Jacobus Borough Council Meeting
Meeting Date: November 5th, 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 followed by the Pledge of Allegiance.

Roll Call
Present were Sandy Sheffer, Mayor Lance Beard, Donald Wright, Phyllis Bowers, Jill Conner, William Rodgers, Jeff Hammers, and Walt Tilley, Esquire. Dawn McElhiney was absent.

Minutes and Treasurer's Report
- Minutes of October Council Meeting – Jill Conner made a motion to accept the October 1st, 2025 Council Meeting minutes as presented. The motion was seconded by Donald Wright. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for October was provided and reviewed by all. Included in the report was a statement of current balance in all bank accounts and the "budget vs. actual summary" for year-to-date expenses. A motion was made by Donald Wright to accept the October 2025 Treasurer's Report as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

Action to be Taken
- A motion was made by Jeff Hammers to table approving the resolution to accept the "Chesapeake Bay Pollutant Reduction Plan" till next month to allow all council members a chance to read the Intergovernmental Cooperation Agreement. The motion was seconded by Donald Wright. Motion carried unanimously.

Persons on the Agenda/Public Participation
- Jacobus Lioness Club
  Sandy Sheffer spoke on behalf of the Jacobus Lioness Club, requesting for donation towards their project in conjunction with the Dallastown Area School District's Cat Pack program where students in need are sent home with backpacks of food every weekend to ensure meals over the weekend.

For Christmas meals, the Lioness Club requested Giant grocery gift cards. Jeff Hammers enquired on what a reasonable amount of donation would be. Sandy Sheffer responded that they Lioness Club is seeking a $100 gift for each child's family for their Christmas meal. A motion was made by Jeff Hammers to donate $500 to the Jacobus Lioness Club for their Dallastown Area School District's Cat Pack program. The motion was seconded by Jill Conner. Motion carried unanimously.

- Randy Gayman – YC Old Timers Baseball
  Mr. Gayman was present at the request of the Mayor as Mr. Gayman had been diligently working on the baseball field on his own time. Mr. Gayman had painted the dugouts, weeded the infield, leveled the dirt and grass areas, to name some of the projects he had undertaken. Mayor Beard wanted to acknowledge his hard work and thank him as well. Mr. Gayman thanked the Borough for allowing his team to use the field for their games. He also stated that he is a grounds crew for the York Revolutions and is familiar with the normal routine to upkeep a baseball field. Mr. Gayman recommended to have our field steam rolled to get rid of the ruts that are now in the field from years of cutting the grass in the same pattern. His recommendation was to have the field rolled at least twice a year. The Mayor requested for Mr. Gayman to walk the field with the Borough's Buildings & Grounds Committee to identify areas that may be hazardous and/or in need of repair.
- Jordan Shenk – Site Design Concepts (SDC)
  - Stormwater Management Site Plan for John's RV – Mr. Shenk reported that the project has been on-going for the last few weeks and he had been periodically conducting inspections at the site. The work is projected to be fully complete in a couple of weeks.
  - Meadow Street – Mr. Shenk stated that Monarch is almost ready to deliver the concrete stormwater structures and that Easy-Dig had already arranged for some tree clearing in preparation to start the project.
  - Main Street – Mr. Shenk reported that he is waiting to hear back from D.E. Gemmill for an update to their quote from 2023 for curb painting for restricted parking areas on Main Street. In 2023, the quote was for $1.47 per linear foot, and the proposal was to paint 1,815 linear feet. This was according to the traffic study that was conducted at that time. However, due to the ongoing complaints from residents about the dangers of exiting Church Street onto Main Street, Mr. Shenk recommended extending the "no parking" area to 125-feet from Church on the Northeast side. Mr. Shenk stated that due to the

gradient, with a vehicle parked on Main Street at the Northeast-side close to Church Street, the sight for oncoming traffic is very limited. Donald Wright asked the consequence of going against a traffic study to which Attorney Tilley stated that there will not be any since the Borough is acting to increase safety based on information given by concerned residents. A motion was made by Donald Wright to approve the painting of the curb on Main Street for "no parking" 130-feet from Church Street on the Northeast-side. The motion was seconded by Jeff Hammers. Motion carried unanimously.

