

Jacobus Borough Council Meeting July 1st 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 and followed with the Pledge of Allegiance.

Roll Call

Present were Sandy Sheffer, Mayor Lance Beard, Jill Conner, Phyllis Bowers, William Rodgers, Mike Hammers, Trent Brown, Richard Somerville and Kathy Wilcox, Esq.

Minutes and Treasurer's Report

- Minutes of June 3rd 2026 Council Meeting – Trent Brown made a motion to approve the June 3rd 2026 Council Meeting minutes as presented. The motion was seconded by Bill Rodgers. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for June was provided along with statements from all bank accounts and the "Budget vs. Actual" report. Mike Hammers motioned to accept the Treasurer's Report as presented. The motion was seconded by Rick Somerville. Motion carried unanimously.

Persons on the Agenda/Public Participation

- John Hendrix – Easy-Dig

Mr. Hendrix was present to discuss his award for the Meadow Street storm drain project. He stated that Easy-Dig submitted a bid for the project and was awarded the contract in December 2024, with a term from December 6th 2024 till June 1st 2025. A PAOneCall ticket was pulled for Columbia Gas to relocate the gas main that is at the location before he could start any excavation. Columbia Gas had projected to move the gas main starting March 15th 2025, but did not start till July 22nd 2025. Due to this delay from Columbia Gas, an extension was requested and granted by Borough. Meanwhile, structural design changes were made for the concrete drain structure which were approved by Borough Engineer. The subsequent delay was on the Borough not obtaining easement agreements with the two properties adjacent to the work site till November 2025. Meanwhile, many attempts were made to contact Met-Ed regarding a leaning pole at the work site. Met-Ed finally gave approval for excavating to be done at the site in February 2026. Altogether, 14 months were lost due to delays that were not in his control and on the Borough. Mr. Hendrix also stated that he was present in May's Borough Council meeting to request another extension, but received a letter from Borough

attorney instead for amount of the contract. Sandy Sheffer stated that he has not done anything for the project since May. Attorney Silcox stated that Easy-Dig's contract for this project already ended on May 15th and the Meadow Street project has been sent out for re-bid. Mr. Hendrix stated that it is fine for the Borough to re-bid but that it should not be on him to attach his performance bond. Attorney Silcox then asked "what happened from February to May" when no work was done. Mr. Hendrix stated that winter weather and also some staffing issues, but he won't let the Borough's issues be put against his bond. Attorney Silcox stated that the bond company is doing their own investigation and that she had been working together with the Borough Engineer to provide all necessary information requested for the investigation. It is not the Borough's decision with regards to the performance bond. Mr. Hendrix stated that the easement agreement with the two properties adjacent to the worksite was not even completed till November 2025. Before that agreement, he could not even be on the property to do any work. Attorney Silcox asked Mr. Hendrix what he was looking for from Council at this meeting. Mr. Hendrix responded that he would like the Borough to take responsibility on all the delays, and that the delays are not on him and cannot be against him and his bond company. Attorney Silcox stated that Easy-Dig to date has only taken down three trees and therefore, the Borough has asked to collect on the performance bond and waiting to hear on their decision and that "there is nothing we can do tonight". A resident, Rick Snyder, asked if it was true that all that has been paid for so far are for the trees to be removed and the concrete structures. Mr. Hendrix responded that there is nothing outstanding and that everything has been paid for by the Borough. The only issue is with the bond company. Lance Beard asked if he could finish the job at this point. Jill Conner stated that it does not matter if he can finish the job at this point because his contract officially ended on May 15th. Ryan Herbst, Borough Engineer, stated that nothing was formally extended because Mr. Hendrix did not know at May's meeting how long he would need the extension for. Attorney Silcox stated that even if Mr. Hendrix says he can finish the project now, it may not be legal to do so because new bids have already been received for the project to be completed. Mr. Herbst stated that he received one bid. Mr. Hendrix stated that at this point, if he were to do the work, the project cannot be completed till Spring 2027. The excavation and installation of structures will be done, but paving will be in the Spring due to winter weather. Mr. Snyder stated that Mr. Hendrix is "more interested in having the bond released back to him, more than having the job done". He made the point that since there currently is one bid for the project, why not award the project to the bidder and release Mr. Hendrix from his bond. Mr. Hendrix agreed that he is not interested in the work, but just want his bond released. Trent Brown made a motion to release the bond for Mr. Hendrix and stated that Mr. Hendrix has lost enough already. The motion was seconded by Bill Rodgers. Motion carried unanimously. Attorney Silcox will communicate with the bond company to release Mr. Hendrix from the bond. Phyllis Bowers stated that she was very disappointed in the breakdown in communication with the engineering firm for

this project to be so severely delayed. Attorney Silcox stated that this is not an attack on Mr. Herbst as he has been very cooperative and good to work with.

