

**Jacobus Borough Council Meeting**  
**Meeting Date: May 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 Greg Gruendler.

**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 Mayor (MYR) Greg Gruendler and Sarah Doyle, Esquire. CM Donald Wright was absent; arrived at approx. 7:04 p.m.

**Minutes and Treasurer's Report**

1. Minutes of April Council meeting – CM Brian Dell stated the motion made under “New Business, Ltr. B” in the April 4 Council minutes, was not properly voted on and he requested the motion be rescinded. Discussion included the need to rescind the vote because the motion by the Council President at the end of the meeting did not include time for discussion and a call for opposing votes was not made. Solicitor Sarah Doyle stated she didn't see a need to rescind the vote at this time. The Council minutes can be approved and the matter of the vote to install signage on Park Street could be discussed later in this meeting. ***CM Donald Wright made a motion to approve the April 4, 2018 Council meeting minutes, stating that the vote on the Park Street 25 mph signage was not unanimous. The motion was seconded by CM Sandy Sheffer. Motion carried by majority vote.***
2. Treasurer's Report – Treasurer Cynthia Ferree presented the Treasurer's report for April 2018. ***A motion was made by CM Kathie Cavanagh to approve the April Treasurer's report for audit as presented. CM Jeff Hammers seconded the motion. Motion carried unanimously.***

**Persons on the Agenda/Public Participation**

- A. Doug Arnold - Mr. Arnold presented an update on his project related to this year's 70th anniversary of the dedication of the Borough's Community park and the history of baseball for that time period. Mr. Arnold sought Council's preference for the mounting specs and location for the memorial plaque Mr. Arnold and his siblings are donating to the park. He also stated he has made some corrections to the book and the final copy will soon be ready for publication. ***CM Jeff Hammers made a motion to approve the installation of the Memorial Plaque at Jacobus Community Park with the location to be determined by Borough Council at the June meeting. The motion was seconded by CM Donald Wright. Motion carried unanimously.***
- B. Grant Anderson, Site Design Concepts, Inc. – Mr. Anderson was present to review and discuss various street items as follows: ***1.*** 28 Park Street- Kinsley Construction, Inc. has satisfactorily completed the restoration on the east side of 28 Park Street and Grant recommends releasing the retainer of \$2,500.00. ***A motion was made by CM Brian Dell to approve releasing the \$2,500.00 retained by Jacobus Borough to Kinsley Construction, Inc. CM Donald Wright seconded the motion. Motion carried unanimously, 2.*** 2018 Franklin St.-United Ave. Project- An on-site Pre-construction meeting is scheduled for April 26, 2018 @ 8:00 a.m. Discussion included, but was not limited to: A. Millings from S. Pleasant Ave. will be installed in the gravel lot at the Municipal Building on N. Cherry Lane, B. Extra Millings will be installed at the washed out areas of the Community Park lane/path, and C. N. Pleasant Ave. Change Order Option- Two (2) options were presented for the west portion of Meadow Street as follows: Change Order No. 1- Overlay w/2" thickness of 9.5mm Superpave Wearing Course for a proposed cost of \$2,877.00 or Change Order No. 2- Full-depth Reclamation w/Portland Cement, 25mm Superpave Base Course w/2" thickness and 9.5 mm Superpave Wearing Course w/1" thickness for a proposed cost of \$12,522.50. Discussion included, but was not limited to, how much if any of this area Smith Village was including in its plan to repave the parking lot. ***A motion was made by CM Donald Wright to approve the execution of Change Order No. 1 in the amount of \$2,877.00 for the overlay of W. Meadow Street. CM Brian Dell seconded the motion. Motion carried unanimously, 3.*** York Road Restoration- The restored pavement does not direct stormwater into the York Road and Meadow St. inlets as discussed with, and agreed upon, by Columbia Gas' contractor, ***4.*** Perimeter of Ballfield- MYR Greg Gruendler suggested, and Borough Council agreed, to use millings to fill-in around the ballfield, and ***5.*** MYR Greg Gruendler stated the York County Conservation District (YCCD) visited Meadow Street during rain events and is impressed by the result of the stormwater remediation the Borough put in place.
- C. Ann Yost of YSM, and Barry Myers of YC Parks – Ms. Yost discussed the requirements received from the Borough to proceed with the County Park's (Park) project on Nixon Drive. She stated the proposed parking lot and expansion of the walking trail are part of the Park's 2013 Master plan. Following discussion which included

