

Jacobus Borough Council Meeting
Meeting Date: November 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 Donald Wright.

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 (MYR) Greg Gruendler and Sarah Doyle, Esquire.

Minutes and Treasurer's Report

1. Minutes of October Council Meeting – **CM Kathie Cavanagh made a motion to approve the October 3, 2018 Council Minutes as presented. The motion was seconded by CM Sandy Sheffer. Motion carried unanimously.**
2. Treasurer's Report – **A motion was made by CM Sandy Sheffer to approve the October 2018 Treasurer's Report for audit as presented. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.**

Persons on the Agenda/Public Participation

- A. Adam Ream and C. Timothy Strathmeyer - Mr. Ream and Mr. Strathmeyer were present to request permission to rent Jacobus Community Park to sell Christmas Trees from November to Christmas. Borough Council advised the gentlemen that the park is in a R-1 Zone District and the sale of Christmas Trees is prohibited in a R-1 District.

Action to be Taken

- A. 2019 Animal Shelter Agreement – **CM Donald Wright made a motion to approve the execution of the 2019 Animal Care and Housing Agreement with the York County SPCA, at an annual cost of \$921.00. The motion was seconded by CM Lance Beard. Motion carried unanimously.**
- B. Professional Audit Proposal- **A motion was made by CM Donald Wright to authorize OM Cynthia Ferree to counter the audit proposal from Hamilton & Musser (H & M), CPA's as follows: Borough Council will accept the cost proposal of \$5,000.00 p/year for the audits of Years 2018, 2019 & 2020, without the conditional provision that H & M also performs the annual audit for each of those years for the Jacobus Borough Sewer Authority. If H & M agrees to these terms, then CP Roger Coleman is authorized to approve the agreement and execute the "Letter of Engagement". CM Kathie Cavanagh seconded the motion. Motion carried unanimously.**

Borough Reports

- A. **Mayor & Emerg. Mgmt.** – Greg Gruendler presented: *YARPD report/September 2018- 44.46 Service Hrs./23.76 Admin. Hours/-7.40 Running Hours//16 Response Calls as listed on "Activity Report//One (1) Alarm Response to 1 N. Main St. on 9/26/18; *District Court Report/September 2018- \$402.72 Vehicle Code Violations/\$0.00 Local Ordinance Violations; *No Fire Police Requests; *York Road- Reviewed Speed Summary Report from YARPD for time period of 9/6/18-9/16/18; *Emergency Call Lists Review- No changes were made for the remainder of Year 2018 and Year 2019; *CM Donald Wright reported on the October 23 Meeting of Emergency Services Partnership Steering Committee- A decision was made for the four (4) fire companies to meet on November 15 to vote to participate in the merger or not. The budget for the merger is estimated at \$1,000,000.00. Upon inquiry by those present at the meeting, the Committee was not able to answer the questions related to: 1. The cost of Workers Compensation Insurance to each Municipality, 2. The monetary contribution that will be required from each Municipality to support the merged companies, and 3. What is the plan to improve recruitment and retention of new members. Donald stated that though there are many unanswered questions the Steering Committee will not delay the vote to merge. Currently each separate fire company is financially sound. CM Jeff Hammers requested Solicitor Sarah Doyle research whether the land Jacobus Fire Co. is built on was donated to the Borough or the Fire Company. Jeff also stated he believes the Fire Co. must look at the long-term sustainable solution and if that means merging with other Fire Cos. then that is what must be done. CM Donald Wright stated a merger with southern York Co. companies would make more sense such as between Jacobus, Loganville, Seven Valleys. CM Brian Dell stated that Council's number 1 priority is to provide for Public Safety and after the vote on November 15, no matter the outcome, the Public Safety Committee should meet with the Fire Co. to discuss moving forward.
- B. **Office Manager** – Cynthia Ferree presented: *Geiselman Drive SOP- Reimbursable Engineering fees in the amount of 1,237.42 were received from Columbia Gas; *Assessment Hearing- The YC Assessment Appeal Board granted a decrease of \$35,090.00 in the property assessment value of 852 Valley Road; *YCPC Action p/LGAC Rep, Earl Willoughby, is available for viewing.
- C. **BCO/Zoning Officer** – Mike Hammers reported: *Unattached 40 ft. trailers parked on Pine St. were addressed with the property owner on Tuesday, Nov. 6. They belonged to the Construction Co. performing work at 29 Pine St. who stated the trailers would be removed from the street today, which they were; *Vegetation/Foliage Matters- Presented an update on the remaining issues on the Streets Committee list as follows: 1. York Rd. west side @ blinking traffic signal warning light/light blocked by tree branches- Sent a letter to the property owner, 2. 129 Woodland Dr. @ 25 mph sign blocked by Oak tree limbs- stopped to talk to residents several times but has not been able to catch them home, 3. 2 Hillside Dr. (Woodland/Hillside Dr. signs) blocked by tree branches- Residents said they will take

