

**Jacobus Borough Council Meeting**  
**Meeting Date: November 2nd, 2022**

**Call to Order**

Council President Sandy Sheffer called the meeting to order at 7:00 p.m.

**Opening Invocation and Pledge of Allegiance**

Invocation was offered by Council President Sandy Sheffer followed by the Pledge of Allegiance.

**Roll Call**

Present were Sandy Sheffer, Lance Beard, Greg Gruendler, Donald Wright, Jill Conner, Phyllis Bowers, Jeff Hammers, Dawn McElhiney and Sarah Doyle, Esquire.

**Minutes and Treasurer's Report**

- Minutes of October Council Meeting – Phyllis Bowers made a motion to accept the October 5th, 2022 Council Meeting minutes as presented. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for October was provided and reviewed by all. Included in the report was a statement of current balance in all bank accounts. A motion was made by Donald Wright to accept the October 2022 Profit & Loss Statement and bank balance as presented. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

**Action to be Taken**

- A motion was made by Donald Wright to adjust the meeting agenda to add a Subdivision and Land Development Ordinance waiver request by Johnston and Associates. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- Attorney Doyle drafted a resolution with the Mayor to adopt an Emergency Text Messaging system with the Mayor as the sole administrator of the app provided by Savvy Citizens. Donald Wright proposed a change to the resolution to read as a general app provider, and not specific to Savvy Citizens. A motion was made by Donald Wright to accept the resolution for an Emergency Text Messaging system with the changes discussed. The motion was seconded by Jeff Hammers. Motion carried unanimously.

**Persons on the Agenda/Public Participation**

- Mike Rompilla – resident  
Mr. Rompilla was present at the last council meeting as well to propose a burn ordinance for the Borough as he and his fellow neighbors are having issues with a resident on E. Greenbriar that has been burning close to property lines, burning hazardous materials such as construction debris etc. Since last council meeting, Mr. Rompilla had drafted a sample ordinance to present to Borough Solicitor and Council. The draft was based on many samples of burn ordinance of surrounding municipalities. Attorney Doyle informed the resident that the process to adopt an ordinance could take months, first starting with a vote at next council meeting to approve or not a burn ordinance for the Borough. If approved, making changes to the proposed ordinance as Council deems fit, then advertise for the adoption of said ordinance. Lance Beard brought up the need for landowners to burn yard debris that should be allowed, which Mr. Rompilla agreed to incorporate into his draft. Attorney Doyle also informed the resident that burning of thrash can be enforceable under the Solid Waste Ordinance. It was agreed that Mr. Rompilla will make further changes to his draft proposal and e-mail the draft to the Borough office for Borough Solicitor and Council's review.

- Tom Caltagirone – GTC Properties

Mr. Caltagirone was present at the last Council Meeting to petition for the removal of yellow curb paint in front of his property at 209 N. Main Street. He was present at this meeting for an answer to the Borough's findings on reasoning for no-parking at said area. Attorney Doyle stated that upon discussion with the Borough's Engineer, PennDOT does not have any record of a traffic study for the area. Therefore, Attorney Doyle states that the two options for Council to take is to either approve the removal of the curb paint, or to commission a traffic study for the area in question. Borough Engineer states that he had already contacted a traffic engineer for a quote to perform the traffic study. Jeff Hammers stated that the no-parking area in question had to be so long as historically that had been an area of frequent motor vehicle accidents since the line of vision is obstructed when vehicles are parked in the area of 209 N. Main Street due to the incline of the road. Vehicles pulling out of Church Street to go South on Main Street will not be able to see past parked vehicles. Mr. Hammers states that this is a safety issue. Donald Wright states that if the Borough made a mistake as stated in the ordinance of no-parking only up to 63-feet of Church Street, then Council has to abide by the Ordinance. Jeff Hammers recommends to have the paint on the curb remain in the entirety till a traffic study is performed. Lance Beard commented that the paint was placed for no-parking for safety reasons. If the paint is removed, and a fatal accident happens, the Borough may be held liable. Attorney Doyle recommends that a traffic study for the area be performed since it is a known hazard. Sandy Sheffer asked if there is parking in the rear of 209 N. Main Street, to which Mr. Caltagirone answered that there are a few parking spaces in the rear. Jeff Hammers made a motion to allow the yellow curb paint to be removed up to the 63-foot mark from Church Street pending a traffic study. Should the traffic study finds that no-parking should be extended past the 63-foot mark, then the no-parking zone may extend even further beyond 209 N. Main Street. The motion was seconded by Dawn McElhiney. Motion carried unanimously. Mayor Greg Gruendler requested for the yellow to be painted over with grey, rather than sanding to remove.

