

Jacobus Borough Council Meeting April 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 followed with the Pledge of Allegiance.

Roll Call

Present were Sandy Sheffer, Mayor Lance Beard, Rick Somerville, Trent Brown, Jill Conner, Phyllis Bowers, William Rodgers, and Solicitor Walt Tilley. Mike Hammers was absent.

Minutes and Treasurer's Report

- Minutes of March Council Meeting – Rick Somerville made a motion to approve the March Council Meeting minutes as presented. The motion was seconded by Trent Brown. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement along with bank account summaries were reviewed by all present on Council. A report of expense to-date versus budget was also reviewed. A motion was made by Trent Brown to approve the Treasurer's Report as submitted. Jill Conner seconded the motion. Motion carried unanimously.

Persons on the Agenda/Public Participation

- Joseph Young – food truck at Anderson Building. Mr. Young stated that he is present with regards to food trucks at 250 N. Main Street's parking lot. He stated that the food trucks are present on Thursdays in the parking lot of the Anderson Building as an amenity for tenants of the building during lunch time, for two to three hours. Recently, the organizer of this event, whom Mr. Young represents, was notified of a compliance issue and Mr. Young was present to move forward with the issue. Sandy Sheffer stated that he would need a Transient Retail Merchant's License (TRML) to have the food truck. Mr. Young stated that this is not a continuous retail business, and only present during lunch hours once a week. Sue conveyed the background for this issue to council, that an inquiry was received as to whether the food trucks at the Anderson Building have proper permit to operate per Borough's ordinance. The owner of the Anderson Building was contacted to obtain a TRML to operate the food truck and was told that the organizer of these food truck's presence was a Tom Caltagirone. Mr. Caltagirone was told to obtain

said permit for the food trucks, but he did not believe that he should since the food trucks are operating on “private property”. He also believed that if he does not have the “food truck” banner on premises, he would be able to continue said event without the permit. Attorney Tilley stated to Mr. Young that a TRML would have to be obtained, to which Mr. Young asked if one permit will suffice. Attorney Tilley answered that each vendor will need to obtain its own TRML.

- Josh Myers – Shaw Surveying, Inc. Mr. Myers was present to discuss the reverse subdivision project of Breanna and Trevor Jackson at 127 Hidden Hill Farm Lane. Mr. Myers stated that the York County Planning Commission had reviewed the application and gave their comments as such – pertaining to the Borough’s Subdivision and Land Development Ordinance, curbing and sidewalks are required along each side of the street. Also, per Borough’s Subdivision and Land Development Ordinance, multiple items were required to be shown on the plan, such as said site relative to adjoining properties and to all streets, road and municipal boundaries within 1,000 feet of the site, with the map at a scale of 800:1. Attorney Tilley asked Borough engineer, Jordan Shenk, if all comments from the York County Planning Commission have been addressed satisfactorily, to which Mr. Shenk answered affirmatively. Mr. Myers asked for a waiver from Council for the curb and sidewalk requirements. A motion was made by Phyllis Bowers to waive the curb and sidewalk requirements for the Jackson’s reverse subdivision project. The motion was seconded by Trent Brown. Motion carried unanimously. The Borough Planning Commission had met on March 16th and recommend to council to approve the subdivision plan of Breanna and Trevor Jackson with condition of the new/revised legal description of the lot to be recorded along with the plans and all signatures to be obtained and plan recorded by Shaw Surveyors. A motion was made by Trent Brown approve the final subdivision plan of Breanna and Trevor Jackson for the consolidation of two lots at 127 Hidden Hill Farm Lane as drawn by Josh Myers of Shaw Surveying, Inc. initially submitted on January 12th 2026, last revised on March 16th 2026. The motion was seconded by Rick Somerville. Motion carried unanimously.
- Jordan Shenk – Site Design Concepts. Mr. Shenk was presented the following:
 - Meadow Street drainage repairs – Easy-Dig had not made contact with Mr. Shenk with an update on when this project will resume. All necessary structures are on-site, large tree removal completed, electric pole cleared of any issue from Met-Ed, gas mains relocated. Site is ready for work by Easy-Dig.

