

**Jacobus Borough Council Meeting Minutes
November 2, 2011**

Jacobus Borough Council met on the above date at the Borough Municipal Building. Council President Brian Dell called the meeting to order @ 7:00 p.m., and followed with a Prayer and the Pledge of Allegiance. Secretary Cynthia Ferree called roll. In attendance were: Council President Brian Dell, Mayor Greg Gruendler, Council Vice President Bill Eshenour and Council Members: Jeff Hammers, Sandy Sheffer, Judy Gregory and Roger Coleman. Council member Lance Beard and Solicitor Dave Jones were absent. Councilman Lance Beard arrived at approximately 7:24 p.m.

Approval of Council Minutes

Jacobus Borough Council reviewed the minutes from the Council Meeting of October 5, 2011. *Councilwoman Judy Gregory made a motion to approve the minutes of the October 5, 2011 Council Meeting as presented and with the following correction: The 'second' to the motion approving the September 7, 2011 Council minutes was made by Councilwoman Judy Gregory, not Roger Coleman. The motion was seconded by Councilman Roger Coleman. Motion carried unanimously.*

Approval of Treasurer's Report

Secretary Ferree presented the Treasurer's Report for October 2011. *A motion was made by Councilwoman Sandy Sheffer to approve the October 2011 Treasurer's Report as presented. Councilman Lance Beard seconded the motion. Motion carried unanimously.* The Treasurer's report will be filed for audit.

Persons on Agenda/Public Participation

- A. Patrick Buhl, SEO – Mr. Buhl discussed the status of pumps & inspections for existing On-Lot Septic Systems in Jacobus Borough. Few responses have been received. The Borough will review the address list for revision/updates needed for further correspondence to property owners regarding On-Lot Septic requirements according to Borough Ordinance.
- B. Arthur Sinclair, Resident – Mr. Sinclair discussed damage to his property (yard & driveway) at 12 Hillside Drive caused by plowing of snow from the October 2011 winter storm. No action will be taken by Jacobus Borough.

Action Taken

- A. Winter Maintenance Contract – 1 (One) bid for Jacobus Borough's Winter Maintenance contract was received and opened at approximately 7:18 p.m. *A motion was made by Councilman Lance Beard to approve as proposed, L. T. Godfrey as low responsible bidder for Jacobus Borough's 2011-2012 Winter Maintenance contract. Council Vice President Bill Eshenour seconded the motion. Motion carried unanimously.*
- B. EIT Ordinance – *Councilwoman Judy Gregory made a motion to approve EIT Ordinance 2011-3. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.*
- C. JLS Resignation – *A motion was made by Council Vice President Bill Eshenour to accept Lori Starz's resignation from her appointment to the JLS Executive Board as a Jacobus Representative. Councilman Roger Coleman seconded the motion. Motion carried unanimously.*
- D. JBSA Resignation – *Councilman Roger Coleman made a motion to accept James E. Morouse's resignation from his appointment to the Jacobus Borough Sewer Authority. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.*
- E. YATB Resignation – *A motion was made by Councilman Lance Beard to accept Jenna G. Peeler's resignation to her appointment as a Jacobus representative to the York Adams Tax Bureau. Councilwoman Judy Gregory seconded the motion. Motion carried unanimously.*
- F. YATB Appointment – *Councilman Jeff Hammers made a motion to appoint Roger W. Coleman as a Jacobus representative to the York Adams Tax Bureau. The motion was seconded by Councilman Lance Beard. Motion carried unanimously. Roger will continue his appointment as Jacobus' representative to the TCC also.*
- G. JBSA Appointment – *A motion was made by Councilwoman Judy Gregory to appoint John E. Coleman to the Jacobus Borough Sewer Authority to fill a vacated seat expiring Dec. 31, 2011. Council Vice President Bill Eshenour seconded the motion. Motion carried unanimously.*
- H. JLS Appointment – *Councilman Jeff Hammers made a motion to appoint Terri Dillon as a Jacobus representative to the JLS Recreation Association's Executive Board to fill a vacated seat expiring Dec. 31, 2011 and to a new term beginning January 2, 2012 & expiring Dec. 31, 2012. The motion was seconded by Councilman Lance Beard. Motion carried unanimously.*
- I. 'No Parking' Ordinance Amendment – *A motion was made by Councilman Jeff Hammers to authorize Stock and Leader to advertise an amendment to Jacobus Borough's 'No Parking' Ordinance to include No Parking, Stopping or Standing from Meadow Street to 100' North of Meadow Street on the east side of Main Street, due to sight distance upon pulling out onto Main St. Council Vice President Bill Eshenour seconded the motion. Motion carried unanimously. The amendment is due to a traffic study conducted by a traffic engineer through the York County Planning Commission.*
- J. Code Adoption Ordinance – *Councilwoman Sandy Sheffer made a motion to authorize Stock and Leader to advertise the "Notice of Introduction of the Code Book of Ordinances for Jacobus Borough" for adoption at the Dec. 7, 2011 Council meeting. The motion was seconded by Councilwoman Judy Gregory. Motion carried unanimously.*
- K. Foreign Fire Insurance – *A motion was made by Councilman Lance Beard to authorize disbursement in the amount of \$20,490.70, the 2011 Commonwealth allocation received by Jacobus Borough for Foreign Fire Tax Relief, to Goodwill Fire Company's Fire Relief Association. Councilman Roger Coleman seconded the motion. Motion carried unanimously.*