- James Benson – Jacobus Lions' Ambulance Club

  Mr. Benson presented the October 2025 report for the Ambulance Club, stating that there were 144 calls which they responded to, of which only six were within the Borough.

- Steve Overmiller – Goodwill Fire Company

  Mr. Overmiller reported that for October, the fire company responded to 30 calls, 15 of which were within Jacobus. Year-to-date, the fire company responded to 307 calls, totaling up to 1,178.59 hours. In terms of fundraising efforts, the fire company have had 23 fund raisers year-to-date, totaling up to 1,849.50 hours. Mr. Overmiller also presented that there are three events scheduled for November – an auction on the 15th, breakfast buffet on the 16th and Christmastime in Loganville on the 22nd.

- Devon Kolomick – resident

  Mrs. Kolomick was present to discuss the "Stop" sign on Woodland Drive. She stated that she lives on Wildasin and is concerned about the excessive speeding on the street where she lives and Woodland. Particularly concerned for the five or six families in the area with young children that crosses the street frequently. Phyllis Bowers stated that council has taken this issue seriously and Borough attorney has done his research into this and deemed a "Stop" sign to not be an appropriates means for speed mitigation. Donald Wright stated that while a "traffic study" was not done in the area, two speed study had been carried out by York Area Regional Police Department. Both studies showed there to not be a significant number of vehicles that speed at the point to be ticketed. Attorney Tilley stated that he had done background research on this issue, and his findings along with recommendations had been communicated to Borough Council and the Mayor. Phyllis Bowers made a motion to authorize the said letter from Attorney Tilley to be communicated to those concerned residents via publication on Borough's website. The motion was seconded by Jeff Hammers. Motion carried unanimously. Donald Wright stated that in order to have proper speed

mitigation, a traffic study will have to be done. Jeff Hammers stated that a traffic study may conclude that a "Stop" sign is not warranted, which residents of interest will have to be willing to accept. Mrs. Kolomick questioned "what about an unenforceable stop sign". To which Attorney Tilley stated that he will discuss in his report.

Borough Reports

- **Mayor & Emerg. Mgmt.**

  Mayor Lance Beard reported: *YARPD report for September 2025 – there were 45.778 police service hours, 28.15 administrative hours, with a running total of 36.38 hours; there were 11 response calls; *There had not been an official Fire Police request for the planned internment for Sergeant Kinney but the event has been set for November 28th at noon. Mr. Overmiller confirmed that the fire company did not receive any requests and Donald Wright stated that since there had not been any official requests, there is nothing to approve. Mr. Lipinski from the fire company stated that should traffic turn out to be heavy on the day of the event, they will call in to county dispatch for coverage; *September Police Commissioner's Report was distributed to all present. Mayor Beard also reported that "trick-or-treat" night went smoothly with no incidents to report. And the police response that was reported last month from Seneca Ridge was credited back to our hours.

- **Office Manager**
  - A motion was made by Donald Wright to appoint John Miller Jr. of MPL Law as the attorney on record for the Borough Zoning Hearing Board. The motion was seconded by Jill Conner. Motion carried unanimously.
  - York Water Company at last council meeting informed council that going forwards, all change in account-owner status will require an inspection of water and sewer lines at said property. Council at that time requested for this change in requirement to be made known to the public via an official publication from York Water Company as posted on Borough website. The York Water Company document was not ready for council's approval at time of meeting.
  - A report from the code officer for the month of October was presented to council, with emphasis on property at 119 N Main Street where the violation for "junk" at property is now filed with the Magistrate's office by the code officer. Jeff Hammers inquired on which specific ordinance is property owner violating, to which Donald Wright stated that it would be the code officer's responsibility to cite accordingly.

Attorney Tilley stated that the Magistrate will determine appropriately if indeed there is a code violation.

