

Jacobus Borough Council Meeting
Meeting Date: October 2nd, 2024

Call to Order

Council President Sandy Sheffer called the meeting to order at 7:06 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, Mayor Lance Beard, Donald Wright, Jill Conner, Phyllis Bowers, and Jason Sabol, Esquire. Jeff Hammers, Dawn McElhinney and William Rodgers were absent.

Minutes and Treasurer's Report

- Minutes of September Council Meeting – Donald Wright made a motion to accept the September 4th, 2024 Council Meeting minutes as written. The motion was seconded by Jill Conner. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for September 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 September 2024 Treasurer's Report as presented. The motion was seconded by Phyllis Bowers. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Grant Anderson, Site Design Concepts (SDC)
 - *Circle Drive – Mr. Anderson stated that the new drainage structure installed on Circle Drive should be maintained. He had obtained a quote from Easy-Dig Excavating to clean the inlet protection bags and debris from the filter box for \$375 per cleaning, with an option for monthly cleanings. Donald Wright made a motion to accept the quote from Easy-Dig to clean out and maintain the new drainage structure on Circle Drive for six months, specifically for the months of October, November, December, April, May and June. The motion was seconded by Jill Conner. Motion carried unanimously.
 - *Meadow Street – Mr. Anderson reported that SDC had issued bid specifications and plans for drainage repairs on Meadow Street. He had pre-bid meetings with a few interested contractors and there was concern

with regards to the vertical and horizontal location of the existing gas line in the area. A quote was obtained from Easy-Dig Excavating to test pit for the gas line in two locations and Council President authorized the work be performed by Easy-Dig since the quote came in below bidding threshold. The work has been performed and the gas line was determined to be seven-inches below the surface. Due to the complexity of the project, Mr. Anderson postponed the due date of bids to October 28th, in time for review at the next Council meeting. Mr. Anderson had also discussed with Attorney Sabol on obtaining temporary construction and also permanent easement maintenance from the two adjoining property owners. Mr. Anderson had identified a “low-volume road” fund worth up to \$150,000 that this project could use, which he is putting a plan together to submit an application.

*Water Street – Mr. Anderson reported that CS Davidson and York Water Company had communicated that they had contracted with a third party that performed video inspections of over 1,000 linear-feet of sewer piping, manholes and the pumping station on Water Street. Based on their findings, there will not be any work that would involve excavation of sewer pipes on Water Street. York Water Company also confirmed that a total of 950 linear-feet of water piping was replaced over two years, 2017 and 2019, and therefore do not foresee any additional piping work at this time. York Water Company did contact Columbia Gas and was informed that Columbia Gas will be replacing approximately 500 linear-feet of gas piping on Water Street early 2025. York Water Company will therefore coordinate their final roadway paving of Water Street to occur after Columbia Gas completes their gas line replacement. Mr. Anderson also reported that York Water Company communicated that an analysis of the culvert pipe crossing Water Street between property numbers 31 and 26 had been done. Based on their analysis, York Water Company proposes a change from the existing corrugated metal pipe to a cast-in-place liner pipe that would increase flow capacity by 13%. Mr. Anderson recommends that York Water Company should install a pipe that would pass the “10-year” storm requirements per Borough Ordinance. Donald Wright reiterated that the endorsed agreement states that York Water Company will replace stormwater pipes on Water Street according to Department of Transportation specifications, therefore they should adhere to that agreement.

- Steve Overmiller, Goodwill Fire Co. #1

Mr. Overmiller reported that the Fire Company will be holding its regular Bingo night on Saturday, October 5th and Breakfast Buffet on October

13th. They are also planning on having a “Boot-drive” to collect donations on Friday, October 4th. Mr. Overmiller also reported that the production of their new fire truck will be starting on November 11th with a proposed delivery date mid-February. Mr. Lipinski then reported that the Fire Company responded to 25 calls for September, 10 of which were in Jacobus. Total calls responded year-to-date is 243, summing up to 776.34 hours. For fundraising activities, the Fire Company had two events in September, consisting of 179.5 hours.

- Earl Click, Jacobus Lions’ Ambulance Club

Mr. Click was not present.

- Rose Brent, resident

Mrs. Brent was present with a visibility issue which she has at the corner of Meadow and York Road. Coming out of Meadow Street onto York Road, there is a bush which Mrs. Brent claims to block the view of oncoming traffic. In addition, there is also a vehicle which is often parked at said property which further blocks the view to pull out of Meadow Street. Donald Wright suggested to Mrs. Brent to have a conversation with the property owner or call the police on the issue. However, Mr. Wright stated that there is a 25-foot sight triangle, which if the bush or vehicle is not within the sight triangle, the problem is not enforceable.

Action To Be Taken

- Winter Maintenance Contract – One sealed bid was received and opened by Sandy Sheffer. The bid was submitted by Easy-Dig Excavating, Inc. for the estimated amount of \$70,940.00. Donald Wright enquired on the bid amount from Easy-Dig for contract year 2023-2024, which was an estimate of \$67,990.00. The small increase was rationalized to account for the price increase in wage, material and gas this year. A motion was made by Donald Wright to grant the Winter Maintenance contract to Easy-Dig for \$70,940. Jill Conner seconded the motion. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Lance Beard presented: *YCRPD report for August 2024 – 20.67 police service hours, 41.82 administrative hours, with a running total of 80.92 hours; there were 9 response calls; *Trick or Treat will be on October 31st from 6 to 8 p.m, with Fire Police coverage; *Mayor briefed on the discussion he had with Chief Damon regarding abandoned vehicles. Donald Wright reminded the Mayor that Council did not approve him to pursue this issue with the YCRPD because this is not an

issue for the Borough, rather it is an issue between Magistrate and the police department.

- **Office Manager**

- October park reservations – there is only one rental for this month. Sign-up sheet was circulated for a volunteer to open/close the park facilities.
- Winterize park facilities – park facilities are scheduled to be winterized by Miller’s Home Climate Control on October 25th. The bathrooms, kitchen, and water fountains will all be winterized for the season.
- Foreign Fire Insurance Premium – the Foreign Fire Insurance Premium tax fund was received from the Auditor General in the amounts of \$10,857.71. This amount was given in the entirety to the Goodwill Fire Company Relief Fund.
- Liquid Fuels audit – an on-site audit for the years 2022 and 2023 liquid fuel funds was performed by a representative from the Auditor General’s office and was successfully completed.
- Emergency Management – Sue attended an emergency management training which focused on preparedness particularly for the upcoming elections. Donald Wright stated that the Borough has a very low risk profile and should not have to worry about providing added security at the polling station. That should be a concern for the York County election office. A member of the public in attendance stated that she would be deterred to vote if there were uniformed security at the polling station. Phyllis Bowers agreed.
- Website upgrade – Network Solutions, the current Borough network platform, has been contacted to work on a plan to redesign the Borough’s website for added security and replace outdated information which surfaces through search engines.
- Mobile phone – it was proposed that the Borough obtains a mobile phone for a few reasons. Currently, all contractors have Sue’s number as the contact person, her phone for picture taking to send to contractors, and a phone would also be useful for mobile check deposits. Donald Wright stated that the Mayor’s number should be used for contractors and a digital camera can be purchased instead of a phone. The office scanner can also be used for depositing checks. Phyllis Bowers stated that the added monthly expense is unnecessary.

- **Finance and Budget**

Budget Committee meetings have been scheduled for October 8th and 22nd at 7:00 p.m.

- **Streets**
No items to report at this time.
- **Buildings and Grounds**
 - Mayor Lance Beard reported that he will redistribute the mulch at the tot-lot and the playground behind the Borough office to level out all areas.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 7:59 p.m. Phyllis Bowers seconded the motion. Motion carried unanimously.

Respectfully Submitted,
Sue Cheah
Office Manager/Treasurer