

Jacobus Borough Council Meeting
Meeting Date: September 7, 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 Councilwoman Sandy Sheffer.

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, Jeff Hammers; and Solicitor Sarah Doyle. Mayor Greg Gruendler and Councilwoman Debbie Loucks were absent. Mayor Gruendler arrived at approximately 7:02 p.m.

Minutes and Treasurer's Report

1. Minutes of August Council meeting – ***Councilwoman Kathie Cavanagh made a motion to approve the August 3, 2016 Council meeting minutes as presented. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously.***
2. Treasurer's Report – Cynthia Ferree presented the Treasurer's report for August 2016. ***A motion was made by Councilwoman Sandy Sheffer to approve the August 2016 Treasurer's report for audit as presented. Council Vice President Bill Eshenour seconded the motion. Motion carried unanimously.***

Persons on the Agenda/Public Participation

- A. B.J. Giangliulio, H.A. Thomson - Mr. Giangliulio was present in regard to the Borough's insurance policies. He reviewed the Borough's property schedule and insured values with Borough Council, and briefly discussed liability and workers compensation coverage. The property/inland marine and liability policies are due for renewal on October 1, and the workers compensation policy on December 20. Upon inquiry, B.J. stated he believes the premiums will stay the same as last year.
- B. Rick and Linette Snider, Residents - Mr. and Mrs. Snider were present to discuss a property maintenance concern. Mr. Snider showed Borough Council pictures of high grass & weeds that are growing on the back lot of the property at 23 York Road. This lot adjoins the Snider's property at 19 York Road and the vegetation growth is now spreading onto their property. He stated that he had expressed his concerns regarding this matter to a couple of Borough Officials previously and the 23 York Road property owner did mow his front lawn, but never mowed the back, and now it is out of hand. Following discussion Borough Council stated this would be a matter related to its nuisance ordinance and Council President Roger Coleman stated he will contact Mike Hammers, Jacobus Borough's Enforcement Officer, to have the matter addressed.

Action to be Taken

- A. 2016 Trick or Treat- ***Councilman Lance Beard made a motion to approve "Trick or Treat" in Jacobus Borough to be held on October 31, 2016 from 6:00 p.m. to 8:00 p.m. The motion was seconded by Councilman Jeff Hammers. Motion carried unanimously.***

Borough Reports

- A. **Mayor** – Greg Gruendler presented: *YARPD report/July 2016- 128.70 Service Hrs, 25.38 Admin Hrs., -116.35 Running Total/23 response calls as listed on "Activity Report; *District Court report/July Receipts: \$358.93 for Vehicle Code Violations/\$420.27 for Local Ordinance Violations; *Fire Police (FP) Requests- ***A motion was made by Councilman Lance Beard to approve the use of Fire Police for the following events: Glen Rock Borough/Bark for the Park on Sept. 24 & Glen Rock Carolers on Dec. 24 & 25. Councilwoman Sandy Sheffer seconded the motion. Motion carried unanimously.*** Notice was also received that the date for the annual Bob Potts 10K is being moved from March to January. 2017's event will take place on Jan. 14. Greg will inform the Jacobus Fire Police of this change; *Meetings-Training: Attended the Stormwater Consortium mtg. on August 24. MS4 permits and requirements were discussed. More permits will be issued in the new round and the permit requirements will be more in depth. Opt-in or Opt-out f/Year 2017 decision is due in October. As a consortium member we share the results of improvements from projects performed by the County for our MS4 permit requirements. Solicitor Doyle stated even though the Borough is currently under a waiver for its MS4 permit requirements, Stock and Leader would recommend the Borough Opt-in to the County plan. Following discussion, ***Councilwoman Kathie Cavanagh made a motion to approve Jacobus Borough to Opt-In to the YC CBPRP (York County Chesapeake Bay Pollution***

Reduction Plan) for Year 2017. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.