care of the matter, 4. 94 E. Branch Dr. Stop Sign blocked by tree branches- Residents said they will take care of the matter, and 5. Valley Rd. @ traffic signal/1st property on north side traveling west from intersection/vegetation growth height exceeding ordinance regulations- Spoke to resident before who said she would take care of the matter, but she did not do so. Mike stated he will follow-up with letters on the matters that still need addressed; *Permits- Issued one (1) permit for an electrical upgrade to 200 AMP service; *Upon Mike's inquiry, Borough Council members stated the matter of dumpsters & pods is tabled for further discussion; *Denied permit applied for by the property owner of 230 Ameda Drive/Nicole McKee to do nails out of her home based on the section of the Zoning Ordinance related to a minor Home Occupation. The applicant may apply for an appeal to the Zoning Hearing Board.

- D. **JBSA** – Roger Coleman presented: *Upon Council's inquiry, CP Roger Coleman, Chairman of the Sewer Authority (SA), stated that he estimates there is approximately \$45,000+ outstanding in delinquent Sewer accounts, and the SA will place liens on those properties (20+) prior to dissolving the SA. The SA approved a Resolution authorizing the water company to bill property owners on public sewer according to water usage. The new rates will go into effect on January 1, 2019. Sewer billing will occur monthly and will be combined with the water bill. The new Sewer billing will be delayed one month- February billing will be based on January water usage; *BCO Mike Hammers stated he is seeing a trend growing in the Borough of properties with absent landlords who many times are managing the property from another State.
- E. **Solicitor** – Sarah Doyle, Esquire: ****CM Brian Dell made a motion to authorize Stock and Leader to draft and send a letter to JLS Recreation Association stating the Borough is exercising its option to withdraw from JLS Recreation Association, effective January 1, 2020, and is reserving the right to withdraw the letter in November 2019. The motion was seconded by CM Jeff Hammers.***

Solicitor Sarah Doyle called for an Executive Session at 8:25 p.m. for matters of litigation. The regular Council meeting reconvened at approximately 8:27 p.m.

Discussion was held on the above-stated motion. CM Brian Dell stated no reports have been received from JLS since March 2018. The association continues to be unaccountable. The request by the Borough Finance & Budget Committee on October 9, 2018 to the JLS Administrator for a list of JLS program participants from Jacobus Borough was never received. With just Loganville and Jacobus continuing, the Borough's contribution would increase from \$4,358.97 to approximately \$11,888.10. This is almost as much as the Borough contributes to the fire company. Brian stated he spoke to Springfield Township Supervisors and they have things in place to continue a program on their own. They also indicated they would invite Jacobus Borough residents to participate at the same cost as Township residents. CM Sandy Sheffer stated that she is sorry for the youth, but most want to participate in competitive sports anyway. Girls' Softball is strong though and will survive without the JLS Recreation Association. Following discussion, a vote was taken on the above-stated motion. ***Motion carried unanimously***; *JLS 'Special' Meeting Invitation- Borough Council members stated concerns that this "special informational" meeting scheduled for November 13 would be in violation of the Sunshine Act since as far as they know it is an unadvertised meeting, and quorums may be present. Solicitor Sarah Doyle stated her biggest concern is that decisions may be made and this would definitely be in violation of the Sunshine Act. ***A motion was made by CM Donald Wright to authorize OM Cynthia Ferree to inform JLS Recreation Association that Jacobus Borough will not be participating in JLS Recreation Association's "Special" meeting. All discussion should be done at an advertised Board meeting and the Borough will advise Jacobus' appointed JLS representatives not to attend the meeting. CM Jeff Hammers seconded the motion. Motion carried unanimously.***

