

Jacobus Borough Council Meeting
Meeting Date: October 5, 2016

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 Mayor Gregory Gruendler.

Roll Call

Cynthia Ferree called roll. Present were Council President Roger Coleman, Mayor Greg Gruendler, Council members: Kathie Cavanagh, Sandy Sheffer and Debbie Loucks; and Solicitor Sarah Doyle. Council Vice President Bill Eshenour and Council members Jeff Hammers and Lance Beard were absent. Councilman Beard arrived later at approximately 8:36 p.m.

Minutes and Treasurer's Report

1. Minutes of September Council meeting – ***Councilwoman Kathie Cavanagh made a motion to approve the September 7, 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 September 2016. Councilwoman Sandy Sheffer inquired of the large line item total for street lighting. Cynthia explained that the total includes electric bills for the current & prior months and supplier charges for two months ago not previously billed. This was due to the supplier not submitting the Borough's usage to Met-Ed in time for it to be included on the bill 2 months ago. When the prior month's bills were excessively high, Cynthia stated she filed a billing dispute with Met-Ed and held payment until the matter was researched and a final response & explanation received. This was the case for the street light account and the outdoor lighting account which had the same supplier. The Borough's other four (4) accounts were fine as they were under a different supplier. All six (6) of the Borough's accounts will begin a new three (3) year contract with a new supplier as of the October meter readings. ***A motion was made by Councilwoman Debbie Loucks to approve the September 2016 Treasurer's report for audit as presented. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. Lt. Zech, YARPD – Lt. Zech was present at the invitation of Mayor Gruendler due to concerns of some Borough Council members. He reported there were 31 calls in September and detailed some of the calls, which included three (3) incidents related to thefts from vehicles. Councilwoman Debbie Loucks inquired of the thefts from vehicles/vehicle entries that took place the night of Sept. 19, and stated from her knowledge and other incidents she heard of, there were many more incidents in the Borough than three (3). Lt. Zech confirmed only three (3) were reported. After some conversation, Borough resident Brian Dell requested to speak and was granted the floor by Council President Roger Coleman. Mr. Dell thanked Lt. Zech for the department's service to the Borough and stated his appreciation for the work they do. He expressed his concern of the running total of credit hours the Borough had with YARPD that he's learned of from attending the public Council meetings for the past year. Mr. Dell stated he realizes it doesn't hurt to have some credit hours in case of the need for a major investigation, but 226+ hours like at the beginning of the year, and the current total of 128+ hours for August is excessive, and a lot of money the Borough has paid to the department for services it has not received. His opinion is that the Borough should be getting more patrol time, and that it should be scheduled so that there is police presence throughout town at different hours of the day and night. This can be a deterrent to crime and maybe would have prevented the thefts that occurred. Mr. Dell stated it is not just the responsibility of the police department, but also the responsibility of Borough Officials to make sure the Borough is getting what it is contracted for. Mr. Dell thanked Council President Roger Coleman for allowing him to have the floor and again thanked Lt. Zech for their service. A Council member inquired of Lt. Zech what exactly 'community policing' was. Lt. Zech explained it would be getting officers into the community, exchanging information, developing trust, and so on. It works both ways- police to community and vice versa. When no further inquiries were presented, Lt. Zech thanked Borough Council and departed from the meeting. Further discussion included but was not limited to, Councilwoman Debbie Loucks pointing out that when you look at the response list each month, there is a different officer in the Borough for almost every call. She questioned how community policing can work if you don't have certain officers assigned to the Borough. Debbie also stated she realizes that could be difficult to do with limited staffing and other areas the department services.

- B. Grant Anderson, Site Design Concepts – Mr. Anderson was present to answer questions and explain the cost proposal from his firm in detail. The cost proposal is for the Meadow Street project planned to be performed in 2017 by the Borough with the Dirt, Gravel, Low Volume Road (DGLVR) grant it received from the York Co. Conservation District. Mr. Anderson stated he met on-site with Donald Wright, Citizen-at-Large on the Borough’s Streets Committee, and reviewed the draft plans and the site. He stated he did not see any issues with the draft plan and felt it was definitely a workable plan. Mr. Anderson reviewed the different levels of charges written into Site Design Concepts plan and stated that the Borough could choose to do some of the items listed on its own, therefore saving on the total cost of the project. Site Design Concepts has worked on several projects with other entities using DGLVR grants. Some discussion on the project cost and grant monies was held and if it was enough money. John Hendrix of Easy-Dig Excavating was present and stated he worked with Donald on the estimated cost to the Borough when the plan was being drafted. He was of the opinion the figures Donald came up with for the grant application should be fairly accurate. Off Mgr. Ferree inquired of Mr. Anderson if the payment term of 30 days could be changed to 45 days. Mr. Anderson stated that is not a problem. Council President Roger Coleman inquired of the turn-around time for some of the requirements such as PA DEP permitting. Mr. Anderson stated PA DEP permitting can take up to four (4) months. When no further inquiries were presented, Council thanked Mr. Anderson for his time and stated the Borough would be in touch. Further discussion would be held under the Streets Committee report.
- C. Jonathan Beck, B.S.A. Troop #69 – Mr. Beck presented his idea of repairing and replacing the split-rail fence at Jacobus Community Park for his Eagle Scout project. Borough Council stated that they have decided not to repair and replace the fence at this time. Mr. Beck inquired if there were any other needs the Borough had. Mayor Gruendler stated the Borough has material that was purchased with grant monies for park improvements, such as a covered picnic table, bridge repairs (at the Nature Park), etc. if he would be interested. The Borough also has a donated batting cage that needs installed and a replacement tennis net to be installed. Jonathan’s father suggested setting up social media pages for community ‘blocks’ where current information, events, activities, notices, etc. could be posted. He said he could help Jonathan set it up as this is related to his line of work with computers. Solicitor Doyle stated setting up social media pages is not advisable for the Borough. If it is run by the Borough then questions of who takes responsibility for posting information and policing the site, etc. can be a problem. And public social media sites such as these tend to become a sounding board for people. Upon inquiry, Jonathan stated he would be more interested in performing something physical such as the construction and installation of a picnic table. Office Manager Ferree will pull the plans for the picnic table and check for instructions to install the batting cage. She will contact Mr. Beck when she has the information ready for him to pick up.
- D. Michael Caum, Citizen - Mr. Caum was present to introduce and give a brief history of himself. He stated he is considering a run for the Office of the District Magistrate, District 19-3-04, which would be a six (6) year term.

Action to be Taken

- A. Fire Relief Funds - ***Councilwoman Debbie Loucks made a motion to approve the disbursement of the Commonwealth’s 2016 state aid allocation for Volunteer Fire Relief Associations, received by Jacobus Borough in the amount of \$11,467.81 to Goodwill Fire Company #1 as legally required. The allocation is required to be made payable to the volunteer fire company’s fire relief association. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.***
- B. 2017 Animal Shelter Agreement - ***A motion was made by Councilwoman Sandy Sheffer to approve the execution of the 2017 Animal Care and Housing Agreement with the SPCA of York County at an annual cost of \$921.00. Councilwoman Debbie Loucks seconded the motion. Motion carried unanimously.***
- C. YC CBPRP Opt-In Resolution 2016-2 and Voting Member/Alternate - ***Councilwoman Debbie Loucks made a motion to approve the execution of Resolution 2016-2, “Municipal Election to Opt-In to the Development of the York County Regional Pollutant Reduction Plan” for the 2018 permit cycle, and to appoint the Borough’s voting member and alternate as follows: Gregory B. Gruendler, Voting Member, and William C. Eshenour, Alternate Voting Member. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.***

Borough Reports

- A. **Mayor** – Greg Gruendler presented: *YARPD report/August 2016- 40.49 Service Hrs, 26.99 Admin Hrs., -128.86 Running Total/13 response calls as listed on “Activity Report/Alarm Responses- Innerst Sales & Service at 56 N. Main St.; *District Court report/August Receipts: \$609.06 for Vehicle Code Violations/\$225.53 for Local Ordinance Violations; *Fire Police (FP) Requests- ***A motion was made by Councilwoman Debbie Loucks to approve the use of Fire Police for the following events: Red Lion Borough/Fall Fest and Haunted Mile on October 8 with a rain date of October 15. Councilwoman Kathie***

Cavanagh seconded the motion. Motion carried unanimously; *Meetings/Training: Today attended a YC Emergency Management (EM) Initial Damage Reporting Class which detailed and provided handouts of 'windshield surveying'. Windshield surveying requires 2 EM Officials to cruise the entire town after an event to estimate damage levels. The estimate would be provided to York Co. EM who would report to PEMA/Attended an on-site meeting scheduled by Donald Wright for the Meadow St. DGLVR Grant project/Met with Lt. Zech after hearing of the 'theft from vehicle and vehicle entry' incidents on Sept. 19; *YARPD Contract- In order to protect the Borough's rights to choose a different policing option to begin on Jan. 1, 2018, the Borough must notify YARPD a minimum of one (1) year in advance of the contract expiration date that it intends to terminate service when the contract expires. **Councilwoman Debbie Loucks made a motion to authorize Stock and Leader to draft and send a letter to York Area Regional Police Department giving notice, as required in the police contract, from Jacobus Borough that the Borough intends to terminate service as of December 31, 2017. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.**

- B. **Office Manager** – Cynthia Ferree presented: *October sign-up sheet & Park reservation signs on mtg room table for the Bldgs. & Grds. Committee- Oct. 16 reservation is a wedding and the party reserving the facilities would like the north window of the kitchen open; *Liquid Fuels- The 2017 allocation notice was received from PennDOT and is estimated to be \$50,865.22; *Public Utility Realty Tax (PURTA)- The allocation for Year 2015 in the amount of \$560.57 has been received from the PA Dept. of Revenue; *2017 Animal Control Contract Proposals- Three (3) Contracts were presented. Two (2) from Michelle Klugh (hourly rate w/retainer & flat rate) and one (1) from Julia Drebusenko (hourly rate w/retainer). Cynthia stated she negotiated both retainer contracts to \$50.00. Initially Michelle's was \$200.00 and Julia's was \$100.00, which is what the Borough paid last year. All three (3) contracts were sent to Stock and Leader for review and the firm's recommendations were willingly incorporated into all three contracts by the ACS Officers. Cynthia presented examples of the cost for 2 calls, including mileage where applicable, under all three (3) contracts with one call during regular business hours & the other call outside of business hours or on a holiday. Julia Drebusenko's contract was the most cost effective. **A motion was made by Councilwoman Debbie Loucks to approve the execution of the contract with Julia Drebusenko Animal Control Services contingent on Office Manager Cynthia Ferree's final review of inclusion of the language recommended by Stock and Leader. Councilwoman Kathie Cavanagh seconded the motion. Motion carried unanimously;** *Audit Proposals- Two (2) proposals for the Borough's audit for Year 2016 were presented as follows: 1. Baker Tilly- \$4,900.00 for 2016 with an estimated increase of 2 to 4 percent each of the next two (2) years. At 3% the estimated cost for Year 2017 would be approx. \$5,050.00 and \$5,202.00 f/Year 2018, and 2. Hamilton & Musser, P.C.- \$5,000.00 f/Year 2016, \$5,200.00 f/Year 2017 and \$5,400.00 f/Year 2018. Discussion included but was not limited to comparison of estimates, are there other firms who perform Municipal Audits, and can a decision wait for the November meeting. Stambaugh Ness was suggested. Cynthia stated she contacted them when the Borough first went to an outside auditor and their estimate came in at or over \$10,000.00. Solicitor Sarah Doyle suggested checking with SEK & Co. They perform Municipal audits and just opened or are opening a York office. Borough Council tabled the matter in order to obtain additional estimates and review the proposals more thoroughly. Cynthia will contact SEK & Co. to seek an additional audit proposal; *Columbia Gas (CG) - Two notices were received from CG stating they were holding unclaimed property for Jacobus Borough. She traced the notice from CG of Ohio to a check in the amount of \$1,500.00 that the Borough returned to CG of Ohio back in Oct. 2012. The check was for Street Opening Permit applications that were denied approval by the Borough because the permit applications were for State-owned streets. CG of Ohio stated they will void the check in their system. The check no. listed on the notice from CG of PA was found to be older than Cynthia had records for- before Nov. 2006. She contacted CG of PA who researched the notice and stated the check in the amount of \$50.00 was dated Sept. 2005. Cynthia informed CG of PA that she cannot, and would not, claim property for Jacobus Borough without having something to apply the funds to, and that she would assume the check had been returned to CG of PA for a Street Opening Permit application that had been denied approval, and that the check should be voided. CG of PA stated they will research their records further and remove the check from their system; *A Public Notice was received from Springfield Twp. regarding review of its Agriculture Security Area (ASA) The notice allows for public viewing of the ASA description currently on file. Affected Municipalities and landowners may propose changes and objections to the township's Commissioners by October 24, 2016. Stock and Leader advised Cynthia that there is no need for any action by Jacobus Borough in regard to this matter.
- C. **Emergency Mgmt.** – Mayor Greg Gruendler reported: *Emergency Mgmt. Ctr.- Both the Jacobus Lions Club and Lions Ambulance Club have approved the use of the Lions Club Building for the Borough's Emergency Management Center.

- D. **BCO/Zoning Officer** – Mike Hammers was absent. CP Roger Coleman reported: *Vegetation Violation- Mike will allow another week for the property owner of 23 York Road to take care of the matter. If it is not resolved by that time a citation will be issued. Councilwoman Sandy Sheffer inquired if Mike was addressing the long grass/weeds at one or more properties in the Borough, particularly on N. Main St. These violations make the Borough appear unattractive when you drive through town. Councilwoman Debbie Loucks stated she was also concerned about this issue. CP Coleman stated he didn't know if Mike was addressing them or not. Mayor Greg Gruendler stated if you see a violation you should report it to Mike. He also stated the Borough is in violation of its own ordinance. Upon inquiry, he noted trimming has not been completed all season at the Municipal Building property as required by the Property Maintenance contract. Council members present agreed the Borough should not pay the current invoice for this service to the contractor until the trimming on all Borough property is completed. Office Mgr. Ferree inquired who was going to inform Donald Eberly of this matter, as it is the responsibility of the Buildings and Grounds Committee to oversee contracted work, not hers. Councilman Lance Beard stated he would speak with Mr. Eberly and would check the other property locations to make sure trimming is complete. ***A motion was made by Councilwoman Debbie Loucks to hold the payment to Donald Eberly for the September 2016 invoice until trimming is completed as required under the Borough's contract with Mr. Eberly. Councilwoman Kathie Cavanagh seconded the motion. Motion carried unanimously.*** Councilman Beard will let the Municipal Office know when payment for the September invoice can be released to Mr. Eberly.
- E. **JBSA** – *No report.
- F. **Solicitor** – Sarah Doyle, Esq.: *Upon Mayor Greg Gruendler's inquiry, Solicitor Doyle stated she will research the legal requirements and use of a fire tax and forward the information to the Municipal Office for distribution.
- G. **Finance & Budget** - *Greg reported on the Finance & Budget Committee meeting held on committee mtg. night- Sept. 13 @ 7:00 p.m. 2017 Preliminary budget work & line item figures were discussed and tentatively added for further review at the Budget preparation meeting. Cindy will send out a budget-to-actual report to Borough Council for review prior to the budget preparation meeting. The committee discussed the feasibility of charging residents for their trash & recycling service to allow the Borough to perform much needed street and property repairs and improvements. Additionally, YCSWA has increased tipping fees from \$59.00 p/ton to \$62.00 p/ton which would increase the Borough's budget by several thousand dollars, and the Police Commission will most likely approve a 3% increase for the cost of police services.
- H. **Streets** – *Maple St. Project- Off. Mgr. Ferree presented the invoice from Stewart & Tate for the Maple St. reclamation project. ***Councilman Lance Beard made a motion to approve payment of the invoice from Stewart & Tate in the amount of \$42,443.55 for the Maple Street reclamation project. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously;*** *Meadow St. DGLVR Grant Project- In addition to the cost proposal from Site Design Concepts, two (2) additional proposals for engineering services for the Meadow St. DGLVR project were presented and reviewed- one (1) from C.S. Davidson, Inc. and one (1) from J.R. Holley & Associates, Inc. Discussion of the three (3) cost proposals resulted in Borough Council tabling a decision until the November 2 Council meeting in order to review the proposals more thoroughly; *2017 street project on Park Street was briefly discussed; *Council President Roger Coleman stated the asphalt around a stormwater inlet on Meadow St. at York Rd. was broken away so the inlet is higher than the road surface. This is causing the stormwater to flow past the inlet instead of into the inlet. Councilwoman Debbie Loucks stated she thought the inlet was on York Rd., therefore this would be an issue for PennDOT. CP Coleman will confirm the inlet location with Donald Wright who reported the matter to him.
- I. **Refuse and Recycling** – *No report.
- J. **Buildings and Grounds** – *Pest Control Services Proposals- Off. Mgr. Ferree had met with a representative from three (3) companies to detail the services needed and the areas to be serviced at Jacobus Community Park and the Municipal Office. She presented three (3) cost proposals for pest control services as follows: 1. B.J. Riley Pest Control, Inc./\$800.00 annually for quarterly treatments, 2. Home Paramount Pest Control/\$600.00 annually for quarterly treatments, and 3. First Priority Pest Control/\$669.00 annually for three treatments p/year. Cynthia stated while all companies had free callbacks for issues related to a treatment, First Priority will come out at any time free of charge for any issue and will address issues outside of the contracted service areas, such as for bee/hornet/wasp nests. They also will always check for these & other issues each time they perform a treatment, and will treat for carpenter ants at no additional charge if they note signs of new activity in the pavilion kitchen. Carpenter ant treatments are not typically included in a basic service contract. Additionally they will power spray the entire building exteriors and rafters. Rather than hire and train individuals to perform treatments, the owners of First Priority are all

experienced and certified, and perform the treatments themselves. Following a brief discussion, **a motion was made by Councilwoman Kathie Cavanagh to approve the execution of the cost proposal from First Priority Pest Control in the amount of \$669.00 annually as presented. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously;** *Detention Pond Fence- Off. Mgr Ferree presented information from John Fetrow, Owner of Glen Rock Green, who performs the Borough's vegetation management services. Several times over the last two years he has advised Borough Council that it would be in their best interest to remove the old vegetation from the fence in order to prevent damage to the fence. He has now informed the Municipal Office that the issue continues to worsen and there is one area in particular that has formed a tunnel through which he walks when performing the regular vegetation management services. Off. Mgr. Ferree accepted Mr. Fetrow's offer to provide a cost estimate to clean up the fence. Mr. Fetrow would perform the work during the winter months at a cost of \$450.00. After a brief discussion, **Councilman Lance Beard made a motion to approve the cost proposal as presented, in the amount of \$450.00, from Glen Rock Green to clean-up the Nixon Drive detention pond fence. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously;** *Rocks- Upon inquiry, Councilman Beard stated he didn't know when the rocks would be delivered.

- K. **Community Events** - *Christmas Tree Lighting Ceremony- No new report.
- L. **JLS Recreation Association** - Lori Starz reported: * JLS would not be attending the Borough's Budget Hearing meeting as JLS did not have a quorum or a representative from Jacobus and therefore no meeting was held in September. This has delayed the process to develop a preliminary budget for year 2017, however Lori did not foresee any increase to JLS' budget; *A vote will be taken at JLS' October meeting on whether JLS Recreation Association will be disbanded; *Upon an inquiry from Borough Council, Councilwoman Sandy Sheffer, Interim JLS Rep for Jacobus, stated that parents want their children in competitive sports as it gives them an opportunity to earn scholarships.
- M. **Other Reports** – *Council President Roger Coleman spoke with Dr. Dyer of DASD in regard to the Jr. Council Person positions. Dr. Dyer will make sure the information is posted and made available for the District's students.

Unfinished Business

- A. JLS Board Vacancy – *No names presented

New Business

- A. Mayor Greg Gruendler reported he will be attending the following training/seminars in October: Emergency Management Coordinators Training, Sky Warn Training, and a seminar on Human Trafficking at the Carroll Twp. Police Building in Dillsburg.

Correspondence

- A. Central Penn Business Journals
- B. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

Councilwoman Kathie Cavanagh made a motion to approve September 2016 General Fund expenses of \$68,689.52 and disbursement of October 2016 GF expenses-to-date of \$6,690.18 as presented in the Treasurer's report, and an additional October-to-date expense of \$120.00 for reimbursement of a key deposit and license agreement fee to Dylan Acker. The motion was seconded by Councilwoman Debbie Loucks. Motion carried unanimously.

Other Business

- A. No "Other Business" to report.

Adjournment

Councilman Lance Beard made a motion to adjourn the meeting at 9:44 p.m. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, November 2, 2016 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject