fireworks, must be 150' away from buildings, must catch in the act and determine the decibels to enforce the law, etc.
- F. **Finance & Budget** – 2017 4<sup>th</sup> Quarter Statements- Mayor Greg Gruendler reported he reviewed the 2017 4<sup>th</sup> quarter bank statements and found no issues.
- G. **Streets** – \*Street Committee Report- No meeting was held in February; \*Stormwater (SW) Inlets- CM Brian Dell reported Easy-Dig Excavating, Inc. has begun to work to inspect, clean, and repair the Borough's SW Inlets. John Hendrix, Owner, is preparing spreadsheets detailing exactly what work was performed at each location. The spreadsheets will be kept on file at the Municipal Office to ensure a history of the inlets is available for future reference/SW Inlet located on Nixon Drive at Valley Road- as reported at the February 7 meeting, PennDOT did install delineators leading up to the inlet. A discussion of installing guardrails was held. PennDOT engineers do not recommend guardrails for this location, partially due to the short length of guardrail that would be needed. CM Brian Dell stated he did not feel it would be in the best interest of the Borough to install the guardrails due to the liability exposure it could create for the Borough. Council members agreed the Borough would not install a guardrail at this inlet; \*Pothole repairs- Goal is to complete this in April or May; \*Oak Lane- CM Donald Wright reported John Hendrix of Easy-Dig Excavating, Inc. recommended to fill the low spots, grind the high spots and finish with a quarry mixture called DRT; \*The committee will plan to meet on March 27.
- H. **Refuse and Recycling** – \*No report presented.
- I. **Buildings and Grounds** – \*Committee Report- CP Roger Coleman presented the minutes, as attached, from the Buildings and Grounds (B & G) Committee meeting held on February 13, 2018; \*CM Donald Wright stated a DCNR grant application will not be submitted for this year's program. After reviewing information on file from 2016 from the Borough's contract with a landscape architect, he found there was not enough time to determine what the Borough wants to accomplish. The information and cost worksheet from the architect dealt mainly with making the playground facilities ADA accessible and included a minimal amount of equipment. The grant was for 30% matching funds and pricing has since changed. There is another grant program available that requires 50% matching funds and has no cap that the Borough may want to consider applying for next year; \*Walking Path Restoration- ***A motion was made by CVP Lance Beard to approve a cost proposal in the amount of \$3,500.00 from Easy-Dig Excavating, Inc. to restore the walking path at Jacobus Community Park, as presented. CM Jeff Hammers seconded the motion. Motion carried unanimously.*** The project will consist of: Re-grading for proper drainage, supply, place and compact additional stone where needed, and add topsoil, seed and straw to edges as needed to make the trail a more uniform width throughout. OM Cynthia Ferree will notify Easy-Dig the cost proposal was approved as presented; \*Park Sign- CM Jeff Hammers suggested going digital. He will look into pricing; \*Batting Cage- OM Cynthia Ferree presented information received from John Hendrix of Easy-Dig via email. John stated he is working with Jed to place the Diamond Dirt on the ballfield and have the batting cage installed for the 2018 season. In the email John also states, "This will be done as our donation to the community. I am very happy to be a part of Jacobus Borough and to be in a position to be able to donate the equipment and time."; \*Vegetation Management Contract- OM Cynthia Ferree presented a cost proposal from Glen Rock Green for vegetation management services in 2018. ***CM Donald Wright made a motion to approve the cost proposal, in the amount of \$2,125.00, from Glen Rock Green, as presented. The total cost includes \$1,180.00 for Borough-owned property at Jacobus Community Park, Stonewood Dr. Tot Lot and the Municipal Building, and \$945.00 for the Nixon Drive Retention Basin. Each location will receive six (6) treatments from April through September. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously;*** \*Property Maintenance Contract- Copies of the revised specs and contract (as requested by the B & G Committee) were distributed to Council members for final review. OM Cynthia Ferree confirmed that the revisions made, and the final draft being presented tonight met the approval of the Buildings and Grounds Committee members, and Borough Council. ***A motion was made by CM Donald Wright to approve the Property Maintenance Contract and Specs as presented, contingent on a final review by Stock and Leader, and to authorize OM Cynthia Ferree to seek cost proposals for consideration of approval at the April 4 Council Meeting. CM Jeff Hammers seconded the motion. Motion carried unanimously;*** \*Portable Toilet Proposal- Two (2) cost proposals for an ADA unit were presented as follows: Associated Products, Inc. for \$135.00 p/4 week billing cycle and Knaper's Stop and Go for \$105.00 p/4 week billing cycle. ***CM Donald Wright made a motion to approve the cost proposal, in the***