- F. **Finance & Budget** - MYR Greg Gruendler presented: *Committee Mtg. Minutes of October 9 and October 23 (Copies attached); *2019 Proposed General Fund & Liquid Fuels Budgets and Tax Levy for Year 2019 Ordinance- Following presentation and review the following motions were made: 1. ***CM Brian Dell made a motion to approve advertising that the 2019 Proposed General Fund Budget, in the amount of \$546,245.00, is available for public inspection until December 5, 2018, and will be considered for adoption at the December 5, 2018 Borough Council meeting. The motion was seconded by CM Donald Wright. Motion carried unanimously, 2. A motion was made by CM Brian Dell to approve adoption of the 2019 proposed Liquid Fuels Budget in the amount of \$68,091.90 as presented. CM Donald Wright seconded the motion. Motion carried unanimously, and 3. CM Donald Wright made a motion to approve adoption of Ordinance 2018-2, stating the Tax Levy of Year 2019 at 2.0 mills. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.***
- G. **Streets** – *No Committee meeting was held in October. CM Brian Dell presented an updated report on 'action items' (copy attached) addressed by the Committee; *CM Donald Wright presented information related to the installation of crosswalks at a location on N. Main St. and a second location on Valley Road. A copy of the letter with pictures of the proposed crosswalks that was sent to PennDOT by the Borough's Engineering Firm of Record, Site Design Concepts, was distributed to Borough Council members. The letter requests traffic studies be performed on Main St. & Valley Rd. CM Donald Wright stated: 1. A traffic study is needed on Main St., but not on Valley Rd., 2. PennDOT approval is needed but no permits from PennDOT are needed, 3. No sidewalks or handicap/landing ramps need to be installed, and 4. The estimated cost from D. E. Gemmill is approximately \$2,200.00 p/piece plus \$350.00 for post, or approximately \$5,100.00 total cost to the Borough. The following motions were made: ***1. A motion was made by CM Donald Wright to approve the estimated cost proposal, in the amounts as stated above, from D. E. Gemmill, pending completion of the traffic study on N. Main Street, and to authorize Site Design Concepts to draft & send a letter to PennDOT stating the Borough approved installation of the crosswalks and requesting PennDOT perform a traffic study on N. Main Street. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously, 2. CM Donald Wright made a motion to approve authorizing Site Design Concepts to prepare specs for 2019 street projects, particularly Hillside Drive, for the January 2 Council meeting. Motion died for lack of a second and this matter was tabled for discussion at the next Street Committee meeting. No Committee***

meeting is scheduled for November, **and 3. A motion was made by CP Roger Coleman to authorize Site Design Concepts to research the stormwater matters at 1 and 4 N. Pleasant Avenue, and 6 Park Street and provide recommendations to Borough Council at the December 5 Council meeting. CM Donald Wright seconded the motion. Motion carried unanimously.**

H. Refuse & Recycling - *No report

I. Buildings and Grounds – *Handicap Ramp- Council members discussed and agreed repair of the handicap ramp should be postponed now until early Spring. CP Roger Coleman was directed to contact Pantano and request the Borough is placed on the company's schedule to perform and complete the repair no later than May 1, 2019; *Curb Painting- Upon inquiry, CM Lance Beard stated he will continue to work on painting the yellow curbs with individuals from the County ARD program, and will have an individual paint the posts around the Utility Box in the E. Branch Drive parking lot; *Community Park & Municipal Building- OM Cynthia Ferree reported the Borough's HVAC Contractor winterized the Park and serviced the furnace. A part related to the heating zones was malfunctioning and is on order and scheduled to be installed when it arrives next week. The contractor also repaired the toilet and will install a new seat when he comes back to finish the furnace repair. In addition, Cynthia reported a piece of siding blew off the top of the north side of the Municipal Building. The piece of siding has been recovered and is in the garage. At the direction of Council, Cynthia will contact Contractor Dale Wise to schedule the repair of the siding; *Park Sign- CM Jeff Hammers presented two (2) additional phone quotes for the purchase and installation of a digital sign at the Community Park as follows: Imagineer/\$22,000.00 and Gibson/\$21,500.00. Both quotes were based on the same specs as Dragonfly Signs' quote and are higher than the \$19,600.00 offered by DragonFly Signs. In addition, neither offer the same warranty or additional items included in the offer from Dragonfly Signs. Dragonfly Signs is offering two (2) years of free programming if we purchase a sign from them within a certain time period. Discussion included, but was not limited to, the cost of the sign and justifying spending that amount of money when there are other issues at the park that need repaired and/or improved, including the playground equipment. **CM Brian Dell made a motion to not move forward with replacing the Community Park sign with a digital sign at this time due to the high cost of the project. The motion was seconded by CM Lance Beard. Motion carried by majority vote;** *Detention Ponds- J. L. Markey completed the maintenance he was contracted to do on the Borough's three (3) detention ponds. The condition of the ponds was discussed. **A motion was made by CM Brian Dell to approve authorizing Site Design Concepts to review the Borough's three (3) detention ponds to see if they are working properly and determine if any repairs are needed.** The motion died for lack of a second; *Nature Park Bridge/Trail- CM Lance Beard stated he is going to work with John Hendrix of Easy-Dig Excavating, Inc. to repair the bridge by lifting it and placing concrete highway dividers underneath. Council members directed CM Lance Beard to not move forward with that idea. This project can only be completed by obtaining proper permits and working with the YCCD, PA DEP, and/or any other government departments as required. Borough Council will authorize Site Design Concepts to review this matter and present recommendations to rebuild the bridge and restore the streambed. The YCCD should also be contacted for suggestions of applicable grants that may be available. Council also suggested this could be submitted by MYR Greg Gruendler to the YC Consortium as a project that could be funded through its program. CM Brian Dell reported he and CP Roger Coleman reviewed the situation of the bridge and trail breakers and determined the trail access at the E. Branch Dr. parking lot is not safe and should be closed by the Borough. As requested by CP Roger Coleman, Brian provided "Trail Closed" signs to the Buildings & Grounds Committee to install at the trail entrance on both sides of the bridge, and at his recommendation, Council members agreed that rather than install the signs on a single post, a split-rail fence should be installed across the bridge entrances to prevent people from using the bridge entrance/exit at S. Branch Dr. parking area. CM Donald Wright and CM Lance Beard each stated they have the material needed for split-rail fencing and will work together to install the fencing to block both entrances of the bridge and also install the "Trail Closed" signs on the fence rails. Due to the potential cost of the repairs, the closure could be long term.

J. Community Events - *Upon inquiries, MYR Greg Gruendler reported the Jacobus Lions Club has decided to sponsor a Christmas Tree Lighting and has scheduled its event for Sunday, December 2 at 6:30 p.m. **CM Brian Dell made a motion to authorize the use of the park facilities by the Jacobus Lions Club with the submission of a Park Reservation form, provide a Certificate of Insurance with Jacobus Borough added as 'additional insured', and waive all of the rental and related fees. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously**

K. JLS Recreation Association - *Discussed under "Borough Reports", Ltr. E.

L. Other Reports - *No report.

Unfinished Business

A. No 'Unfinished Business' to report.

New Business

A. No 'New Business' to report.

Correspondence

A. Thank you letter from JLC, Inc.

B. Invitations- Community Reach Wine Tasting event and Leadership York "Lunch on Board"

B. Central Penn Business Journals

C. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

CM Donald Wright made a motion to approve October 2018 expenses as follows: General Fund- \$14,250.47, Escrow Account- \$4,500.00, and disbursement of November 2018 expenses-to-date from the General Fund of \$7,372.85, as presented in the Treasurer's report. The motion was seconded by CM Kathie Cavanagh. Motion carried unanimously.

Other Business

- A. CM Donald Wright- *A public meeting is scheduled to be held at the old Central High School building on November 8, 2018 from 6:30 p.m. to 8:30 p.m., to present information, hold discussion on forming a York County Stormwater Authority, and establishing stormwater fees.
- B. CM Brian Dell- *Reminded the Buildings & Grounds Committee it needs to direct Easy-Dig Excavating, Inc. to address matters related to the stormwater inlets in the Borough Right-of-Way between Eagleton Drive and Farmington Drive. *He also offered the following thank you's and appreciation: 1. To the Finance & Budget Committee members for their diligent work in preparing the 2019 General Fund Budget, and a special thank you to Greg for leading the Committee in the budget preparation and to Cynthia for the detailed work she did to provide accurate data to the Committee for each budget line item. Brian stated he felt, and Committee members agreed, this year was probably the best they ever had in preparing the preliminary budget, and 2. To OM Cynthia Ferree for the superior job she did editing and publishing the 2018 Fall - Winter 2019 Newsletter publication.

Adjournment

A motion was made by CM Donald Wright to adjourn the meeting at 9:37 p.m. CM Kathie Cavanagh seconded the motion. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, December 5, 2018 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

* - Denotes change of subject