

Jacobus Borough Council Meeting
Meeting Date: November 2, 2016

Call to Order

Council President Roger Coleman called the meeting to order at 6:58 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 Councilman Lance Beard.

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 and Jeff Hammers; and Solicitor Sarah Doyle. Council member Debbie Loucks was absent. Debbie arrived at approximately 7:03 p.m.

Minutes and Treasurer's Report

1. Minutes of October Council meeting – ***Councilwoman Kathie Cavanagh made a motion to approve the October 5, 2016 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 October 2016. Councilman Lance Beard inquired of the line item expense total for traffic control devices. Cynthia explained that the expense is for the electric used by the traffic signal and the flashing warning signal and covers two payments for each piece of equipment. ***A motion was made by Councilwoman Sandy Sheffer to approve the October 2016 Treasurer's report for audit as presented. Councilwoman Debbie Loucks seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Lori Starz, JLS Recreation Association – Ms. Starz presented JLS' 2017 Preliminary Budget. She stated the budget total is less for 2017 because JLS dropped the Intramural Baseball and Summer Recreation programs. The contributions for the municipalities remain the same as 2016: \$4,358.97/Jacobus Borough, \$2,972.03/Loganville Borough, and \$12,482.50/Springfield Township. Councilwoman Sandy Sheffer stated a resident by the name of Steven Turner expressed interest in serving as a Jacobus representative for the JLS Recreation Board. She had invited him to attend tonight's meeting. Per discussion of the matter, Councilman Jeff Hammers stated Council should meet Mr. Turner before making the appointment. Several Council members agreed. Councilwoman Sandy Sheffer will invite him to the December 7 meeting.
- B. Rick Snider, Resident – Mr. Snider was present to follow-up with Borough Council in regard to the vegetation growth matter at 23 York Road. Rick stated that within one week after the October 5 Council meeting, the property owner had a contractor come in and mow, but the job was not completed. Rick stated he would estimate that about 1/3 of the vegetation still remains, or approx. 300 - 400 ft., including the thistle patch. He noted that it seems the property owner at 27 York Rd. has also started to let his vegetation grow now. Some conversation was held, but no definitive response was presented to Mr. Snider by Borough Council. Mike Hammers, BCO-Zoning Officer, stated he didn't realize the matter wasn't completely resolved and he'll try to take a look at the issue.
- C. Kathryn Berman, Resident – Mrs. Berman was not present.
- D. Grant Anderson, Site Design Concepts - Mr. Anderson was present to address any questions that Borough Council may have in regard to the proposal submitted by his firm for engineering services related to the Meadow Street Grant project. Borough Council reviewed the three (3) cost proposals (for engineering services) received at the October 5 Council Meeting. Discussion related to the project and cost proposals included but was not limited to: cost limits on proposals, services included in proposals, project plans, PA DEP permitting, legal agreements as project progresses, project decision authority, and so on. Solicitor Doyle, Grant Anderson, P.E, and Donald Wright, Citizen-at-Large on the Borough's street committee took part in the discussion with Borough Council. ***Councilwoman Sandy Sheffer made a motion to authorize Donald Wright, Citizen-at-Large on the Borough's Streets Committee, to work with Stock and Leader on the legal agreements addressing private property access and easements that will be needed to perform and later maintain the Meadow Street DGLVR Grant Project. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.*** In addition, ***a motion was made by Councilman Lance Beard to authorize Council President Roger Coleman to address 'change orders' that may be needed throughout the Meadow Street DGLVR Grant Project. Councilman Jeff Hammers seconded the motion. Motion carried unanimously.***

Action to be Taken

- A. Meadow St. Engineering Proposals - ***Councilwoman Debbie Loucks made a motion to approve the cost proposal for engineering services related to the Meadow Street DGLVR Grant project, submitted by Site***

Design Concepts, contingent on revising the proposal to change the wording, "Estimated Fee" to state, "Not to Exceed" the fees listed. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried by majority vote. The cost proposal from Site Design Concepts is as follows: "Scope Task - Base Bid" total of \$11,000.00 and the "Scope Task - If Requested" total of \$2,500.00 plus additional fees for 'as needed' project tasks. Additional services will be charged according to the firm's rate schedule.