**amount of \$105.00 p/4 week billing cycle, from Knaper's Stop and Go for April 1, 2018 through October 31, 2018, as presented. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously;** \*Park De-winterization- OM Cynthia Ferree reported the park is scheduled to be de-winterized on Monday, April 2; \*CP Roger Coleman stated the state of the Municipal Building roof has not yet been reviewed; \*Upon inquiry updates on the following items were presented: 1. Municipal Building Doors- Mayor Greg Gruendler gave the status-to-date. He will continue to work on moving this project forward. The new doors will be ADA compliant- full-light with panic hardware and 'no-turn' hardware on the outside, and 2. Handicap Ramp- No action has been taken by the B & G Committee.

- J. **Community Events** - \*CM Sandy Sheffer stated she is working with the local churches to acquire support and assistance for the 2018 Christmas Tree Lighting Ceremony.
- K. **JLS Recreation Association** – \*CM Donald Wright reported he attended the DASD School Board Meeting in regard to the information presented by Loganville Council President Ron Tombesi at the February 7 Council Meeting. Donald stated that the School Board members who were not on the Policy committee were not aware of the 'field rental' matter, and the Board's Committee members then filled the rest of the Board members in. As a result of the discussion, the information Ron Tombesi presented to Jacobus Borough Council was proved to be inaccurate. DASD will work with JLS, which can apply for a waiver of fees to rent the district's sports fields in lieu of in-kind services. Donald has explained, and forwarded, the information to Lori Starz, JLS Administrator.
- L. **Other Reports** – \*Feral Cats- CP Roger Coleman presented information he requested from the Borough's Animal Control Officer in regard to options for controlling the feral cat population in the Borough. Solicitor Sarah Doyle stated most municipalities take action only if there is a specific nuisance and/or if it is creating a public health & safety issue.

#### **Unfinished Business**

- A. CP Roger Coleman reported the tractor has been serviced, and upon inquiry, that the service included sharpening of the blades.
- B. CM Sandy Sheffer inquired if something can't be done to get people to remove their cars from the street as required when a snow emergency is declared. CM Donald Wright stated YARPD should be instructed to do a sweep of the Borough and enforce the Borough's related ordinances.

#### **New Business**

- A. No '*New Business*' to discuss.

#### **Correspondence**

- A. Central Penn Business Journals
- B. Misc. Monthly, Quarterly, Annual Newsletters & Reports

#### **Bills**

**CM Donald Wright made a motion to approve February 2018 General Fund expenses of \$23,824.05 and Liquid Fuels expenses of \$38,668.75; and disbursement of March 2018 General Fund expenses-to-date of \$32,532.98 and Liquid Fuels expenses-to-date of \$0.00 as presented in the Treasurer's report. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.**

#### **Other Business**

- A. \*CM Brian Dell expressed his sincere thank you to Sarah Doyle, Esquire, for the Municipal 101 Seminar Stock and Leader presented this year. Brian stated Stock and Leader's presentation of information on particular topics is always presented well, and no matter what the topic is there is always something new to learn; \*CM Brian Dell reported on the JCC Tour everyone was invited to in January. The tour of the JCC School located on Hill St. in York Township, included discussion on JCC's plan for the Montessori School located just south of the Borough, which is to open a pre-school for a maximum of 100 children. The JCC is currently working with engineers and architects in order to bring the school up to code, but its goal is to open in 2019. JCC currently runs an After-School Program at the Dallastown Area Intermediate School.

#### **Adjournment**

**CM Brian Dell made a motion to adjourn the meeting at 9:53 p.m. The motion was seconded by CM Jeff Hammers. Motion carried unanimously.**

Jacobus Borough Council will meet next on Wednesday, April 4, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree  
Office Manager/Treasurer  
Jacobus Borough Council

\*Denotes change of subject