- Andrew Diprospero – H.A. Thomson

Mr. Diprospero was present to review the Borough's liability insurance coverage. Currently, there is a blanket coverage of \$1.2M for Borough buildings, which include the municipal building, building at the park which include the two pavilions, restrooms, shed and garage. Mr. Diprospero also went over the list of all other items covered such as the digital sign at the park, playground equipment, fence, grills, water fountains, and gazebo. Attorney Silcox asked for the amount of coverage for Sue, to which Mr. Diprospero stated that there is a \$400,000 treasurer's bond.

- Ryan Herbst – Site Design Concepts (SDC)

- Christ Church Jacobus site development plan – Mr. Herbst reported that Gordon Brown and Associates had revised the plans per his request for the subdivision of the lot owned by the church on Water Street to create a residential lot and carve out the cemetery lot. York County Planning Commission had already reviewed the plans as well, just awaiting for the Borough's Planning Commission to meet and review.
- Meadow Street drainage repairs – as discussed above, Easy-Dig's contract has terminated and the project was rebid. One bid was received from Stewart & Tate for \$161,597.00. Resident, Mr. Snyder, asked for the dates which the project will start and end. Mr. Herbst stated that the earliest start date is listed as July 15th, with a completion date of October 15th 2026. This is the same contractor that will be performing the work on Farmington, so he believes that they will be doing both projects in the same time frame. A motion was made by Trent Brown to award the Meadow Street storm drain project to Stewart & Tate for \$161,597.00. The motion was seconded by Bill Rodgers. Motion carried unanimously.
- Curb painting for restricted parking areas on Main Street – Mr. Herbst reported that DE Gemmill has yet to finish painting the remaining of the restricted parking area at the intersection of Church and Main, and remove the handicap restricted area in front of the old medical office. He is also waiting on a quote from DE Gemmill to paint the remainder of the curb for restricted parking along Main Street that were not included in the traffic study.
- Farmington Drive – Mr. Herbst does not have an update on when Stewart & Tate is projected to begin construction to eliminate the three stone infiltration beds on Farmington. However, he stated that the projected completion date he has on record is October 1st 2026.
- Street Opening Permit for 6 Maple Street – a Street Opening Permit application was submitted by York Water Company to "repair curb stop" at 6 Maple Street. Mr. Herbst is awaiting payment for this application before issuance of the permit.
- 2 Woodland Drive Drainage concern – Mr. Herbst had obtained a quote from Ferguson Waterworks for two custom sized grates, 30x30, 1 3/4" thick, for

\$1,484.68, to replace the deteriorated inlet tops along the roadway at 2 Woodland Drive. A motion was made by Bill Rodgers to approve the purchase of the grates to replace the deteriorated covers at 2 Woodland. The motion was seconded by Rick Somerville. Motion carried unanimously. Mr. Herbst stated that the remainder of the project should be further investigated in time.

- Crack sealing – Mr. Herbst reported that he is in the process of getting some quotes for the cracks in Borough roads to be sealed before winter.
- Circle Drive inlets – Mr. Herbst noted that the inlets at Circle Drive need to be cleaned out, and will get quotes for discussion at next month's meeting.

- **Steve Overmiller – Goodwill Fire Company**

Mr. Overmiller presented that their Chicken Barbeque will start at 11:00 a.m. at the 4th of July BLAST with an ongoing "Boot Drive" on that day at the intersection by the firehouse. The regular fundraisers of Bingo and Breakfast Buffet are all going well, with a total of 20 fundraising events year-to-date, amounting to 1,612.75 hours. Mr. Overmiller asked for a resolution from the Borough to apply for a Local Share Act (LSA) Grant. The Fire Company is looking for \$350,000 in grant money to remodel their social hall. Attorney Silcox stated that she will prepare a resolution accordingly.

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

Mr. Diehl reported that in June, the Ambulance Club received 118 calls, of which six were within the Borough. Mr. Diehl also introduced Chris Krouse, the new director of EMS for the Ambulance Club.

Action Item

2027 Refuse Collection Contract Bid

Attorney Silcox presented that two bids were received for the 2027 Refuse Collection contract – from Penn Waste and Anthracite Waste. A summary of the two bids was presented to all on Council, with Penn Waste being the lower bidder. A motion was made by Bill Rodgers to award the Refuse Collection contract to Penn Waste. The motion was seconded by Jill Conner. Motion carried unanimously.