- B. Board Appointments - Off. Mgr. Ferree presented the names of individuals willing to be appointed to new terms. **A motion was made by Councilman Lance Beard to approve the following board appointments: Steven C. Bentzel to the Jacobus Borough Planning Commission for a five (5) year term to expire Dec. 31, 2021, Carl D. Arnold and Dennis Bailey, Jr. to the Zoning Hearing Board for a three (3) year term to expire Dec. 31, 2019, and John E. Coleman to the Jacobus Borough Sewer Authority for a five (5) year term to expire Dec. 31, 2021. Councilwoman Debbie Loucks seconded the motion. Motion carried unanimously.**
- C. Audit Proposals - Following a brief discussion, **Councilwoman Debbie Loucks made a motion to approve the cost proposal submitted by Baker Tilly in the amount of \$4,900.00 to perform Jacobus Borough's Audit for Year 2016. The proposal also includes preparation of the Borough's financial report and summary, and filing the reports as required to the State. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.**
- D. JLS Representative Resignation - Office Mgr. Ferree presented a resignation letter from David Grove, JLS Rep, to Borough Council. **A motion was made by Councilman Jeff Hammers to accept the resignation of David Grove from his appointment to the JLS Recreation Board as a representative for Jacobus Borough. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.**

Borough Reports

- A. **Mayor** – Greg Gruendler presented: *YARPD report/September 2016- 109.57 Service Hrs, 32.56 Admin Hrs., -86.73 Running Total/31 response calls as listed on "Activity Report/Alarm Responses- Easy-Dig Excavating, Inc. at 141 S. Main St. and two times to Sheffer residence at 245 N. Main St.; *District Court report/September Receipts: \$184.32 for Vehicle Code Violations/\$357.67 for Local Ordinance Violations; *Fire Police (FP) Requests- None; *Meetings/Training: Attended a Sky Warn Training Session on Oct. 20 and a Human Trafficking Seminar hosted by the Harrisburg YWCA on Oct. 21; *Presented correspondence received from the York Advisory Committee
- B. **Office Manager** – Cynthia Ferree presented: *YARPD- Letter protecting the Borough's rights under the police contract was composed and sent to YARPD by Stock and Leader; *Assessment Appeal- Hearing resulted in a \$53,590.00 reduction in assessed value for the property of 21 Eagleton Drive; *Electric Supplier- Notices have been received confirming the supplier change for all six (6) of the Borough's Met-Ed accounts. The new three (3) year contracts with Champion Energy began with the October meter reads; *Email Accounts- Off. Mgr. Ferree stated one topic that continues to be discussed at the Municipal Administrator and Right-To-Know (RTK) Seminars she has attended is the use of personal email accounts for Municipal business. She suggested Jacobus Borough Officials consider opening an email account to be used specifically for Borough business only. This would protect your personal email accounts from being subjected to RTK requests. Solicitor Doyle stated Cindy's suggestion is advisable, but per Council's brief discussion, it is their choice.; *YCPC Action items received from Jacobus' LGAC rep, Earl Willoughby, were presented and are available for further review if desired.
- C. **Emergency Mgmt.** – Mayor Greg Gruendler presented: *Radio & Accessories Purchase- Following a presentation of the items Greg requested to purchase, **A motion was made by Councilman Lance Beard to approve the purchase of a portable ham radio and accessories, including a portable antennae and microphone, at a cost of approximately \$333.00. Councilman Jeff Hammers seconded the motion. Motion carried unanimously.**
- D. **BCO/Zoning Officer** – Mike Hammers reported: *Permits issued- Two (2) for Solar Panels, one (1) each for driveway expansion & retention wall, Thirteen (13) Use permits to Susan Hake, one (1) of which is for a new business, "Symmetry Home Elements"; *47 N. Main St.- Shed appeared at the rear of the property and was placed on an old cement pad, smaller than the shed itself. The roof is collapsing on the shed and the shed itself is in ill-repair. Mike stated he will require the property owner to submit a permit app and will review impervious surface in relation to the lot size. If the shed is allowed he will require the owner to repair the roof & shed and put in a seepage pit to contain the stormwater on the property. Mike requested permission to contact and use the Borough's Engineering Firm of Record, James R. Holley & Associates, Inc. (JRH), for assistance with this building and stormwater permit process. Borough Council told Mike to go ahead and use JRH as needed; *Loud Car(s) complaint- Mike stated a complaint was received from the property owner of 21 Valley Road, Roger Criswell, of loud cars and racing on Valley Rd by the residents living across the street from him. Mike spoke to the residents stated in the complaint and found no problems- just some young men who like to work outside on their vehicles. Several members of Council, including one who lives up the street from the property and another who lives across from the property stated by the complainant, said they have no complaints and have not seen nor heard anything

out of the ordinary. Discussion concluded with Council members in agreement that there are no issues to be addressed in regard to this complaint.