Grant Anderson, Borough Engineer, and Solicitor Sarah Doyle, **CM Brian Dell made a motion to approve authorizing Grant Anderson of Site Design Concepts, Inc. to work directly with York County Parks to work out the details of items needed to satisfy the requirements of Jacobus Borough's ordinances in order for a permit to be issued by Jacobus Borough. The motion was seconded by CM Lance Beard. Motion carried by majority vote.**

#### Action to be Taken

- A. Goodwill Fire Co. No. 1 - **A motion was made by CM Donald Wright to approve the 2018 Officer's List and Active Members Roster, and the 2018 Non-Emergency Events list for Goodwill Fire Co. No. 1.** CM Jeff Hammers stated he would like to review the lists before voting on the motion. The lists were passed to Jeff for review. Upon completion of Jeff's review, **CM Brian Dell seconded the motion. Motion carried unanimously.**
- B. Financial Summary f/Year 2017- Upon a request by Office Manager (OM) Cynthia Ferree, **CM Brian Dell made a motion to authorize OM Cynthia Ferree to advertise the Financial Summary f/the audit of Year 2017 as legally required. The motion was seconded by CM Donald Wright. Motion carried unanimously.**

#### Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: \*YARPD report/March 2018- 75.92 Service Hrs, 27.68 Admin Hrs., -16.04 Running Total/13 response calls as listed on "Activity Report/Alarm Responses- One (1) at 18 Eagleton Drive on April 4, 2018; \*District Court report/March Receipts: \$563.83 for Vehicle Code Violations/\$150.00 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: Fawn Grove Borough- Kennard-Dale High School Graduation on June 7, 2018 and Olde Tyme Days Parade on July 8, 2018//Shrewsbury Borough- Firemen's Carnival on June 25 to June 30, 2018//Springfield Township- YWCA Celebratory 5K on May 19, 2018. The motion was seconded by CM Donald Wright. Motion carried unanimously;** \*Meetings/Training- Attended monthly meeting at York Township EMS. Meeting discussion was on Shelter plans. CM Donald Wright suggested contacting DAIS and Smith Village as possible shelter locations.
- B. **Office Manager** – Cynthia Ferree presented: \*PIRMA (Liability Insurance)- PIRMA has added \$250,000.00 of Cyber Breach Coverage to its member's insurance policies. At renewal members can choose to increase the coverage for up to \$1,000,000.00; \*Electric Supplier Contract- Integrity Energy contacted the Borough to offer seeking electric supplier rates. The best rate offered is 0.0499 p/KWH by our current supplier Champion Energy for all six (6) of our electric accounts. The current contract rate is 0.0564 p/KWH. Upon inquiry OM Cynthia Ferree stated the offer is only good for an immediate decision. Supplier rates change constantly and the agent, Integrity Energy, can only hold the rate for a minimal amount of time. **CM Jeff Hammers made a motion to table the offer until next year.** The motion died for lack of a second. Following discussion, **a motion was made by CM Donald Wright to approve accepting and executing the three (3) year contract as presented with an electric supplier rate of 0.0499 p/KWH with Champion Energy. CM Kathie Cavanagh seconded the motion. Motion carried by majority vote.** The new three (3) year contract will take effect upon the October 2019 expiration of the Borough's current contract; \*Documents pertaining to YCPC Action are available for viewing- as submitted by Earl Willoughby, Jacobus LGAC representative.
- C. **BCO/Zoning Officer** – Mike Hammers presented: \*Issued- Use permit for Boone's Cafe and a permit to extend an existing driveway; \*Chicken permit on Hidden Hill Farm Lane not needed- applicant has over 2 acres; \*Resident Brad Peters inquired of installing a 2300 Sq. Ft. Bldg. for agricultural use. Mike stated this use is exempt from UCC inspections but would need a Stormwater permit.
- D. **JBSA** – Roger Coleman presented: \*No change to the status of the system appraisal. Company continues to request additional documents.
- E. **Solicitor** – Sarah Doyle, Esq.: \*Columbia Gas (CG) Agreement- CG was notified the Borough was beginning the process to call the bond. Still no response from CG.; \*Consumer fireworks- **CM Kathie Cavanagh made a motion to advertise the Consumer Fireworks ordinance with the addition of a statement limiting the fireworks to no more than 2 hours within a 10 day period, and as otherwise presented. The motion was seconded by CM Donald Wright. Motion carried unanimously;** \*Driveway Permits- Referring to the YC Park plan recently submitted to the Borough, CM Brian Dell inquired of Borough Council and Solicitor Doyle if the Borough should consider adopting an ordinance which would regulate new entrances and exits onto Borough streets. Following discussion, **a motion was made by CM Brian Dell to authorize Stock and Leader to research entrance and exit regulations on Municipal streets, and to present options to Borough Council for discussion and consideration at the June 6 Council meeting. CM Donald Wright seconded the motion. Motion carried unanimously.**
- F. **Finance & Budget** – \*Bank Statements- OM Cynthia Ferree presented the 2018 1<sup>st</sup> Quarter Bank statements for review by a member of the Finance & Budget committee. MYR Greg Gruendler will perform the review; \*Traffic Signal Repair- OM Cynthia Ferree presented a report from Milt's Repair Service for a repair of the

