

Jacobus Borough Council Meeting August 5th, 2026

Call to Order

Council President Sandy Sheffer called the meeting to order at 7:02 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, Jill Conner, Mike Hammers, Rick Somerville, Trent Brown, Phyllis Bowers, and Kathy Silcox, Esquire. Bill Rodgers was absent.

Minutes and Treasurer's Report

- Minutes of July Council Meeting – Phyllis Bowers made a motion to approve the July 2026 Council Meeting minutes as presented. The motion was seconded by Jill Conner. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for July was provided and reviewed by all. Included in the report was a statement of current balance in all bank accounts as well as the Profit & Loss Budget vs Actual statement. A motion was made by Trent Brown to approve the July 2026 Treasurer's Report as presented. The motion was seconded by Rick Somerville. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Byron Trout – Gordon Brown and Associates
Zane Williams was present for Mr. Trout to ask for approval of the plans to subdivide the Christ Church of Jacobus' land on Water Street. The Church is separating the cemetery plot into it's own lot and two other lots on Water Street. The plans had already addressed all the borough engineer and York County Planning Commission's comments, and had also presented to the Borough's Planning Commission. However, they had not asked for this as an action item on the agenda, and will therefore have to return to next month's council meeting to have the sub-division plans approved.
- Ryan Herbst – Site Design Concept (SDC)
 - *Meadow Street – Mr. Herbst has no update on when work will begin on Meadow Street
 - *Farmington Drive – Mr. Herbst also has not heard on when work will begin on Farmington. He speculated that Stewart and Tate will begin work on both Farmington and Meadow at the same time.
 - *Curb painting on Main Street – Mr. Herbst reported that he had received a quote from D.E. Gemmill to paint the additional restricted parking areas on

Main Street that was not covered under the traffic study of approximately 965-feet. The quote was for \$1,650.15. A motion was made by Phyllis Bowers to approve D.E. Gemmill to paint the curb marking restricted parking areas on Main Street that was not originally covered by the traffic study. The motion was seconded by Jill Conner. Motion carried unanimously.

*Crack Sealing – Mr. Herbst reported that he had obtained two phone quotes to seal approximately 3,000-feet of cracks on borough roads. They were from Steward & Tate for \$4,896.00 and York Excavating Company for \$9,378.00. A motion was made by Trent Brown to award Stewart & Tate the project to seal road cracks in the Borough. The motion was seconded by Jill Conner. Motion carried unanimously.

*2 Woodland Drive drainage – Mr. Herbst stated that he had already sent an order in for the inlet tops for this location. Just waiting for confirmation of order received.

*Circle Drive inlet – Mr. Herbst reported that the sediment bags at the Circle Drive inlets are full and need to be cleaned. He had requested quotes for the job from Kinsley, Stewart & Tate, Yoe Paving and York Excavating. To date, only York Excavating responded with a quote of \$5,328.00. Mayor Beard instructed Mr. Herbst to obtain more quotes.

- **Al Diehl – Jacobus Lions' Ambulance Club**

Mr. Diehl reported that for the month of July, they received 125 calls, 8 of which were within the Borough. To date, the Ambulance Club had responded to 59 calls within the Borough. The Chief EMS, Chris Krause, then reported that he had responded to a call for 119 N Main Street, and had referred the property to the Department of Aging to make sure that the residents are getting proper care. Phyllis Bowers enquired about all the electrical boxes that are in the porch area. Mr. Krause responded that they can only address medical needs and the Department of Aging might address those issues as they assess living conditions. Attorney Silcox asked if the ambulance call had anything to do with the property's condition, to which Mr. Krause responded "no".

- **Steve Overmiller – Goodwill Fire Company**

Mr. Overmiller presented the Fire Company's report for July – they responded to 43 calls, 16 of which were within Jacobus, with a total of 332 calls year-to-date. In July, the Fire Company hosted three fundraisers, taking up 357.75 hours, out of 1,970.25 hours of fundraising for the year.

Action to be Taken

- **2026-2027 Winter Maintenance Contract** – Attorney Silcox reported that no bids were received for Winter Maintenance as advertised. Since this has been advertised for bids two months in a row with no bidders received for the contract, the Borough can reach out to any possible candidates for submission. Neighboring townships with road crew of their own might also be a possibility.
- **2026 Fee Schedule Resolution** – Attorney Silcox stated that this resolution reflects the raise in fee for Zoning Hearing applications. Mr. Caltagirone stated that the fee is now

more than double. Attorney Tilley stated that the Borough had been absorbing the cost while the applicant should be responsible for the cost. Trent Brown stated that the Borough is not making a dime with this raise in application fee, but just breaking even. Attorney Tilley also stated that this will also ensure that only legitimate projects will be presented. A motion was made by Mike Hammers to approve the resolution to adopt the new fee schedule reflecting the increase in Zoning Hearing application fee to \$1,400.00. The motion was seconded by Trent Brown. Motion carried unanimously.

- Adopt “Ordinance Creating and Establishing the Position of Codes Enforcement Officer, Duties, Direction and Authority of Codes Enforcement Officer, Amendment of Ordinances, Powers, and Authorization for Enforcement” – Attorney Tilley stated that while working with Borough Code Officer, he discovered that per current ordinance, nobody is authorized to enforce ordinances. And Attorney Silcox had discovered that there is also a lack in ordinance for a Borough Manager. Attorney Tilley reiterated that the Borough will simply be filling in “holes and gaps” where every other municipality has these ordinances already in place and not “reinventing the wheel”. He stated that it is not a normal practice for municipalities to perform a legal audit as that can be costly. Instead, when deficiencies are spotted, such as in this case, the issue gets addressed and rectified. A motion was made by Phyllis Bowers to adopt the “Ordinance Creating and Establishing the Position of Codes Enforcement Officer, Duties, Direction and Authority of Codes Enforcement Officer, Amendment of Ordinances, Powers, and Authorization for Enforcement”. The motion was seconded by Jill Conner. Motion carried unanimously.
- Adopt “Ordinance Creating and Establishing the Office of Borough Manager, Appointment, Compensation, Bond, General Power and Duties, Specific Power and Duties, Granting of Prosecutorial Authority”. Attorney Silcox reiterated that the Borough Manager’s duties and responsibilities are exactly the same as that of the current Secretary, and that this process is simply to make sure the position has the grounds to stand on. A motion was made by Trent Brown to adopt the “Ordinance Creating and Establishing the Office of Borough Manager, Appointment, Compensation, Bond, General Power and Duties, Specific Power and Duties, Granting of Prosecutorial Authority”. The motion was seconded by Rick Somerville. Motion carried unanimously.
- Appointment of Borough Manager – A motion was made by Rick Somerville to appoint Sue Cheah to be the Borough Manager. Attorney Silcox asked if Sue accepts the position, to which she replied “I’d be honored”. The motion was seconded by Trent Brown. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Lance Beard presented: *YCARPD report for June 2026 – 48.03 police service hours, 28.61 administrative hours, with a running total of 34.22 hours; 15 response calls; *There were no Fire Police requests at this time; *Police Commission Report was included in the handout to all.
- **Office Manager**

- Park Incidence – On July 11th, a baseball player lost control of his emotions and vandalized the men's restroom at the baseball field. This incident was reported to the Borough in detail by the Manager of the Jacobus Jackals. The player that was involved in the incident was from the opposing team. He damaged the soap dispenser, broke the seal off of the toilet and broke the lid to the tank of the toilet. The opposing team had agreed to pay to replace the tank lid but not the cost to replace the whole toilet. The Borough did file a police report and charges against the player who did the damage, with the cost to replace the toilet as restitution.
- Door-To-Door solicitors – over the summer, there had been more than a dozen reports of door-to-door sales people from concerned citizens of the Borough. These are from various companies, trying to sell roof-top solar panels, pest control, roof replacement, window replacements, etc. To date, there have not been any applications for Transient Retail Merchant permits, therefore these sales people are soliciting without proper permits. Sue is urging council members to help curb this issue by taking note of the names of the companies and sales people for her to follow-up directly with the companies involved.
- YCRPD report – alerting all that a message was received from YCRPD that numerous thefts from vehicles had been reported in Spring Garden Township and surrounding municipalities. YCRPD is advising to lock vehicles, and remove belongings to help prevent vehicle crimes.
- Intergovernmental Agreement – Attorney Tilley stated that working together with another municipality is encouraged. It helps out both parties. An intergovernmental agreement will not be necessary unless a big and formal collaborative project is involved where bids have to be obtained for the work.
- Park improvement list – Mayor Beard had made a list of items to be restored or improved at the park, such as picnic tables at the pavilion to be replaced with tables made of material such as Trex that is more durable than the wood, build an outdoor stage, replace the park benches that are deteriorating, pave the walking path, replace the gazebo, redo the tennis and basketball courts. Attorney Tilley suggested to transform the wish-list into a “program” that would somehow benefit the community. Through said program, the Borough can then justify the need for these items.
- Code Officer's report – Borough code officer reported, *215 Hidden Hill Farm Lane was notified on July 10th to apply for a Zoning Hearing regarding their business selling wagyu beef and raising cattle at said property. On July 13th, the property owner informed the Code Officer that the home occupation will be removed from the property, with the intention to purchase a store front elsewhere. Property owner is currently working on a Manure Management Plan for the livestock; *21 Farmington Drive was posted with a violation notice for trees growing into roadway on July 30th; *35 Farmington Drive property owner was confrontational to Code Officer when he delivered the violation for overgrowth at said property on August 4th. The conversation was heated, ending with the property owner threatening attorney representation. Rick

Somerville stated that he is the neighbor and would like to help the property owner clean up as she is in poor health and poor financial state. Mr. Somerville inquired if it would be a conflict of interest to help his neighbor. Both Attorney Silcox and Attorney Tilley responded that it would not be a conflict of interest for him to help his neighbor. Jill Conner stated that the property owner will not keep up the cleared yard and won't stay maintained. Attorney Tilley stated that Mr. Somerville has a plan and doing a kind act, helping his neighbor. As long as there is progress being made at the property, the 10-day time frame to act on the violation will be waived. Phyllis Bowers stated that "we cannot let this place run amok". Mike Hammers stated that it is 10X worse in York New Salem, but as long as there is progress, it is fine.

- August park reservations – there are four rental days for this month. Sign-up sheet was circulated for volunteers to open/close the park facilities.

- **Solicitor**

- 119 N Main Street – Attorney Silcox asked if council is satisfied with progress at 119 N Main, to which council agreed that significant progress has been made and should not be an issue for now.
- Motorized bicycles and scooters – Attorney Silcox shared a publication from PennDOT which summarized the current law for e-bike/motorized pedalcycle showing the minimum age to operate these being 16. Phyllis Bowers stated that riders of these vehicles do not abide by laws of the road, riding in the middle of the road, swerving in and out between cars, complete disregard of others on the road. She asked if the State is not getting involved? Attorney Tilley replied "no". He suggested to draft up some rules and pass as a single ordinance so that the local jurisdiction can enforce. This would also reduce the potential liability to the Borough. Ms. Bowers asked what other municipalities are doing about this issue, to which Attorney Tilley replied that they have adopted specific ordinances.
- Fireworks - Attorney Silcox addressed the complaints received from residents regarding the use of fireworks over the Fourth of July weekend and the subsequent days before and after. Mike Hammers stated that these are aerial fireworks that continue for hours and days after, seemingly by the same perpetrators every year. Steve Overmiller agreed that some of these fireworks are the commercial kind, even bigger than ones for the BLAST. Attorney Silcox stated that the police can enforce the violation, but typically by the time police arrives, the activity would have stopped. Attorney Tilley suggested to record the activity on personal devices, and turn information in directly to the police. This would show the location and people directly involved in the crime.
- Zoning Hearing application form – Attorney Silcox had updated the Zoning Hearing application form to reflect the new fee and updated the format.

- **Streets**

As covered by Borough Engineer in comments above.

- **Buildings and Grounds**

No items for discussion.

Council Comments

No comments.

Correspondence

A thank you letter from the Jacobus Lions Club for the Borough's support for the Fourth of July BLAST event.

Adjournment

A motion was made by Phyllis Bowers to adjourn the meeting at 9:00 p.m. Jill Conner seconded the motion. Motion carried unanimously.

Others Present:

Walt Tilley

Rick Snider

Tom Caltagirone

Zane Williams

Respectfully Submitted,

Sue Cheah

Office Manager/Treasurer