Jacobus Borough Council Meeting
July 9th 2025

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 followed with the Pledge of Allegiance.

Roll Call
Present were Sandy Sheffer, Mayor Lance Beard, Jill Conner, Phyllis Bowers, William Rodgers, Donald Wright, Dawn McElhiney and Seth Byers, Esq. Council Member Jeff Hammers was absent.

Minutes and Treasurer's Report
- Minutes of June 4th 2025 Council Meeting – Dawn McElhiney commented that the statement regarding "squatters" at 18 Water Street, the structure owned by the Christ Church of Jacobus, is not accurate as the church had indeed given permission to those that took up residence. She had met with church officials who informed her that the people were in a homeless situation and have since left the premises. Donald Wright stated that the terminology in the minutes should be changed from "squatters" to "tenants" since the church had given permission for residency and that the church is in code violation since the building does not have a permit to be a residence. Donald Wright made a motion to approve the June 4th, 2025 Council Meeting minutes with the changes discussed. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for June was provided along with statements from all bank accounts and Sandy Sheffer pointed out the "Budget vs. Actual" report that was also included as requested by Jeff Hammers. Dawn McElhiney motioned to accept the Treasurer's Report as presented. The motion was seconded by Donald Wright. Motion carried unanimously.

Persons on the Agenda/Public Participation
- Stephen Mercado – York County Oldtimers Baseball

  Mr. Mercado was present for permission to use the baseball field and facilities starting September 7th till November 2nd, providing no rain-dates within. Should there be a rain-date within that time-frame, then the season will be till November 8th or 9th. Sandy Sheffer stated that he should warn his players that towards the end of their season, the bathrooms will be winterized and porta-potty would be removed from the park. Mr. Mercado also asked for permission to keep their catcher's

equipment in the shed. Donald Wright stated that it would be fine to keep their equipment in the shed as long as the Borough is not responsible for it. Bill Rodgers reminded of the carry-in, carry-out policy, which Mr. Mercado stated that his team has thrash bags in the dug outs. A motion was made by Phyllis Bowers to allow the York County Oldtimers Baseball team to use the Borough baseball field and facilities. The motion was seconded by Donald Wright. The motion carried unanimously.

- Steve Metzler – York Water Company and Chris Kraft – C.S. Davidson
  Mr. Kraft presented as the engineer on record for York Water Company, pertaining to Water Street. The current update is that Columbia Gas has now completed their gas line replacement along Water Street and while construction was ongoing, Borough's engineer examined and recorded the integrity of the road structure, as did engineers from C.S. Davidson on behalf of York Water Company. The data from this examination was reported to Council at last month's meeting and a proposal was agreed upon. Mr. Kraft reported that this proposal was presented to York Water Company and was accepted. He summarized the agreement, which was stated in the "Amendment To Roadway Abandonment Agreement" as follows: By October 31st 2025, the two culverts will be replaced with smooth lined corrugated polyethylene pipes, one 24-inch in diameter and the other, 30-inch in diameter. The two inlet boxes connecting the 24-inch diameter pipe will also be replaced. A drop manhole, riprap endwall and apron will be installed at the culvert with the 30-inch diameter pipe. By October 31st 2026, there will be a complete pavement restoration along Water Street of a 2-inch profile milling with a 2-inch wearing course. A section of 6-feet by 375-feet will have complete subbase repair with a minimum of 6-inches of 2A stone aggregate and 3-inches of asphalt base. Compromised asphalt rolled curb along the northern edges will also be replaced. A 6-inch diameter pavement base drain will also be installed along the rolled curb that would drain into the culvert to mitigate saturation concerns in the future. A motion was made by Donald Wright to approve the "Amendment To Roadway Abandonment Agreement" amending the original Roadway Abandonment Agreement of 2021 as stated by C.S. Davidson and Site Design Concepts. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Jordan Shenk – Site Design Concepts (SDC)
  - Stormwater Management Plan for John's RV – Mr. Shenk reported that Mr. Grim had posted a bond, and he will review the Operation and Maintenance Agreement before Mr. Grim can proceed with excavation.
  - Meadow Street drainage repairs – Mr. Shenk reported that Columbia Gas currently will be starting work to relocate the gas main on Meadow Street the week of July 14th. An easement agreement has been drafted, pending approval from Borough solicitor. Mr. Shenk suggests that the agreement and easement plan be presented to affected homeowners by the solicitor and Mayor.
  - Main Street paving – Mr. Shenk reported that PennDOT will start milling work for paving along Main Street. The milling will start tonight, beginning from the Rutter's in Loganville and working towards George Street. The contractor

is JVI, and they will be putting up "No Parking" signs along Main Street prior to work in the area. Donald Wright suggested also notifying residents through the digital sign at the park.

- Steve Overmiller – Goodwill Fire Company

  Mr. Overmiller presented that their Chicken Barbeque was a sold-out event under two hours at the 4th of July BLAST. Their "Boot Drive" on 4th of July also turned out well, and regular fundraisers of Bingo and Breakfast Buffet are also going well. Mr. Overmiller asked for permission to hold a "large cash bingo" fundraiser on October 12th. A motion was made by Donald Wright to approve the Goodwill Fire Company to hold their fundraiser in October. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Al Diehl – Jacobus Lions Ambulance Club

  Mr. Diehl reported that in June, the Ambulance received 123 calls, of which nine were within the Borough.

- Angie Loucks, Dustin Slenker – residents

  Mr. Slenker, a resident on N. Pleasant Avenue, along with Mrs. Loucks, were present to voice their concern about traffic along N. Pleasant Avenue on 4th of July. Mrs. Loucks stated that she has observed over the last five years that there would be a lot of foot traffic on N. Pleasant of people going to the park. The concern is that the cars travelling on this road makes it dangerous for the pedestrians. Donald Wright made a motion to close N. Pleasant on the 4th of July after 4:00 p.m. to motor vehicles. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

- Julia Rodgers – resident

  Mrs. Rodgers was present to report that after these last recent heavy rainstorms, road debris would accumulate at the end of her driveway. She resides at 26 Woodland Drive, where most of the run-off from Pine Street would flow. Some stones from deteriorating asphalt curbing were washing off as well. Sandy Sheffer instructed for said resident to provide the addresses where stone debris originated from and Borough Code Officer will inspect accordingly.

Borough Reports

- **Mayor & Emerg. Mgmt.** –*YCARPD report for May 2025 was presented where there were 80.76 police service hours, 43.36 administrative hours, with a running total of 8.46 hours; 16 response calls; *Police Commissioner's report was also distributed to Council.
- **Office Manager**
  - Park camera specifications – at last council meeting, Donald Wright had requested for the make and model of the camera that will installed at the park to replace the one that was water damaged. The new Pan-Tilt Zoom camera will be a "Enhanced Starlight Network PTZ Camera" Pro-Series 49425GBNR by Dahua Technology. The system will be installed by Crime Intervention Alarm with a weatherproof box surrounding, and conduit around the wiring. A motion

was made by Phyllis Bowers to proceed with the purchase and installation of this camera system. The motion was seconded by Bill Rodgers. Motion carried unanimously.

- Borough commercial businesses audit – a representative from the Department of Labor & Industry's Occupational and Industrial Safety Unit visited the Borough along with Borough Code Officer, Peter Schilling, to perform an audit on some local businesses. The two businesses that were named at time of audit, Max Snack's and Happy Belly, were both no longer in business within the Borough. Audit has since then been closed and deemed complete.
- National Flood Insurance program – a small part of the Borough lies within flood zones. As such, the Borough is required to participate in the National Flood Insurance program (NFIP) to enable its residents to qualify for flood insurance coverage. A FEMA self-assessment was completed and submitted, the Borough's engineer on record, Jordan Shenk, is now the Borough's official Floodplain Manager, and he had completed a NFIP session at the York County Office of Emergency Management.
- Water/sewer rate hike – there had been a large number of queries from residents regarding the "Notice of Proposed Water and Wastewater Rate Changes" that was sent by York Water Company (YWC) in the last two billing cycles of local water/sewer bills. Phyllis Bowers stated that she had never seen it. Dawn McElhiney found a copy online, for those who participate in e-billings. In said notice, YWC states that it had filed a request with the Pennsylvania Public Utility Commission (PUC) to increase residents water and wasterwater rates. The requested increase for residential repumped customers was for 27.9% for water and 36.9% for wastewater. Residents Tina and Brayden Peters were present to object to this rate hike. Said notice stated that a letter can be sent to PUC to object the requested rate increase by YWC. A motion was made by Donald Wright for Borough's attorney to draft and send a letter to PUC on behalf of the Borough to object the requested rate increase. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Park restrooms – the restrooms at the community park has been repeatedly found to be dirty with mud on the floor and unflushed commodes after baseball games. Materials unintended for commodes and urinals have also been found. Borough attorney had suggested posting signs in the restrooms to revoke privileges with irresponsible use. Donald Wright commented that he did not think a sign would make a difference, but rather to start charging a fee to use the facilities. He also suggested to inform the field scheduler, Tyler Anderson, of the issue and consequences as well.
- 16 N. Main Street – permitting and procedures have been initiated for the demolition of this vacant property by the third party contractor for "Federal Home Loan Mortgage Corporation".
- Park rental sign-up sheet for volunteers to open/close the park for July rentals was distributed to Council.

- **Solicitor** – *Attorney Byers stated that the Borough can put up "no-parking" signs along Main Street during the repaving project without a mayoral declaration of emergency. Unlike during a snow emergency.
- **Streets –** all concerns discussed earlier in the meeting.
- **Buildings and Grounds –** Sandy Sheffer thanked the Jacobus Lions' Club for a great job cleaning up the park for 4th of July festivities. The Mayor stated that the park was pressure washed, mulched, flowers planted and gate painted.

Council Comment

Phyllis Bowers inquired about "orange lines" at the intersection of Valley and Main. Donald Wright responded that the lines mark the traffic loop under the road.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 7:53 p.m. Bill Rodgers seconded the motion. Motion carried unanimously.

Respectfully Submitted,
Sue Cheah
Office Manager/Treasurer