Intuicom Comm II Radio System Unit (system) related to the traffic signal. The Borough's portion of the repair was 1/3<sup>rd</sup> or \$415.70, which is included in the April expense total presented with the Treasurer's Report.

- G. **Streets** – \*Street Committee Report- April 24 Committee meeting was cancelled as not all members could attend; \*CM Brian Dell presented a report on the Committee's April activities as follows: **1. Oak Lane-** The "Invitation to Bid" ad was sent to Central Penn Business Journal (CPBJ) and will be published in the May 4 and May 11 issues of the newspaper. Sealed Bids are due to the Municipal Office by 4:30 p.m. May 22 and will be opened for review by the Streets Committee at the scheduled May 22 Committee meeting. The committee will present its recommendations to Borough Council at the June 6 meeting. CM Brian Dell stated he met with resident William Miller who contacted the Borough regarding his concerns for the condition of Oak Lane. Mr. Miller was satisfied with the explanation given to him regarding street priorities and the process involved in repairing or reclaiming a street. Mr. Miller plans to attend the June 6 Council meeting, **2. The punch list item at 28 Park Street** has been resolved and the committee was recommending the release of the \$2,500.00 retainer held by the Borough to Kinsley Construction, Inc., **3. Franklin St.-United Ave. Project-** An on-site Preconstruction mtg. was held on Thursday, April 26, 2018. CMs Sandy Sheffer and Donald Wright were unable to attend due to schedule conflicts. Attending were MYR Greg Gruendler, CM Brian Dell, Grant Anderson of Site Design Concepts (Borough's engineer), representatives/owners from Salem UCC, Valley Road Associates & DADDS Corp., two (2) representatives from Kinsley Construction and several residents. The committee has continued to keep DASD informed of the project schedule due to its scheduled bus route on Franklin St. and the district was invited to attend the Preconstruction mtg., but did not send a representative, **4. Pothole Repair-** The committee continues to identify potholes for repairs. The final list is scheduled to be presented to Borough Council for action at the June 6 Council meeting, **5. Curb Painting-** A proposal was received from D.E. Gemmill to perform yellow, and handicap blue, curb painting as needed throughout the Borough at a cost of \$3,854.00. Discussion concluded the Buildings and Grounds Committee decided at its May 22 meeting that CM Lance Beard would use individuals in the County ARD Program to perform curb painting, **6. Park Street Speed Limit Signs-** CM Brian Dell stated the cost for the purchase and installation of speed limit signs on Park Street by D.E. Gemmill is approx. \$1,022.00 for four (4) signs. He discussed his opposition to the installation of speed limit signs with Borough Council, which included the distance the signs must be placed into someone's property to avoid utility lines, the cost to the Borough, several Park St. residents have voiced their feelings against installing signs and they do not want them on their property, and police cannot enforce speeding on Park St. so it is a waste of the Borough's money, etc. MYR Greg Gruendler stated his agreement with the latter. Police have stated there are some streets that enforcement cannot be done as there is no place to sit without being seen by oncoming traffic. CM Jeff Hammers inquired why a PA One Call was done on Park Street when it wasn't necessary and how much did it cost the Borough. CM Brian Dell responded a PA One Call is required by law anytime anybody is digging for any reason, and the Borough is a member of PA One Call and it does not cost the Borough anything. **CM Brian Dell made a motion to rescind the action taken at the April 4 Council meeting, in the motion listed under New Business, Ltr. B in the April 4 Council Meeting minutes regarding the installation of speed limit signs on Park Street for the reasons stated. The motion was seconded by CM Sandy Sheffer. CP Roger Coleman called for, and took, a voice vote. CM Brian Dell called for a Division of the House, which requires a roll call vote. OM Cynthia Ferree took the roll call vote as follows: CP Roger Coleman- "Yay", CVP Lance Beard- "Nay", CM Donald Wright- "Nay", CM Brian Dell- "Yay", CM Kathie Cavanagh- "Nay", CM Sandy Sheffer- "Yay", CM Jeff Hammers- "Nay". The motion to rescind the April 4 vote to install 25 mph speed limit signs on Park St. failed to pass by a 4 to 3 majority vote;** \*Inlets- CM Donald Wright reported he cleaned out the inlet at the north end of Circle Drive.
- H. **Refuse and Recycling** – \*No report presented.
- I. **Buildings and Grounds** – \*Committee Report- Minutes from the April 10 Committee mtg. were distributed by CP Roger Coleman; \*CM Jeff Hammers stated he is working toward getting a cost proposal with the best company for replacing the park sign with a digital sign; \*Baseball Field Use- **CM Lance Beard made a motion to approve setting the License Agreement fee for Backyard University at \$150.00 for the 2018 Baseball season. The motion was seconded by CM Jeff Hammers. Motion carried unanimously;** \*Handicap Ramp- CM Lance Beard presented a cost proposal from Pantano Concrete LLC in the amount of \$980.00 to repair the handicap ramp at the Municipal Building. **A motion was made by CM Donald Wright to approve the cost proposal in the amount of \$980.00 from Pantano Concrete LLC as presented. The proposal included repairing holes in the ramp and installing a 6' x 5' concrete turning area with one (1) detachable warning surface. CM Jeff Hammers seconded the motion;** \*Curb Painting- **CM Kathie Cavanagh made a motion to approve using individual's from the County ARD program to paint the curbs in Jacobus Borough, with a deadline of the August 1 Council meeting to complete the curb painting. The motion was seconded by CM Donald Wright. Motion carried unanimously;** \*Municipal Building Door Replacements- MYR Greg Gruendler had nothing new to report; \*Municipal Building Roof- CP Roger Coleman stated he has not yet looked at the condition of the