- B. **Office Manager** – Cynthia Ferree presented: *September 6 to 30 sign-up Sheet & Reservation Signs on mtg room table for the Bldgs. & Grds. Committee/No October reservations received-to-date; *Court Sentence Notice was received for the bench hearing case regarding a check written on a closed account. The defendant plead guilty to theft by deception and was sentenced to 24 months probation, costs and restitution; *Animal Control Services (ACS)- The Animal Control Officer responded to 28 Hillside Drive to transport two (2) dogs-at-large found in the driveway to the YC SPCA. The property owners held the dogs for six (6) days trying to locate their owners before asking for the Animal Control Officer to respond/Notification was received from Mary Harris ACS that she will be retiring as of December 31, 2016, therefore a new ACS contract will need to be put in place by Jan. 1, 2017; *On-Lot Septic- 16 systems are due to be pumped & inspected this year and only 5 or 6 have responded to-date. Cindy will be sending reminders out to those who have not responded; *Expiring Terms- The names of those appointed to various Borough Boards whose terms will be expiring on December 31, 2016 were presented to Borough Council. Council authorized Cindy to contact each to see if they would consider accepting an appointment to a new term. Councilwoman Sandy Sheffer stated JLS is considering disbanding so the Borough may not have to find appointments to fill the vacant seats; *Annual Reports- Act 101, Section 904 Recycling Grant application & the FHWA (Federal Highway Administration) 536 report have been submitted as required; *Annual traffic signal service & maintenance was performed. A new cabinet filter was needed. A detailed report is available for viewing; *D-town 150th Invite to participate in parade- Response requested; *YCPC Action submitted by the Borough's LGAC rep is available for viewing.
- C. **Emergency Mgmt.** – Mayor Greg Gruendler reported: *Severe Weather Event- Tabletop mock snowstorm instead of tornado. Red Lion's Emergency Mgmt. Dept. supported York Township's EM Dept. who was supporting Jacobus Borough throughout the mock event. Participation in the event was a step in qualifying Jacobus Borough for a 3 year "Storm-Ready" certification; *Emergency Mgmt. Ctr.- Upon speaking further with York Township & Red Lion Borough, Greg has determined the best place for an emergency center would be the Jacobus Lions Ambulance Building. The building is already set-up for emergency management and has much of the equipment that would be needed should an emergency event occur. Greg would be able to set-up the portable ham radio in the available office space within the building and the portable antennae on his car or elsewhere on the building or property; *Municipal Office Storage- Greg discussed the necessity to provide more office space & storage for the Office Manager and requested permission to purchase some shelving. **A motion was made by Councilman Jeff Hammers to authorize Greg to purchase some high strength wall storage units for the Municipal Building. The motion was seconded by Councilwoman Sandy Sheffer. Motion carried unanimously.**
- D. **BCO/Zoning Officer** – Mike Hammers was absent. *No report.
- E. **JBSA** – *No report.

At approximately 8:23 a.m., Solicitor Sarah Doyle called for an executive session for a matter of litigation. The Borough Council meeting was reconvened at approximately 8:28 p.m.

- F. **Solicitor** – Sarah Doyle, Esq.: *No report
- G. **Finance & Budget** - *Budget Meetings- **Councilwoman Sandy Sheffer made a motion to authorize Office Manager Ferree to place a Public Notice Ad in a publication of general circulation as legally required for the following meetings: Budget Hearing Meeting on Tuesday, October 11 and Budget Preparation Meeting on Tuesday, October 18. Both meetings will begin at 6:00 p.m. The motion was seconded by Councilwoman Kathie Cavanagh. Motion carried unanimously;** *Greg stated the Finance & Budget Committee members should plan on meeting on the next scheduled committee mtg. night- Sept. 12 @ 7:00 p.m.; *YATB Distribution- Notice was received from YATB that each member's share of the 2015 EIT Collection fees withheld from 2015 EIT Distributions that exceeded the Bureau's 2015 operating expenses was to be refunded on or about Sept. 2, 2016. Jacobus Borough's share is \$1,837.40 and has been received; *PLGIT 'relationship' accounts- Off. Mgr. Ferree presented information regarding the Borough's current PLGIT accounts and options available to earn additional interest on the funds invested with PLGIT. She will acquire the forms and set-up the relational accounts for the Borough's benefit.
- H. **Streets** – *Councilwoman Kathie Cavanagh inquired about the status of the matter of the brush encroaching into the cartway on Valley Road. Council President Roger Coleman stated PennDOT will be taking care of cutting the brush back. It should be completed within a week or two; *Maple St. Project- Council President Roger Coleman stated the street reclamation project is complete and under budget. C.S. Davidson, Inc. will contact Stewart & Tate to seek a quote to come back and restore the right-of-way as needed along the edge of the street. Roger received one complaint that the reclamation project was

ended before one property owner's driveway, and he did not have a new road to enter onto from his driveway. Mayor Gruendler stated he received a thank you and Councilman Jeff Hammers stated he received a complaint that the street wasn't widened, particularly at the intersection.

- I. **Refuse and Recycling** – *No report.
- J. **Buildings and Grounds** – *Park Pest Matter/Pest Control Services- Off. Mgr. Ferree inquired if anyone has checked since the last Council meeting if there was any sign of the park pest or if it looked like the pest had been eliminated. Nobody had checked but no complaints had been received since. The Borough is currently without a pest control service contract. At Council's direction, Cindy will obtain proposals for pest control services for year 2017; *Borough Council members inquired about the repair of the split-rail fence. Councilman Beard stated he can get 10 1-ton rocks free of charge. The rocks would replace the fence and be placed approx. 4 ft. apart so no vehicles could drive through. Discussion was held with several Council members against the idea, several for the idea, and one or two undecided. Discussion included but was not limited to, the appeal of the park, how will the rocks get moved should a need arise to enter the park grounds from the park lane, other options such as placing curbs in front of the fence, possibility of rocks being vandalized with graffiti, etc. No formal action was taken, but it was agreed that Councilman Lance Beard could move forward with his idea. Lance stated Council should give him about 2 weeks to get it done. After the decision was made to allow Lance to move forward with getting rocks to replace the fence, Lance stated the entire split-rail fence will not be replaced, but only the length of fence beginning at the end nearest the tennis courts to where the last rock would be placed.
- K. **Community Events** - *Christmas Tree Lighting Ceremony will be held on Friday, Dec. 9, beginning at 6:30 p.m. Judging for the Exterior House Decorating Contest will take place Mon., Dec. 5 through Thurs., Dec. 8.
- L. **JLS Recreation Association** – *JLS' approved minutes and financial report were forwarded to everyone by email or meeting folder after receipt from JLS; *Aug. 18 Mtg. Report- Councilwoman Sandy Sheffer reported that David Grove, Jacobus JLS Rep resigned from his appointment and Tommy Wolfe, Springfield Twp. Commissioner said he will see if he can find two reps for Springfield Twp. by the September JLS mtg., otherwise the association may have to disband. Sandy inquired of Borough Council's wishes should a vote to disband come up at the September JLS mtg. Upon inquiry Sandy stated that Girl's Softball is doing well. It continues to be self supporting and there are enough girls for two (2) teams. Discussion concluded that if a vote came up to disband, Sandy should vote yes.
- M. **Other Reports** – *Office Manager Ferree reported that all documents and required bonds related to the Borough's 2016-2017 Winter Maintenance Contract have been received from Easy-Dig Excavating, Inc. and the review & approval by Stock and Leader is complete.

Unfinished Business

- A. JLS Board Vacancy – *No names presented

New Business

- A. No "New Business" presented.

Correspondence

- A. Village Library Thank you, Invitation & 2015 Benefit Report
- B. WAY, Inc. Watershed Weekend - Sept. 24 & 25
- C. PSAB Fall Leadership Conference- Oct. 14-16 in Gettysburg
- D. Central Penn Business Journals
- E. Misc. Monthly, Quarterly, Annual Newsletters & Reports

Bills

Councilman Lance Beard made a motion to approve August 2016 General Fund expenses of \$41,957.61 and disbursement of September 2016 GF expenses-to-date of \$8,286.94 as presented in the Treasurer's report, and an additional September-to-date expense of \$580.00 for an invoice received at approx. 4:00 p.m. from Donny Eberly for grounds maintenance services performed in August. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.

Other Business

- A. Councilwoman Kathie Cavanagh inquired if anyone will be attending the Initial Damage Reporting Class coming up at the YC EMS Center. Being new to Council Kathie stated she is not sure what classes she should be attending. Mayor Gruendler stated he would suggest attending anything that is of interest to her. It would all be to her benefit and enhance her responsibilities as an elected official.
- B. Mayor Gruendler discussed Disaster Declarations vs. Snow Emergency Declarations.

Adjournment

Councilwoman Kathie Cavanagh made a motion to adjourn the meeting at 9:33 p.m. The motion was seconded by Council Vice President Bill Eshenour. Motion carried unanimously.

Jacobus Borough Council will meet next on Wednesday, October 5, 2016 at 7:00 p.m.

Respectfully Submitted,

Cynthia M. Ferree
Office Manager/Treasurer
Jacobus Borough Council

*Denotes change of subject