- L. Audit Proposal – *Councilwoman Judy Gregory made a motion to accept a 3 year proposal as presented from SF & Company to perform Jacobus Borough’s state required annual audit and filing of the Financial Report. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.*
- M. 2012 JLS Budget – *A motion was made by Councilman Roger Coleman to approve the JLS Recreation Association 2012 budget as presented. Jacobus Borough’s portion of the JLS budget will be \$3,241.48 in 2012. Councilman Jeff Hammers seconded the motion. Motion carried unanimously.*
- N. 2012 GF Proposed Budget/Tax Levy – *Councilman Roger Coleman made a motion to authorize Secretary Ferree to advertise Jacobus Borough’s proposed 2012 General Fund Budget of \$451,076.00 & Tax Levy Ordinance for adoption at the December 7, 2011 Council meeting. The tax levy is proposed to remain at 1.7mil. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.*
- O. 2012 LF Proposed Budget – *A motion was made by Councilman Lance Beard to approve the adoption of Jacobus Borough’s proposed 2012 Liquid Fuels budget for \$43,383.41. Councilwoman Judy Gregory seconded the motion. Motion carried unanimously.*
- P. DVR System Server Rack – *Councilman Roger Coleman made a motion to approve the purchase of a Server Rack at a cost of \$899.00, including installation and a back-up power supply, as proposed by Crime Intervention Alarm Co., Inc. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously.*
- Q. Comcast Internet Service – *A motion was made by Council Vice President Bill Eshenour to purchase internet service as proposed by Comcast at a cost of \$34.90 p/month with installation fees waived. Councilman Roger Coleman seconded the motion. Motion carried unanimously.*

Borough Reports

- A. **Mayor** – Mayor Gruendler reported/presented: *Police Report- 39.25 Police Service Hrs & 34.10 Admin. Hrs. in Sept; *District Court report for Sept/\$124.99 received for Local Ordinance & Vehicle Code Violations; *No Fire Police requests; *YARPD-service cost increase- \$5,050.00 for Jacobus Borough
- B. **Secretary** – Cindy reported/presented: *Annual service & maintenance to the Borough’s Generator has been completed; *Jacobus Community Park is ‘winterized’ and the Portable Toilet has been removed; *Annual service & maintenance on the Furnace at Borough Building has been completed; *Received notice of allocation for Act 101 Recycling Performance Grant for year 2009/\$1,612.00; *Computer memory is low/Will contact technician to increase memory to 1 (one)gb
- C. **BCO** – *Mike Hammers reported: *3 Permits were issued/2 sheds, 1 Driveway enlargement; *3 Permits pending/Solar Panel Installations @ 52 N. Main St. & 116 Farmington Dr. & Outbuilding replacement @ 2 N. Main St; *Solicitor cited for continuing to solicit w/o a permit after being asked several times to leave town by Borough Officials; *Trailer parked on Woodland Drive/Matter resolved; *Olp’s parcel sale moving forward; *Borough Council discussed matter of trees overhanging areas on various streets in regard to winter maintenance equipment used by L. T. Godfrey.
- D. **EMC Report** – *No report
- E. **JBSA Report** – *No report
- F. **Solicitor** – *No report
- G. **Finance & Budget Committee** - *No report
- H. **Streets** – *Woodland Drive Stormwater control ‘humps’ are on L.T. Godfrey’s schedule-up to 6 weeks from now; *Hillside Dr. Snow Removal- Discussed in “Public Participation/Persons On Agenda”
- I. **Refuse/Recycling Committee** – *No report
- J. **Buildings and Grounds** – *Councilwoman Judy Gregory made a motion to approve the purchase of an awning for the Jacobus Borough Municipal Building as proposed by York Tent & Awning Co., at a cost of \$790.00 and Color #502-8056/Tennis Green. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously; *The Community Park ‘Christmas Tree’ should be trimmed by December 1st.
- K. **Community Events** – *Councilwoman Sandy Sheffer gave an update for the Christmas Tree Lighting ceremony set for December 10, 2011 @ 6:30 p.m. and confirmed the following: Judy/Purchased lights for the Gazebo, Jeff-Fire Ring, Cindy/Portable Toilet & will speak with Kim Beard regarding judging for decorating contest, Brian & Roger/Bonfire & Wood, Lance will arrange Santa’s needs w/Goodwill Fire Co., Mayor Gruendler/Emcee. Sandy will be contacting Paesanos & Browns for Gift Certificates & Refreshments.
- L. **JLS Recreation Association** – *No report
- M. **Other** – No ‘Other’ Reports

Unfinished Business

- A. Park Security Committee – Discussed in “Action To Be Taken”

New Business

- A. No ‘New Business’ to discuss.

Correspondence

The following have been received and are on file for a limited time in the Borough Office:

- A. YCPC action taken on Misc. Municipal projects
- B. Misc. Monthly, Quarterly & Annual Reports & Newsletters

Bills

- A. *Councilwoman Judy Gregory made a motion to approve October 2011 General Fund expenses in the amount of \$68,984.48 & Liquid Fuels expenses in the amount of \$1,224.16, and to authorize disbursement of 2011 November-to-Date expenses in the amount of \$2,515.00 as presented in the Treasurer's report. The motion was seconded by Councilman Lance Beard. Motion carried unanimously.*

Other Business

No 'Other Business' to report.

Adjournment

Councilwoman Judy Gregory made a motion to adjourn the meeting at 10:12 p.m. The motion was seconded by Councilman Lance Beard. Motion carried unanimously.

Jacobus Borough Council will meet next on December 7, 2011 at 7:00 p.m.

Respectfully submitted,

Cynthia M. Ferree
Secretary/Treasurer
Jacobus Borough Council

* - Denotes a change in subject