roof; \*Small Pavilion Shed- OM Ferree presented a cost proposal in the amount of \$1,830.00 from First Priority Pest Control for 'squirrel exclusion'. Following discussion, CM Lance Beard will seek proposals to purchase and install siding and soffit on the small pavilion building to present to Borough Council at the June 6 Council meeting; \*Gazebo Bench- One (1) of the benches in the park gazebo is broken and needs repaired or replaced; \*Park Reservations- OM Cynthia Ferree stated the Sign-up Sheet and Reservation signs for May are on the table.

- J. **Community Events** - \*No report.
- K. **JLS Recreation Association** – \*No report.
- L. **Other Reports** – \*No Report.

#### **Unfinished Business**

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

#### **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 April 2018 General Fund expenses of \$19,654.02 and Liquid Fuels expenses of \$17,042.50; and disbursement of May 2018 General Fund expenses-to-date of \$2,214.87 and Liquid Fuels expenses-to-date of \$2,927.80 as presented in the Treasurer's report. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.***

#### **Other Business**

- A. Signage Contract- CM Donald Wright will handle the contract with D.E. Gemmill for the installation of two (2) speed limit signs on Park Street.
- B. May 8 Committee Meeting- No committee plans to meet.
- C. May 22 Committee Meeting- Streets Committee will meet to receive sealed bids for Oak Lane and to review or discuss any outstanding or additional items that may need attention. The Building and Grounds Committee will meet also; initially meeting at the Municipal Building and then moving the meeting to Jacobus Community Park to discuss and review work that is needed at the park.

#### **Adjournment**

***CM Jeff Hammers made a motion to adjourn the meeting at 9:46 p.m. The motion was seconded by CM Donald Wright. Motion carried unanimously.***

Jacobus Borough Council will meet next on Wednesday, June 6, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree  
Office Manager/Treasurer  
Jacobus Borough Council

\*Denotes change of subject