- E. **JBSA** – *No report.
- F. **Solicitor** – Sarah Doyle, Esq.: *Columbia Gas (CG) Status- CG is still questioning the detail in the invoice letter provided by James R. Holley & Associates, Inc. (JRH), of the engineering services performed, so has not yet agreed to submit reimbursement to the Borough. Cindy stated Stock and Leader has requested more detailed information from JRH in addition to what the firm already provided in order to satisfy CG's concerns; *Refuse Collection Service- Ms. Doyle and Council discussed items that need to be addressed in order to change the billing and allow Penn Waste, Inc. to invoice the Borough's property owners for refuse collection services. Following discussion, **Councilwoman Debbie Loucks made a motion authorizing Stock and Leader to work with Penn Waste, Inc. in order to draft an amendment, adding an escalator clause to the Borough's current contract with Penn Waste, Inc., and amending the Borough's Solid Waste Ordinance to authorize Penn Waste, Inc. to bill the Borough's property owners for the cost of curbside collection services and work directly with the District Justice Office for purposes related to collection for the cost of services. The motion was seconded by Councilwoman Kathie Cavanagh.** Roger Coleman called for a roll call vote on the motion. **Off. Mgr. Cynthia Ferree took the Roll Call Vote as follows: Loucks- Yes, Eshenour- Yes, Hammers- Nay, Beard- Nay, Sheffer- Yes, Cavanagh- Yes, Coleman- Yes. Motion carried by majority vote.**

At approximately 8:55 p.m., Council President Roger Coleman called for an Executive Session for matters of personnel. The Executive Session was ended and the regular meeting was reconvened at approximately 9:30 p.m.

- G. **Finance & Budget** - *Mayor Gruendler and Councilman Jeff Hammers presented the following information to Office Manager Ferree, and a motion was made as follows: **A motion was made by Councilman Jeff Hammers to approve an hourly rate of \$17.00, effective January 1, 2017, for Office Manager-Treasurer Cynthia Ferree. In addition, due to the PA Dept. of Labor & Industry's new overtime regulations scheduled to go into effect December 1, 2016, Cynthia must use up any time built up from when she worked over 40 hours p/week, which she was not compensated for, by Dec. 1, 2017. Beginning December 1, 2017, Cynthia must work 40 hours per week and the Borough will compensate her as legally required for overtime hours. Cynthia must seek permission from Mayor Gregory Gruendler or Council President Roger Coleman prior to working over 40 hours p/week, and must continue to log work performed and time in & out of the office as she currently does. Councilwoman Kathie Cavanagh seconded the motion. Motion carried unanimously.** Office Manager Ferree thanked Borough Council for the salary increase and their willingness to offer overtime compensation for time over 40 hours. She also stated seeking permission from Greg or Roger is not, and will not be, an issue as she currently informs them of times in and out of the office and seeks permission from them when she will be taking vacation or time off for uncompensated hours; *Account Transfer- Treasurer Cynthia Ferree reported she made a transfer in the amount of \$42,443.00, from the General Reserve Money Market account to the General Fund Operating account to cover the expense to Stewart & Tate for the Maple Street reclamation project; *Bank Statements- Councilwoman Debbie Loucks volunteered to perform a review of the bank statements for June through September 2016; *2017 Preliminary GF Budget- **Councilwoman Debbie Loucks made a motion to authorize Office Mgr. Ferree to advertise as legally required, the 2017 Preliminary General Fund Budget in the amount of \$527,750.00, for public viewing and consideration of passage at the December 7, 2016 Council meeting. The motion was seconded by Councilman Lance Beard. Motion carried unanimously;** *Tax Levy for Year 2017- **A motion was made by Councilwoman Kathie Cavanagh to advertise as legally required, the Ordinance stating the Tax Levy for Year 2017 for public viewing and consideration of passage at the December 7, 2016 Council meeting. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously;** *2017 LF Budget- Following the compilation of figures for the 2017 Liquid Fuels budget, **Councilman Lance Beard made a motion to approve the 2017 Liquid Fuels Budget in the amount of \$98,092.81. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously.**
- H. **Streets** – *Repair List- Off. Mgr. Ferree presented the invoice, in the amount of \$9,380.00, from Easy-Dig Excavating, Inc. for the street repair work it had performed for the Borough. Cindy noted that the invoice, which was sent out to everyone prior to the Council meeting, detailed the work performed and the work locations, and that Easy-Dig completed a lot of repairs for under \$10,000.00. John Hendrix of Easy-Dig had informed the Municipal Office that in regard to crack sealing and routine maintenance, the northeast-end of town was basically done, and that next year Council could concentrate 'longevity' efforts on the newer streets in the west side of town, such as in the Wellington Hills development; *2017 Park Street Project- Following discussion, Borough Council agreed Council President Roger Coleman could seek out firms to obtain proposals for engineering services related to the tentative project. The proposals should include