- Water Street – C.S. Davidson has been communicating with Stewart & Tate to improve the end wall of the stormwater drainage with additional riprap on the side away from the road and locked in with smaller rocks or concrete. The roadway will be milled and overlayed within the next couple of weeks, weather permitting.
- Farmington Drive – Mr. Shenk is still working on creating a site plan for the project on Farmington to eliminate the three stone infiltration areas, replacing with three inlets that will infiltrate under the paved surface.
- Woodland Drive – Mr. Shenk reported that he had just received the data collected from the traffic study on Woodland as performed through the PA's Local Technical Assistance Program. The data had been collected from two locations on Woodland between February 23rd and 27th. He will review and discuss the data collected at next council meeting.
- Steve Overmiller, Goodwill Fire Company – Mr. Overmiller reported that the fire company ran 53 calls in March, with 144 calls serviced from the beginning of the year till the end of March. For fundraising, the fire company had 10 events year-to-date, totaling 802 hours which equates to 100 eight-hour days. For the month of April, the Bingo night will be on Saturday of the week, with Breakfast Buffet on the third Sunday of the month and the annual Sportsman Bingo scheduled for the 25th of April.
- Al Diehl – Jacobus Lions' Ambulance Club. Mr. Diehl reported that the Ambulance Club responded to 127 calls in March, with eight of which within the Borough. Mr. Diehl brought along Captain Jimmy and Chief Robert, noting that they had delivered a baby on February 14th and had made a "critical safe" last year.

Action to be Taken

None at this time.

Borough Reports

- **Mayor's Report** - *YCRPD report for February 2026 – 155.32 service hours recorded, 41.29 administrative hours, with 96.38 hours running total. There were 10 Response Calls; *The following Fire Police requests were presented – 1)Borough of Red Lion requested Fire Police assistance for their Memorial Day Parade on May 25th, Red Lion Street Fair on August 8th, Red Lion Fireworks Display on July 5th, Red Lion Halloween Parade on October 27th and Red Lion New Year's Eve celebration on December 31st. A motion was made by Phyllis Bowers to approve the Fire Police request

from the Borough of Red Lion as presented. The motion was seconded by Bill Rodgers. Motion carried unanimously. 2)Shrewsbury Borough requested Fire Police assistance for their Annual Firemen's Carnival from June 22nd through June 27th, from 4 p.m. to 9 p.m., with fireworks on June 26th and a raindate of June 27th, Shrewsbury Parade on June 27th from 1 p.m. to 4 p.m., Country Music Bash on August 15th from 11 a.m. to 1 p.m. and 10 p.m. to 11:30 p.m. A motion was made by Trent Brown to approve the Fire Police request from Shrewsbury Borough as presented. The motion was seconded by Rick Somerville. Motion carried unanimously. 3)Al Diehl, representing the Jacobus Lions Club, stated that at last year's council meeting on July 9th, a couple of residents from N. Pleasant Avenue voiced their concerns about the safety of pedestrians walking on N. Pleasant going to the park for 4th of July festivities with cars travelling on this road. At said meeting, council approved the closure of N. Pleasant Avenue to motor vehicles after 4:00 p.m. on the 4th of July. Based on that, Mr. Diehl requested for fire police assistance for the road closure. A motion was made by Bill Rodgers to approve fire police assistance at N. Pleasant Avenue on the 4th of July beginning at 4:00 p.m. The motion was seconded by Rick Somerville. Motion carried unanimously. Mayor Beard stated that the Lions Club should warn residents on N. Pleasant of the street closure the day before.

- **Office Manager**

- Department of Labor & Industry Uniform Construction Code (UCC) audit – this two-year audit focused on commercial buildings within the Borough. The three businesses that were picked for review were Mack's Snax, Happy Belly Express and House of Hope. Two of the three businesses were no longer in Jacobus at the time of audit. However, the agency did not choose to review other additional businesses. The Department deemed the audit as complete.
- York County Economic Alliance Local Share Account (LSA) grant program – recently the York County Economic Alliance announced that the State had awarded almost \$2 million in grants through the LSA program to York County non-profits and municipalities. The LSA grant program's revenue is sourced through gaming revenues. Sue will pursue this grant possibility for funds to rehabilitate the tennis and basketball courts at the community park, that are in dire need of repair.
- Community Park and Borough Building flags – a quote for \$1,035 was obtained from Signorama to repair the broken pulley of the flagpole at the borough building. The high cost is due to the fact that

it is a 40-foot pole and a bucket truck would be necessary to reach the pulley. Mayor Beard said he will figure out an alternative. And Bill Rodgers volunteered to be in charge of raising/lowering the flags at the building and the park when necessary.

- Fence at tot-lot – the company that power-washed the tot-lot fence in the past is no longer in business. Mayor Beard stated that he can do the power-washing with the help of Bill Rodgers and Trent Brown. He will bring the water supply and mobile power washer in his gator to the tot-lot. The work will be scheduled within the next few weeks.
- Port-a-potty at park – with warm weather arriving, the park is seeing more patrons. A motion was made by Jill Conner to have Knaper's deliver the park's port-a-potty the following week. The motion was seconded by Rick Somerville. Motion carried unanimously.
- Traffic signal maintenance and repair contract – there are currently 17 municipalities in the area that have a joint contract with C.M. High for their traffic signal maintenance and repair. Since their contract is up for renewal, Windsor Township asked if there were any other municipalities that would like to join the group contract. A quote obtained from C.M. High for the Borough's traffic signal is cheaper than the rate from the company currently using. A motion was made by Trent Brown to approve joining the group contract for traffic signal maintenance and repair. The motion was seconded by Bill Rodgers. Motion carried unanimously.
- Zoning Hearings – a Zoning Hearing took place on March 25th for a "tattoo and body piercing shop" at 12 Valley Road, Suite B, where permission was granted to the applicant by the Zoning Hearing Board for said business with condition that the business abide by all Uniform Construction Codes, particularly for handicap accessibility. A Zoning Hearing is scheduled for April 14th in consideration for an in-home bakery on Meadow Street.
- Transient Retail Merchant License – as covered in the "public comment" section above.
- Code Officer report – 15 N Main Street was cited for having significant amount of "junk" that extended from the side yard of the property to the rear, including a large amount of items on side porch, which was remedied less than two weeks later at follow-up inspection. Remodeling work at Grey Beard's was inspected and found to be in compliance, only non-structural alterations which did not need any permits. A violation notice was issued to 106 E Greenbriar for a pool construction without inspection.

- 119 N Main Street – after many failed attempts by Borough Code Officer (Simon Schilling) to deliver violation notice to home owner of said address via certified mail, Simon requested delivery of the civil complaint via a constable.
- Park reservation – volunteer sign-up sheet to open/close the park facilities for April rental was made available to all.
- **Solicitor** – Attorney Tilley introduced Attorney Kathy Silcox who recently joined Saxton & Stump’s Municipal Practice Group. Attorney Silcox was previously a Magisterial District Judge at Hampden and Silver Spring townships in Cumberland County. At Saxton & Stump, she has been working on ordinances, real-estate aspects among other areas.
- **Streets** – Mayor Beard stated that Bill Rodgers, Trent Brown and himself will drive through the Borough a section at a time to inspect and fix any street signs that may have been damaged over the Winter.
- **Buildings and Grounds** – *retention pond by Nixon Park is overdue for a clearing. The challenge has been the soggy ground which impedes the delivery of equipment to clear the slope of the area. Mayor Beard had delivered a structure there to circumvent the issue, however the ground still proved too soggy for heavy equipment. Sue will be obtaining phone quotes for any commercial landscapers that may have the appropriate equipment for this project; *leaf cleanout at the community park, particularly along fence-line of the baseball field has been scheduled; *York County Liberty tree will be delivered on April 11th by the Rotary Clubs of York. The site for this tree has been prepared at the park. It will be located in the area between the large pavilion and the playground.

Council Comments – Sandy Sheffer read the thank you card received from the Village Library for the Borough’s donation of \$7,500.

Unfinished Business – none at this time

Adjournment – A motion was made by Rick Somerville to adjourn the meeting at 8:20. The motion was seconded by Trent Brown. Motion carried unanimously.

Respectfully Submitted by,
Sue Cheah
Office Manager/Treasurer

Others Present:

Kathy Silcox

Joseph Young

Breanna and Trevor Jackson

Alan Diehl

Josh Myers