

Jacobus Borough Council Meeting
Meeting Date: March 1st 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 followed with the Pledge of Allegiance.

Roll Call

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

Minutes and Treasurer's Report

- Minutes of February Council Meeting – Phyllis Bowers made a motion to approve the February Council Meeting minutes as presented. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement along with bank account summaries were reviewed by all present. A motion was made by Dawn McElhiney to approve the Treasurer's Report as submitted. Jill Conner seconded the motion. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Keith Hunnings, South Penn Code Consultants (SPCC) – Mr. Hunnings was present to propose a change in building inspector for the Borough. Currently the Borough has Commonwealth Code Inspection Services (CCIS) perform all it's building code inspections and SPCC signs off on their reviews when a permit is issued, since SPCC's Kevin Hertzog is the Building Code Official on record for the Borough. At this point, SPCC would like to perform all building inspections and permitting, and not be liable for inspection reviews of a third party. Attorney Doyle recommended that Mr. Hunnings send a contract for review by Council that would appoint SPCC as the new Borough's building code inspector.
- Grant Anderson, Site Design Concepts – Mr. Anderson was present to report on the following:
 - a. Stormwater Management Site Plan for 257 N Main Street (John's RV) was prepared and submitted by Johnston & Associates to mitigate the erosion that have been causing damage to the property and downslope properties. An outstanding comment letter was shared with Council

where there were 20 items. Mr. Anderson had checked off most of the items that have been addressed. However, item 21.C.5 was discussed on whether the York County Conservation District's (YCCD) review of the Soil Erosion and Sediment Control Plan is necessary since the total area of earth disturbance is more than 5,000 sq. ft. but less than one acre. A motion was made by Donald Wright to grant a waiver of review by the YCCD. The motion was seconded by Lance Beard. Motion carried unanimously. Mr. Anderson stated that the estimated cost of the project of \$49,394.56 is an acceptable amount and stated to the property owner present that financial guarantee has to be submitted to the Borough in a form that is acceptable by the Borough Solicitor in an amount equal to 110% of the total estimated cost. Mr. Anderson then recommended that Council approve the comment letter with the condition that all outstanding comments are addressed prior to the plan being recorded. A motion was made by Donald Wright to grant a conditional approval to John's RV. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- b. N. Cherry Lane will be resurfaced by Stewart & Tate since Council had expressed that the end result of their work was not acceptable. Stewart & Tate agreed to coordinate with their contractor to seal the patched areas, including the entire parking lot for a total of 630 sq. yd. Stewart & Tate will pay for sealing 145 sq. yd. or \$200 and the Borough will pay the balance of sealing 485 sq. yd. or \$652. A motion was made by Donald Wright to pay Stewart & Tate \$652 to seal the entire parking lot. The motion was seconded by Jill Conner. Motion carried unanimously. Mr. Wright also reminded Mr. Anderson to notify residents of the section of Main Street that would be affected by this work prior to the start.
- c. Storm sewer maintenance project was bided by three companies, where Easy-Dig Excavating entered a bid of \$20,975.00, Clear View Excavation entered a bid of \$21,200.00 and Kinsley Construction entered a bid of \$34,900.00. The bid schedule was presented to Council and reviewed by all. A motion was made by Dawn McElhiney to authorize Easy-Dig to perform the stormwater sewer maintenance in the Borough. The motion was seconded by Donald Wright. Motion carried, with Lance Beard abstaining.
- d. N. Main Street traffic study is still in progress. Field observations and measurements have been completed by the traffic engineer. The traffic engineer is currently researching all PennDOT regulations, "Safe

Stopping Sight Distance” measurements, and “Clear Sight Triangles” before submitting for Council’s review.

- e. 2023 street project for resurfacing Ameda and Wildasin Drives was awarded to Kinsley Construction and the “Notice to Proceed April 1st 2023” will be issued.
- f. Donald Wright proposed to grant the engineer permission to survey the streets in Wellington Hills for microsealing as part of 2024 street projects. A motion was made by Jill Conner to allow Mr. Anderson to survey and get quotes to microseal the streets in Wellington Hills. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- g. Sandy Sheffer stated that the ditch in front of 35 Woodland Drive is getting larger. Mr. Anderson will be inspecting and propose a solution at the next Council meeting.
- Steve Overmiller, Goodwill Fire Company – Mr. Overmiller was not present however Attorney Doyle mentioned that the fire company had enquired on the use of a third party thrash removal company, one that is different than that contracted by the Borough. Per Borough Ordinance, the Fire Company would fall under a commercial entity. Therefore, it would be permissible for the Fire Company to use a company for thrash removal other than Penn Waste.
- Earl Click, Jacobus Lions Ambulance Club – Mr. Click was not present, however, the Mayor presented on his behalf the EMS report for February 2023. There were 124 total calls, of which 81 were for Advanced Life Support and 43 were for Basic Life Support. Of these calls, 12 were for within the Borough, and 10 calls were missed.

Action to be Taken

None at this time.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Greg Gruendler presented: *YCRPD report for January 2023. There were 65.71 Service Hours, 13.53 Admin. Hours, with a running total of -71.23 hours. There were 16 Response Calls with five “911 Hang Up” from 17 Eagleton Drive. *There was a 2023 Non-Emergency Event List of Fire Police request from Goodwill Fire Company No.1. A motion was made by Donald Wright to approve the Fire Police requests for 2023 from Goodwill Fire Company No.1. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- **Office Manager**

- Annual Municipal Recycling Report – the report was submitted for grant considerations.
- Municipal Building update – meeting room walls, trim and doors have been painted, meeting room floor replaced, hallway and office carpet have been scheduled for cleaning, hallway, restroom and office walls were also painted, new meeting room furniture have been ordered, quote for replacing the roof have been obtained.
- Fire extinguishers – all fire extinguishers at the park and the municipal building were checked and serviced.
- Liquid Fuels Tax Fund – payment for 2023 Liquid Fuels in the amount of \$52,451.34 was received on March 1st 2023.
- Baseball Field maintenance – Easy-Dig Excavation submitted a quote in the amount of \$7,520.00 to grade and prep the baseball field for the 2023 season. A motion was made by Donald Wright to approve Easy-Dig to prep the ballfield as quoted. The motion was seconded by Dawn McElhiney. Motion carried, with Lance Beard abstaining.
- **Solicitor** – Attorney Doyle did not have any report at this time.
- **Finance & Budget** – The Finance & Budget Committee did not have any report at this time.
- **Streets** – Phyllis Bowers and Donald Wright pointed out that street signs at the corner of Valley/Nixon, Smith/Pleasant, Woodland/Valley, and Farmington/Eagleton all need to be fixed, and a “Stop” sign on Oak Lane is missing. Gemmill will be called to replace/repair said signs.
- **Buildings and Grounds** – Lance Beard presented that a quote will be obtained to replace the roofs for both dugouts at the ballfield, and siding replaced for the bathroom, large and small pavilions at the park. Mr. Beard also has volunteers to paint the exterior of the municipal building and the large pavilion when weather permits.

New Business – none at this time

Unfinished Business – none at this time

Adjournment – A motion was made by Donald Wright to adjourn the meeting at 8:07. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

Respectfully Submitted by
Sue Cheah

Office Manager/Treasurer