- The Jacobus Lion's Club sent a letter asking for donation towards the annual Fourth of July "BLAST" event. Donald Wright wanted to know the amount they are seeking and the specific use for the donation. Decision tabled till specific information is known.
- Proposal from Security Fence Company to repair broken areas of fence around the Nixon Road retention pond was presented. Parts and labor included, the repair of the chain link fence cost was quoted for $1,592.00. Donald Wright made a motion to approve the repair of the fence surrounding the retention pond on Nixon Road by Security Fence Company. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- Due to current Chronic Wasting Disease found in local deer populations, PennDOT communicated that they can no longer pick-up dead deer from roadways. The Pennsylvania Game Commission will have to be notified and a "Road Killed Deer Pickup Request Form" must be submitted. Jeff Hammers made a motion to post the form on Borough's website. The motion was seconded by Donald Wright. Motion carried unanimously.
- York County Community Foundation sent a communication that it has partnered with United Way of York County to provide immediate assistance to local residents facing food insecurity through their "Nourish Now: Food Relief Fund" and seeking donations. Donald Wright stated that SNAP benefits had just been funded for the month and the donation will not be necessary.

- **Solicitor** – Attorney Tilley stated that at last month's meeting, he had substituted for Attorney Jason Sabol who had a conflict in schedule and since then, Attorney Sabol left Saxton & Stump to join Salzmann Hughes. Attorney Tilley introduced an associate from Saxton & Stump, Eric LeVan, who had passed the Pennsylvania Bar exam three weeks ago, and is present on his own time to learn municipal law.

  Attorney Tilley then stated that the day after last month's council meeting, he sent a letter to PennDOT regarding the speeding issue on Main Street, as voiced by residents and evidenced by vehicular accidents. The Attorney General of Pennsylvania, who represents PennDOT, was also copied on this letter. To date, there has not been any response from PennDOT nor the Attorney General's office.

  Attorney Tilley then summarized the findings from his research pertaining to the concerns about speeding on Woodland Drive for the six

residents in the area who were present at last month's meeting. Based on the speed study conducted twice by York County Regional Police Department, less than one percent of drivers exceeded the speed limit by 20 miles per hour or more. Their conclusion was that speeding on Woodland Drive did not warrant the installation of a stop sign. Based on his legal research, state law requires a traffic study before an ordinance to erect a stop sign can be enacted. In addition, federal standards in the Manual on Uniform Traffic Control Devices, which Pennsylvania adopted, states that "Stop signs should not be used for speed control". As such, the Borough will not be immune to liability should a traffic control device be put up against federal guidance. However, there are "traffic calming" options as published in PennDOT's roadway design manual such as speed tables, raised medians, angled parking which narrows the roadway. Attorney Tilley's recommendation is to engage Borough's engineer to study some traffic calming options to present to council. Donald Wright made a motion to authorize Borough engineer, Jordan Shenk, to check the different traffic calming options that would best fit the area and present to council. The motion was seconded by Jeff Hammers. Motion carried unanimously. Mrs. Kolomick asked at this point about erecting an "unenforceable" stop sign, to which Attorney Tilley responded that if word goes out that the stop sign is unenforceable and an accident happens because the stop was ignored, then the liability would be immense. Donald Wright also made a motion to authorize SDC to obtain quotes for a traffic study to check speed of vehicles on Pine and Woodland. The motion was seconded by Jill Conner. Motion carried unanimously.

- **Streets Committee –** extend "no-parking" on Main Street and speed mitigation on Woodland as covered above.
- **Buildings and Grounds Committee** - Mayor Beard reported that Sue will be working on obtaining a Department of Conservation and Natural Resources Grant to replace/repair the tennis and basketball courts at the park. He stated that the baseball field and dug-outs can also use some refreshing, particularly seeing that players have done some damage kicking their cleats against walls. Donald Wright suggested purchasing and installing a "kick-post" so that players can get mud off of their cleats instead of kicking walls.

Unfinished business

Council President Sheffer called for an executive session at 8:18. Council meeting back in session at 8:44.

Adjournment

A motion was made by Jeff Hammers to adjourn the meeting at 8:44 p.m. Donald Wright seconded the motion. Motion carried unanimously.

Respectfully Submitted,
Sue Cheah
Office Manager/Treasurer