Lance Beard asked about tire pickup – he stated that in the past, eight tires per week was allowed with thrash removal, then it became four per week. Penn Waste representative, Carolyn Witner, stated that there is regulation from York County's incinerator on the amount of tires to include in the thrash pickup, and that regulation changes from year to year. Phyllis Bowers asked where Anthrocyte Waste was from, to which Ms. Witner responded that it is not Scott Wagner's company, rather a private equity company out of Pittsburgh. Bill Rodgers wanted to confirm that there is a choice for residents to choose either regular or low-volume in the contract. Attorney Silcox affirmed that anyone can opt-in for the low-volume option.

Borough Reports

- **Mayor & Emerg. Mgmt.** –*YCARPD report for May 2026 was presented where there were 42.22 police service hours, 25.23 administrative hours, with a running total

of 37.58 hours; 16 response calls. Phyllis Bowers commented on the driving complaint on Farmington for passing of a stopped school bus; *Police Commissioner's report was also distributed to Council and Mayor Beard reported that the YCARPD is ordering three new police cars; *Fire Police request – received from Springfield Township for assistance with the Loganville-Springfield PTO Kindness 5K on November 7th 2026 from 8:30 till 11:00 a.m. A motion was made by Phyllis Bowers to approve fire police assistance to Springfield Township for said event. The motion was seconded by Trent Brown. Motion carried unanimously.

- **Office Manager**

- Renewal of liens – there are currently 20 outstanding liens that originated from the Jacobus Sewer Authority. These liens have matured over five years and Attorney Dave Jones had recommended against refiling them as it will be costly, that will not outweigh the gains. Phyllis Bowers asked for Attorney Silcox's opinion, to which she agreed with Attorney Jones, and recommend instead sending a reminder letter to each lien holder. A motion was made by Phyllis Bowers to approve Attorney Silcox to draft a standard letter to remind lien holders of their outstanding liens. The motion was seconded by Bill Rodgers. Motion carried unanimously.
- Christ Church Jacobus subdivision – a Planning Commission meeting has been set for July 20th 2026 at 6:00 p.m. to discuss the subdivision of land on Water Street belonging to the church. The purpose of the subdivision is for the church to separate the cemetery lot from the rest of its land, and divide the remainder of the land into two.
- 16 N Main Street – a Zoning Hearing took place on June 29th 2026 for property address 16 N Main Street. The property owner, Christopher Sprigle, applied for a “variance and special exception for an accessory garage on a lot without a principal use or dwelling in the neighborhood commercial district”. After deliberation, the Zoning Hearing Board moved to grant the variance to Mr. Sprigle subject to five specific and “reasonable conditions”.
- Code Officer's report – *violation notice was posted at 34 N Main Street for the Fancy Shanty, for conducting business without a Transient Retail Merchant License; *violation notice was posted at 29 Hillside Drive for overgrowth at property, with a certified mail of the violation to be sent; *signs placed in the sight triangle at the corner of Main/Smith was addressed with a violation notice to the Fancy Shanty, and spoke with owner of Grill-Rilla who will be removing their sign; *complain of overgrowth at 56 Woodland was inspected and found to be freshly mowed.
- Park rental sign-up sheet for volunteers to open/close the park for July rentals was distributed to Council.

- **Solicitor** – *Attorney Silcox stated that she did not receive any bids for the advertised Winter Maintenance bid packet. A motion was made by Phyllis Bowers to authorize Attorney Silcox to readvertise for the 2026/2027 Winter Maintenance Contract. Motion was seconded by Jill Conner. Motion carried unanimously; *Attorney Silcox summarized the “Ordinance Providing Procedure, Criteria and Installation Standards

