Jacobus Borough Council Meeting
October 7th, 2026

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 by the Pledge of Allegiance.

Roll Call
Present were Sandy Sheffer, Mayor Lance Beard, Mike Hammers, Trent Brown, Jill Conner, Phyllis Bowers, Rick Somerville, and Kathy Silcox, Esq. William Rodgers was absent.

Minutes and Treasurer's Report
- Minutes of September Council Meeting – Rick Somerville made a motion to accept the September 2nd, 2026 Council Meeting minutes as written. The motion was seconded by Mike Hammers. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for September was provided and reviewed by all. Included in the report was a statement of current balance in all bank accounts and a statement of "budget vs. actual" on expenses. A motion was made by Trent Browns to accept the September 2026 Treasurer's Report as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

Persons on the Agenda/Public Participation
- Stewart & Tate
  Representatives from Stewart & Tate were present to report that they are behind schedule on both the Farmington and Meadow street projects. They are aware that they are behind but the frequent rain storms in the last weeks delayed the start of construction. However, they are projected to kick-off the following week at Farmington, then the same crew will be moving on to work at Meadow Street when Farmington is completed. Since paving is not going to be held up by Liquid Fuels regulations, they will pave in temperatures above 40-degrees. The projected completion date for Meadow Street will be early November. An extension for the contractual completion date was requested for the Meadow Street storm drain repair. A motion was made by Rick Somerville to extend the completion date for Meadow Street

storm drain repairs to November 15th 2026. The motion was seconded by Mike Hammers. Motion carried unanimously. A motion was also made to extend the completion date for Farmington Drive drainage removal to November 15th 2026 by Trent Brown. The motion was seconded by Jill Conner. Motion carried unanimously. Attorney Silcox commented that Mr. Caltagirone, being the property owner on Meadow Street adjacent to the storm structure, did not sign the Maintenance Easement Agreement yet. He has scheduled to do so "this Friday" and will be recorded immediately.

- Ryan Herbst, Site Design Concepts (SDC)
  *Subdivision/Land Development – Mr. Herbst reported that Ron and Phyllis Snyder's plan for lot consolidation at 8 S Pleasant has been revised accordingly based on comments from him and the York County Planning Commission. This will now be presented to Borough Planning Commission.
  *Meadow Street drainage repair – Mr. Herbst reported that there is a possible change order from Stewart & Tate for additional drainage erosion remediation. Since water runoff changed direction due to the concrete blockade, a large channel on the East-side of the stream occurred on property owned by Hanline.
  *Crack sealing – Mr. Herbst reported that Stewart & Tate had completed sealing about 3,000-feet of cracks on Borough roads. He had checked the work and recommend payment for the work in the amount of $4,896.00.
  *2 Woodland Drive drainage – Mr. Herbst reported that the inlet tops have been ordered. They are specialty made as they are not of standard size. Mr. Herbst will check on the status of this order as it has been several weeks since the order was placed.
  *Circle Drive inlets – Mr. Herbst reported that the inlet bags at Circle Drive were cleaned out by Clearview in September. The cleaning was much needed. The next scheduled cleaning will be in November, as he had checked the condition recently and there is little debris currently.
  *Park Site plan – Mr. Herbst reported that he had completed the survey and base plan at the park by the courts to mitigate water from collecting in the area. He will further discuss improvements for the area with Mayor Beard and complete a site plan for rebidding estimates.
- Steve Overmiller, Goodwill Fire Co. #1
  Mr. Overmiller was not present but had submitted a monthly report that was made available to all on council.
- Al Diehl, Jacobus Lions' Ambulance Club
  Mr. Diehl presented that the Ambulance Club responded to 135 calls for the month of September, with four of which being within the Borough. Mr. Diehl also reminded all that there will be a free CPR class for the

community on November 7th which has almost all spots filled up already. Due to the high number of interest, there will be another class planned soon. Mike Hammers asked "how many of the 135 calls result in the siren going off?". Mr. Diehl responded that he will get an exact answer to that question and include it in future reports. Mr. Diehl also asked for permission to use the pavilion at the park on November 29th for the annual Christmas Tree Lighting event by the Jacobus Lions' Club. A motion was made by Trent Brown to allow the Lions' Club to use the pavilion at the park for their annual Christmas Tree Lighting event. The motion was seconded by Jill Conner. Motion carried unanimously.

Action To Be Taken

- Adopt resignation of Gregory Leeson as Borough Tax Collector – The resignation letter from Gregory Leeson, resigning from the Borough Tax Collector position, was read to all present. A motion was made by Jill Conner to adopt the resignation of Gregory Leeson as Borough Tax Collector. Trent Brown seconded the motion. Motion carried unanimously.
- Appoint the York County Treasurer's Office as Borough Tax Collector –A motion was made by Rick Somerville to appoint the York County Treasurer's Office as the new Borough Tax Collector, replacing Gregory Leeson. The motion was seconded by Jill Conner. Motion carried unanimously. Rick Somerville enquired about collection of school taxes. Sandy Sheffer stated that collection of school taxes is not affected as Dallastown Area School District had collected Borough's school taxes all along.

Borough Reports

- **Mayor & Emerg. Mgmt.** – Mayor Lance Beard presented: *YCRPD report for August 2026 – 62.77 police service hours, 25.59 administrative hours, with a running total of 50.15 hours; there were 17 response calls; *Trick or Treat for the Borough will be on October 31st from 6 to 8 p.m, with Fire Police coverage.

- **Office Manager**
  - ADA compliance – all commodes at the park restrooms have been replaced with ADA compliant commodes, being height appropriate. Mayor Beard will address the slight "lip" at the entrance to the restroom area such that the entire area will be manageable for wheelchairs and walkers.

- Winterize park facilities – park facilities are scheduled to be winterized by Wilbur Henry Plumbing, Heating & AC on November 3rd. The bathrooms, kitchen, and water fountains will all be winterized for the season. The York Water Company representative has been notified and will be present the day of the work to take a meter reading and again a week later for another reading to ensure that there is no water leakage.
- Porta-potty – porta-potty at the park has been removed for the season by Knapers.
- Vandalism at park – there has been repeated offenders of e-bikes and/or e-scooters tearing up the infield at the baseball field. Significant ruts are made, even with the baseball team frequently repairing the surface. Attorney Silcox is drafting an amendment to the current park rules to prohibit electronic vehicles usage on areas other than designated pathways.
- Church as emergency shelter – Salem Christian Church had agreed for the Borough to use their church as an emergency shelter for residents in the event of a catastrophic emergency. Christ Church of Jacobus and Salem Lutheran Church have yet to agree, pending approval from each of their Board of Directors.
- Code Officer's report – on September 14th, deputy code officer Daniel Schiling stated that 95 E Branch, 209 Ameda, 8 N Main, 2 N Main and 14 Old Mill have all had their respective violations corrected and therefore closed out. Ryan Herbst stated that he had done some research into declaring 209 Ameda to be an "unsafe structure" because the house has an area that opens to the elements and neighbors are concerned that if the structure should catch on fire, their houses would be in jeopardy. Mike Hammers stated that according to the International Property Maintenance Code, a vacant house that is not boarded up is unsafe and Borough Code Officer can cite PA Code 403.84 for an "unsafe building". Attorney Silcox stated that she will work with Mr. Herbst on this together with the code officer. On September 14th, deputy code officer also cited 21 Farmington with a violation for an unpermitted in-home bakery with customer pick-up. Homeowner was notified about applying for a "special exception" to continue operating said business. On September 29th, deputy code officer cited 57 N Main for overgrowth particularly in the side and rear yards, impacting Oak Lane. 13 Wildasin Drive received a warning notice for an unattached camper parked along the street and

24 Church Street has a new high-grass issue that he will keep an eye on.

- **Solicitor**

  *Attorney Silcox stated that property owner, Hanline, had already signed the Maintenance Easement Agreement for Meadow Street storm drain area, and the endorsed agreement has been recorded. Mr. Caltagirone, the other property owner affected at Meadow Street, had scheduled to sign his Maintenance Easement Agreement on Friday and will be duly recorded.

  *Attorney Silcox reported that York Excavating Company had signed the contract for Winter Maintenance 2026-2027 and provided an appropriate performance bond.

  *Attorney Silcox stated that she cannot constitutionally recommend to prohibit door-to-door sales. In fact, the Borough already has a solid ordinance for this matter and does not warrant the expense even to tweak the ordinance. Mike Hammers stated that the door-to-door sales issue is a serious problem in the Borough and this issue should be revisited in the Spring when soliciting season starts again.

  *A motion was made by Rick Somerville to grant permission for Attorney Silcox to amend and advertise the ordinance for park hours and additional use regulations. The motion was seconded by Jill Conner. Motion carried unanimously.

- **Streets**

  No items to report at this time.

- **Buildings and Grounds**

  No items to report at this time.

Council Comments

Mayor Beard stated that the Borough Manager should have a Borough cell phone and that she should not have to use her personal phone. Phyllis Bowers disagreed and stated that people can leave messages on the answering machine. Mike Hammers suggested forwarding calls from the landline to her cell phone. Attorney Silcox stated that other professional agencies typically provide a $50 per month phone allowance. Mr. Hammers stated that he gets a $25 per month phone allowance from New Salem Borough.

Note: Mr. Caltagirone spoke from the audience stating that he had a food truck event on Thursdays at the Amp building on Main Street where his business is, and due to the Borough's requirement for each vendor to acquire a Transient Retail Merchant License, there has been no vendor signing up. He believes that the

requirement of this permit is cost prohibitive for the food truck business and is a deterrent. Mike Hammers stated that perhaps this can fall under a "private event" where the permit is not required. Jill Conner stated that this food truck event has a banner stating "food truck" along Main Street, so "it is not a private event". Mr. Caltagirone responded that if it is not advertised, then the public won't come. Attorney Silcox questioned "who pays for the food", is it the individual employees who pay or Mr. Caltagirone. The answer was that everyone pays for their own food. Jill Conner stated that Council and Attorney Tilley had already told Mr. Caltagirone in the past that each food truck has to get their own permit.

Executive Session
An executive session was called by Attorney Silcox at 8:29 for litigation.

Adjournment
A motion was made by Phyllis Bowers to adjourn the meeting at 8:42 p.m. Mike Hammers seconded the motion. Motion carried unanimously.

Respectfully Submitted,
Sue Cheah
Borough Manager/Treasurer

Others Present:
Josh Packard
Alan Diehl
Tom Caltagirone
Dayne Riddle
Tim Kern
Chris Krouse
James Benson