- Eric Johnston – Johnston and Associates, Inc.

Mr. Johnston was representing John's RV of 257 N. Main Street as their Engineer. The said applicant proposes to submit a stormwater site plan and erosion control plan for the stormwater improvements that will be required by the Borough. Mr. Johnston stated that the stormwater site plan will be developed in accordance with the Borough's Stormwater Management Ordinance and will work closely with Borough Engineers. Mr. Johnston was present to request a waiver for a Land Development plan for this said project. A motion was made by Lance Beard to grant the waiver as requested by Mr. Johnston. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Grant Anderson – Site Design Concepts (SDC)

N. Cherry Lane resurfacing – Mr. Anderson presented that Stewart & Tate had completed the profile milling and overlay work on both the N. Cherry Lane and side lot of the Borough Municipal Office building. The milling was done on September 29<sup>th</sup>, the base course was laid that same day. On September 30<sup>th</sup>, the wearing course was applied along with sealing and stabilization. After the work was done, there was rain fall for a few days where puddling/low spots were identified. As a result, Stewart & Tate notched the pavement and repatched the problem areas. Mr. Anderson reported that the work that was completed meets the minimum requirements of the contracted bid of \$38, 636.00 and an invoice was received for \$33,376.64. Mr. Anderson recommends to pay Stewart & Tate in full. Lance Beard pointed out that this was a sub-par job, which now looks patchy that needs to be fixed. He commented that the foreman was not present during the project and suggested that Mr. Tim Tate should be called to look at the work. Mr. Anderson suggested that an option can be to apply a layer of microseal to make the surface appear more uniform. Jeff Hammers

recommended to table paying the invoice to Stewart & Tate until a representative can come out to discuss a fix for the project that would be acceptable.

Erosion Mitigation Reports – Mr. Anderson reported that Kinsley Construction had completed the swale construction and stabilization at the corner of Pine Street and Woodland Drive. The paved swale began at the property line of resident Jake Bahn and rolled curb into his driveway. Mr. Anderson recommended the payment to Kinsley Construction in the amount of \$10,400.00 when an invoice is received.

2022 Crack Sealing – Mr. Anderson reported that Site Design Concept had informed Stewart & Tate that they had been awarded the 2022 Crack Sealing project in the amount of \$3,407. The contractor will start the said project as soon as possible before the onset of cold temperatures.

N. Pleasant Avenue – Mr. Anderson presented that a quote had been received from Kinsley Construction for approximately \$1,500 to mill and scratch the pavement for positive drainage in the area.

Storm Sewer Maintenance – Mr. Anderson also presented that the on-going storm sewer maintenance is still pending with Easy-Dig Excavating.

10 Farmington Drive – Mr. Anderson reported that the utility connection pit in the grass shoulder at this property had been eroding due to a poor restoration job by Columbia Gas. He contacted Columbia Gas who has since repaired the patch.

- Earl Click – Jacobus Lions Ambulance Club  
Mr. Click presented that for the month of October, the Ambulance Club received 160 calls, of which 89 were for Advanced Life Support and 71 were for Basic Life Support. Of the total calls received, only 11 were for Jacobus Borough.
- Steve Overmiller – Goodwill Fire Company  
Mr. Overmiller presented the following planned fund-raisers for the Fire Company – 1)Fish-Fry Drive-Through on November 13th; 2)Christmastime in Loganville on November 19<sup>th</sup>; 3)Painting event on November 27<sup>th</sup>; 4)Pancake breakfast with breakfast meats on December 11<sup>th</sup>.  
Jeff Hammers pointed out that the Fire Company is fundraising with a portrait sale where the portrait company representative has been soliciting door-to-door on behalf of the fire company. In this instance, the portrait company is making a profit off of these portrait sales and will therefore be required to obtain a Transient Retail Merchants Permit. The Fire Company as a non-profit does not need to have said permit, however the portrait company profiting will need to have a permit. Attorney Doyle checked on the details of Borough ordinance and determined that the portrait company in this instance will need a Transient Retail Merchants Permit to solicit in the Borough.

## **Borough Reports**

- **Mayor & Emerg. Mgmt.**  
Mayor Greg Gruendler presented: \*YCRPD report for September 2022 – 85.57 police service hours, 30.70 administrative hours, with a running total of -150.55 hours; 22 response calls; \*No Fire Police requests; \*September Police Commission Report distributed to all present.
- **Office Manager**
  - Animal Control Contract for 2023 – A contract for 2023 was received from Klugh Animal Control Services. A copy of the contract was sent to Attorney Doyle who redrafted the contract accordingly. Attorney Doyle summarized the contract for Council, such as the \$50 retainer, service charge of \$53 per hour per officer, \$79.50 service charge per hour on Wednesdays, etc. A motion was made by Donald Wright to retain Klugh Animal Control Services for 2023 per the contract as drafted by Attorney Doyle. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- John Miller Jr. (MPL Law) as attorney on record for Jacobus Borough Zoning Hearing Board – A motion was made by Donald Wright to appoint John Miller Jr. of MPL Law as the attorney on record for the Borough Zoning Hearing Board. The motion was seconded by Jill Conner. Motion carried unanimously.
  - Park garbage cans – All the trash and recycling cans at the Borough park were washed. All but four were stored away in the shed at the park, in preparation for the implementation of Borough’s carry-in/carry-out thrash policy for common areas. Attorney Doyle will be preparing a draft of the baseball field use agreement and park rental application that will have this thrash policy included. Signs will also be made and posted for this policy.
  - Savvy Citizens – discussions are in the process for setting up the Emergency Text Messaging system for the Borough with Savvy Citizens. A letter will be sent to all Borough residents to sign up for this free app which will alert residents of any emergency situations in the Borough.
- **Solicitor** – no additional comments from Attorney Doyle.
  - **Finance & Budget Committee** – a copy of the proposed 2023 General Fund and Liquid Fuel Budgets were distributed to all Council Members. A motion was made by Dawn McElhiney to accept the proposed 2023 General Fund and Liquid Fuel Budgets as presented. The motion was seconded by Jill Conner. Motion carried unanimously.
  - **Streets** – no comments at this time
  - **Buildings and Grounds**
    - Lance Beard reported that the two old springy toys have been repainted and installed at the park behind the Borough Municipal Building.
    - Mr. Beard also reported that the bathrooms and kitchen at the park have been winterized by Miller Heating and Cooling. Lance was very pleased with the company recommends using them again for future plumbing needs.
    - Mr. Beard also reported that the eroded areas at the perimeter of the large pavilion have been reseeded and grass is already starting to grow.
    - Mr. Beard has recruited some volunteers from the community to repair the dug-out roofs. The work is tentatively scheduled for December.
    - Currently, Mr. Beard is cleaning out the shed at the park and getting help to install some oak boards around the rafters so that squirrels cannot get into the shed.

**New Business**

Donald Wright reported that Site Design Concept is in the process of putting together a proposal for the Borough to perform Code Enforcement for Jacobus. A person with Site Design Concept has already been identified as the Code Enforcement Officer.

**Adjournment**

A motion was made by Donald Wright to adjourn the meeting at 8:24 p.m. Jill Conner seconded the motion. Motion carried unanimously.

Respectfully Submitted,  
 Sue Cheah  
 Office Manager/Treasurer