for Traffic Calming Measures on Borough-Owned Roadways” which outlines the mechanism for residents to bring concerns to council, taking comments from residents so far and put it into a procedure. A motion was made by Phyllis Bowers to adopt the “Ordinance Providing Procedure, Criteria and Installation Standards for Traffic Calming Measures on Borough-Owned Roadways”. The motion was seconded by Bill Rodgers. Motion carried unanimously; *Attorney Silcox drafted an “Ordinance Creating and Establishing the Office of Borough Manager, Appointment, Compensation, Bond, General Power and Duties, Specific Power and Duties, Granting of Prosecutorial Authority” to cover all that Sue is already doing now, making sure she is on solid footing. A motion was made by Phyllis Bowers to advertise 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 Bill Rodgers. Motion carried unanimously; *Attorney Silcox discussed on the ongoing violation at 119 N Main Street for “stockpiling of trash/junk at property”. Phyllis Bowers stated that Mike Hammers, Lance Beard, and herself made three visits to the property, on June 5th, 19th, and 26th, spoke with the property owner and her daughter, with the intention to help. They were told by the property owner that they are going through hard times, had just lost her husband, lost her job, and her son is trying to clean up. One car had already been removed from the back yard, another car scheduled to be removed and a third car that was on the front of the property had a broken windshield. Visually, Ms. Bowers observed many safety issues, including overloaded electrical outlets with many extension cords. Ms. Bowers stated “we can help as a borough” and “help one another”. Borough Code Officer, Simon Schilling stated to keep in mind that this has been an ongoing violation for two years. The property owner did not make any attempt to contact Commonwealth Code, did not claim her certified mail, finally a judgement had to be served to her by a constable. Said property owner did not show up to the scheduled hearing and now has a judgement on her for \$1,000 plus cost. Since there had been no response from property owner after judgement, Mr. Schilling turned the case over to Borough Attorney for subsequent steps. Mr. Schilling stated that he is willing to work with property owners, but when there is non-communication, he has no choice but to enforce Borough ordinance and follow necessary procedures. He also cautioned that when Borough gives exceptions, it sets a bad precedence. Mike Hammers stated that there has been some progress in clean-up since their initial visit. Chris Krouse, EMS chief from the Jacobus Lions Ambulance Club, stated that his crew can stop by for a welfare check. Mr. Schilling commented that if Mayor claims the property as an “unsafe structure”, the residents will have to leave. A motion was made by Phyllis Bowers to approve Attorney Silcox and Borough Code Officer to work together on an “unsafe structure” for 119 N Main. The motion was seconded by Bill Rodgers. Motion carried unanimously. Ms. Bowers then stated that she drove around the Borough with Mayor Beard and documented properties that need some attention, with weed and shrubbery “higher than the house”. She distributed some pictures of said properties to Council, stating that it is “out of hand”. She asked if Mr. Schilling drives around the Borough. Mr.

Schilling responded that Commonwealth Code works on complain basis only for Jacobus, but can drive around a certain number of hours per month if Borough would like such a service. He cited Winterstown as an example, where Commonwealth Code drive through two hours per month for visual inspections and have a proactive versus reactive enforcement service. Mike Hammers suggested driving through a few days before each council meeting, then reporting at the subsequent meeting. Lance Beard stated that we should keep the service the way it is, through complain forms. Ms. Bowers stated that it is not on council to police, rather pay the code officer for such service. A motion was made by Phyllis Bowers to authorize Commonwealth Code Inspection Services to drive around the Borough for visual inspection of code violations. The motion was seconded by Mike Hammers. Motion carried unanimously. Mr. Hammers then inquired if Mr. Schilling was aware of the business at 215 Hidden Hill Farm Lane where property owners are raising cattle and selling the meat out of their home. Mr. Schilling cited the in-house bakery at 19 Meadow that had been granted the special exception by Zoning Hearing Board that was similar to this business. Mr. Hammers stated that this business is very different, carrying a big impact on all the neighbors as they are raising livestock, which will need special requirements such as being compliant with State Nutrient Act, manure storage specification, set back from lot lines, soil erosion control plan with the York County Conservation District. Is the business processing meat? Is general public going into the building for sales? Mr. Hammers stated that this is very different than the in-house bakery on Meadow and that Mr. Schilling needs to investigate said business.

- **Streets** – no comments
- **Buildings and Grounds** – *Mayor Lance Beard stated that he had gotten a copy of the guidelines for retention pond maintenance from Springfield Township, a copy was distributed to council. He stated that the guidelines are more rigorous than we would ever need for our Borough's retention ponds. Since the Borough does not have a grounds crew or a river running through, these guidelines are "suggestions" only; *Mayor Beard reported that the tot-lot fence has been power washed, but it is in need of more mulch as there are concrete parts exposed. A motion was made by Rick Somerville to put have more mulch installed at the tot-lot. The motion was seconded by Trent Brown. Motion carried unanimously.

Council Comment

No comments

Adjournment

A motion was made by Phyllis Bowers to adjourn the meeting at 9:43 p.m. Mike Hammers seconded the motion. Motion carried unanimously.

Others Present:

Alan Diehl

Andrew DiProspero

John Hendrix

Simon Schilling
Carolyn Witner
Richard Sniken
Billi & Meredith Williams
Tom Caltagirone

Respectfully Submitted,
Sue Cheah
Office Manager/Treasurer