both sides of Park St. (on either side of Smith St.), but should breakout the costs for the north and south sides of Park St. so that Council could determine if it wanted to include the entire street in the project or just one portion. The portion on the south side of Park Street will require stormwater remediation with the reclamation project. The north side may also involve some stormwater remediation. It was suggested that in order to obtain proposals that allowed for equal comparison, the Streets Committee should draft an RFP for the project.

- I. **Refuse and Recycling** – *Discussed under Letter F., “Solicitor’s” report.
- J. **Buildings and Grounds** – *Pest Control Treatments- Off. Mgr. Ferree reported on the 1st pest control treatment with the newly contracted firm, 1st Priority Pest Control. The treatment included bait traps, complete interior baseboard spray, power spraying of the entire building exteriors and rafters, etc. The technician also power sprayed areas not covered under the contract such as the dugout buildings and the gazebo, and removed old bee & wasp nests from the gazebo; *Municipal Building Repair List- Council President Roger Coleman reviewed the list (in everybody’s folders) compiled by Greg, Lance and himself. A brief discussion included but was not limited to: the items listed, additional items needing repair or serious maintenance attention, and the timeline for addressing all of the items; *Park Landscaping/Cleaning- Borough Council briefly discussed the two (2) proposals from Glen Rock Green for maintaining the landscaping at the Community Park in 2017. It was decided that they would discuss this matter, and the need to find somebody to clean the park facilities, more seriously after the 1st of the year; *Generator- Needs to be reset after the time change.
- K. **Community Events** - *Christmas Tree Lighting Ceremony- Scheduled for December 9 @ 6:30 p.m. No other report.
- L. **JLS Recreation Association** - *Once received from JLS, the August Minutes and October Treasurer’s report were sent out to Borough Officials by email.
- M. **Other Reports** – *Council President Roger Coleman reported: Dr. Dyer confirmed the information for the position was posted on the School’s website and made available for Junior and Senior students.

Unfinished Business

- A. JLS Board Vacancies – Discussed in Letter A under “Persons on Agenda/Public Participation”; Per a brief discussion by Borough Council, Office Manager Ferree noted that there are two (2) vacancies to be filled, a one (1) year term and a two (2) year term.

New Business

- A. No “New Business” presented.

Correspondence

- A. YC Economics Alliance Membership Certificate
- B. Central Penn Business Journals
- C. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

Councilwoman Debbie Loucks made a motion to approve October 2016 General Fund expenses of \$78,488.90 and disbursement of November 2016 GF expenses-to-date of \$3,939.24 as presented in the Treasurer’s report. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.

Other Business

- A. Greg- Presented correspondence received regarding pipeline safety seminars
- B. Cindy- Presented a new flag to be raised at the Municipal Building before Veteran’s Day, in honor and memory of Veteran Edward Poff who, along with his wife Jean, donated the flag pole. The flag that is currently raised is damaged.

Adjournment

Councilwoman Sandy Sheffer made a motion to adjourn the meeting at 10:21 p.m. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, December 7, 2016 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject