

Jacobus Borough Council Meeting
Meeting Date: September 6th, 2023

Call to Order

Council President Sandy Sheffer called the meeting to order at 7:00 p.m.

Opening Invocation and Pledge of Allegiance

Invocation was offered by Council President Sandy Sheffer and was followed by the Pledge of Allegiance to the Flag.

Roll Call

Present were Sandy Sheffer, Lance Beard, Donald Wright, Jeff Hammers, Jill Conner, Phyllis Bowers, Dawn McElhinney, Mayor Greg Gruendler and Solicitor Sarah Doyle.

Minutes and Treasurer's Report

- Minutes of August Council Meeting – Phyllis Bowers made a motion to approve the August 2nd, 2023 Council Meeting minutes as written. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for August was provided and reviewed by all. A motion was made by Donald Wright to accept the August 2023 Profit & Loss Statement as presented. The motion was seconded by Dawn McElhinney. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Earl Click – Jacobus Lions' Ambulance Club
 - Mr. Click presented a report for August where the Ambulance Club received 137 calls, where 82 of which were for Advanced Life Support and 55 were for Basic Life Support. There were 11 calls missed as personnel were dispatched to another emergency at the time of call. For all the emergency responses, ~8% were local to Jacobus. Mr. Click also reported that the Ambulance Club received a grant to purchase new Personal Protective Equipment. The turnout for the Community Appreciation Day at the park was very good, with many area emergency response companies and law enforcement represented. Donald Wright suggested to arrange for the Army National Guard's Medi-Vac unit be present at next year's event as this year's pre-arranged unit did not show up.

- Grant Anderson – Site Design Concept
 - Stormwater Management Site Plan for John’s RV – Mr. Anderson reported that there has not been any progress on this project. Attorney Doyle stated that the owner of John’s RV had contacted her several months ago requesting the standard financial surety form. His bank had in turn contacted her but have not heard anything since.
 - Main Street curb painting – Mr. Anderson is coordinating with D.E. Gemmill to complete the curb painting along Main Street that would cover the areas not included in the traffic study as performed by the Transportation Resource Group. Additional areas of yellow and gray have to painted, with the grey paint to be special ordered at no additional cost.
 - Microsurfacing – Mr. Anderson reported that Stewart & Tate is scheduled to perform the microsurfacing work in Wellington Hills in early October. A letter has been sent to all residents affected on Eagleton, Farmington, Old Mill, Nixon, Stonewood and Woodland Drives to clear weeds along the pavement at front of their properties before the anticipated project date. Lance Beard suggested for Mr. Anderson to do a walk-through before the work starts to make sure that the pavements are all clear of weeds and also a walk-through after the work has been completed.
 - Traffic Signal maintenance – Mr. Anderson had met with the representative from Atlantic Transportation Systems (ATS) to review the traffic signal light’s timing and identified that the two traffic loops had been cut, most likely during replacement of the water main throughout Main Street. To replace these traffic loops, ATS estimates a cost of \$4,000.00. Lance Beard questioned if Kinsley Construction would be willing to pay for the replacement of these loops as it was damaged during the water main project. Mr. Anderson will reach out to Kinsley to check. ATS representative also proposed two options for traffic control at the light: 1) Purchasing and installing four video cameras on the mast arms of the traffic light to detect vehicles at an estimated cost of \$18,000.00. The advantage of this option is that the video footage can also be retained for law enforcement. However, the disadvantage is that the cameras tend to malfunction with sun’s glare, heavy rain or snow. 2) Purchasing and installing radar sensors on the mast arms of the traffic light to detect oncoming traffic at an estimated cost of \$40,000.00. The advantages of this option is that it is not sensitive to weather conditions or sunglare, and the data can be used for traffic counts and speed enforcement. The disadvantage is the

cost, however the representative mentioned that some financial assistance can be obtained from the “Automated Red Light Enforcement” and also the “Greenlight Go” programs. Donald Wright requested that Mr. Anderson obtain formal quotes for the radar sensors and also to enquire on the programs for funds, if either would be available retroactively.

- Circle Drive – Mr. Anderson reported that he had assessed the drainage issue at 16 Circle Drive where the stormwater inlet has sediment built up within and around the inlet box. The channel is also eroded at the adjoining property and along the fence-line. Mr. Anderson recommended to fill the eroded channel and stabilize with seeding and straw mulch, or replace the broken rolled bituminous curb, or install a level spreader and new pipe along the fence. Jeff Hammers motioned to approve Mr. Anderson to obtain a quote to install a new level spreader and pipe along the fence to fix this drainage issue at this stormwater inlet. The motion was seconded by Dawn McElhinney. Motion carried unanimously.
- Steve Overmiller – Goodwill Fire Co.
 - Mr. Overmiller reported that the Labor Day Event at the park was a success in spite of the heat that day. Donald Wright suggested possibly moving the event next year to October to avoid the heat. Mr. Overmiller also reported that their capital campaign is well on its way, with solicitation letters already sent and currently approaching larger businesses for funding. The Fire Company will be holding its monthly Bingo on the first Saturday and breakfast buffet in two weeks.

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 \$67,990.00. A motion was made by Donald Wright to grant the Winter Maintenance contract to Easy-Dig for \$67,990. Jeff Hammers seconded the motion. Motion carried, with Lance Beard abstaining from the vote.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: *YCARPD report for July 2023 – 58.25 police service hours, 34.01 administrative hours, with a running total of -90.87 hours; there were 20 response calls; *There were no Fire Police requests for the month; *Police Commission Report was included in handout to Council.

- **Office Manager**

- Generator at Borough office – the generator had it’s annual maintenance performed by Winter Engine-Generator Service on July 21st, which included an oil and filter change, new spark plugs and battery installed. Three weeks later, when Borough wide power outage occurred, the generator did not power-up. Winter was called to inspect and reported that the starter unit is not functioning. The quote from Winter to replace the starter is \$1,255. Donald Wright suggested to obtain other quotes as that price is too high for a starter. Jeff Hammers agreed.
- Backup power for the traffic signal light on Main Street – during the Borough wide power outage, the traffic signal light on Main Street failed after three hours on back-up power supply. ATS inspected the unit and found that the back-up battery power supply needed to be replaced due to age. The quote to replace the three batteries in the unit was for a total of \$660.00 and to install generator plugs and cords was for \$800.00. Donald Wright opposed the use of a generator as a back-up power source as the Borough will have to purchase, store and maintain a generator. He prefers to solely use the battery back-up and foldable stop signs. Lance Beard, however, said that he will supply the generator, suggested storing said generator at the firehouse and have the fire police set it up during emergencies. Donald Wright made a motion to approve ATS to install three new batteries at the traffic signal control on Main Street and table the generator as a back-up. The motion was seconded by Jeff Hammers. Motion carried unanimously. Mr. Anderson said he will check to see if a flip/foldable stop sign can serve as a legal stop sign when the traffic light is not in working order.
- Milt’s Repair Service invoice – an invoice was received under the Milt’s Repair Service letterhead for \$184.75 for maintenance to be paid to the “Estate of Milton Sultzbaugh”. Council members do not recall seeing a bucket truck at the traffic signal working in May. Attorney Doyle stated that typically the business would settle first before the estate, and recommended to not pay this invoice. Jeff Hammers also recommended to not pay this invoice.
- SPCA’s annual agreement for Animal Care and Housing is currently due for renewal. The contract cost for 2024 increased to \$1,303.00. Jeff Hammers made a motion to pay SPCA \$1,303 for the 2024 Animal Care and Housing Fee. The motion was seconded by Donald Wright. Motion carried unanimously.

- AED for the Borough office – a quote was received from Heart-To-Beat, to install, train personnel, and maintain an AED unit in the Borough office for \$1,829.00. Donald Wright preferred to have a Stop-Bleed kit in the office instead. Earl Click enquired if the unit would be new or refurbished, which was confirmed by Heart-To-Beat that the unit will be new. Donald Wright wanted more quotes and Attorney Doyle suggested inquiring with other municipalities to possibly participate in a group rate.
- Jacobuspa.com website was updated with emergency contact links as part of the emergency management plan which the Mayor and the Junior Councilperson is establishing. The new links include the U.S Department of Homeland Security, PA Traffic and Travel Information, National Weather Service, Center for Disease Control and Prevention, PA Department of Health, PA Emergency Management Agency, The White House, York County Live Incident Status, and York County Regional Police Department.
- September park reservations – there are five rental days for this month. Volunteer sign-up sheet was circulated for volunteers to open/close the park facilities.
- **Solicitor** - *Attorney Doyle briefed Council on the refuse contract that was advertised. There were four companies that had made inquiries and Attorney Doyle recommended to issue an addendum for a new bid deadline. A motion was made by Donald Wright to extend the bid deadline to October 4th 2023. The motion was seconded by Jeff Hammers. Motion carried unanimously. As discussed in previous council meeting, Attorney Doyle wanted to confirm that council wanted two totters for each residence. Donald Wright suggested for the refuse company to supply two totters per residence, but collect one back from those who wish to only have one totter. *Attorney Doyle stated that per Borough ordinance, yellow curb paint denotes the no-parking area and a sign is not necessary. However, Donald Wright insisted that law enforcement have stated in a prior incident that unless a sign is present, they cannot enforce the no-parking zone with only the yellow curb paint. He suggested for the Mayor to clarify this discrepancy with the Chief of Police. *Attorney Doyle also discussed with Council the “Intergovernmental Cooperation Agreement to Traffic Signal Maintenance” that was proposed by Windsor Township. Point to inquire was the term of contract.
- **Buildings and Grounds**
 - As a result of the storm system that recently passed through the Borough, some limbs broke off of the maple tree at the park behind

the large pavilion. The debris was removed by grounds crew and more limbs were trimmed off to prevent further damage from subsequent storms. Lance Beard proposed to have all the trees trimmed at the park this Fall.

- Lance Beard summarized procedures for opening and closing of the park facilities for rentals. Dawn McElhinney had found the park facilities locked already on two separate occasions during the days she was in charge.

New Business – none

Correspondence – a “Thank You” card was received from The Village Library for the Borough’s donation to the library. The card was read to all present.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 8:33 p.m. Jeff Hammers seconded the motion. Motion carried unanimously.

Respectfully Submitted,
Sue Cheah
Office Manager/Treasurer