Jacobus Borough Council Meeting
Meeting Date: June 4th, 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, Lance Beard, Donald Wright, Dawn McElhinney Jill Conner, William Rodgers, Phyllis Bowers, and Attorney Jason Sabol. Councilman Jeff Hammers was absent.

Minutes and Treasurer's Report
- Minutes of May Council Meeting – Donald Wright made a motion to approve the May Council Meeting minutes as presented. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement along with all bank account summaries were reviewed by all present on Council. A motion was made by Donald Wright to approve the Treasurer's Report as submitted. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

Persons on the Agenda/Public Comment
- B.J. Giangiulio – H.A. Thompson Insurance. Mr. Giangiulio was present to review the insurance coverage of the Borough for liability, property and worker's compensation. He briefly ran through the list of items that were covered, along with associated value and deductible amounts for each. Mr. Giangiulio stated that due to a 7% budget increase, there will be a $300 increase in premium for 2026. Mayor Beard asked if volunteers will be covered on Workers' Comp., to which Mr. Giangiulio stated that they will be covered with limited liability. Sandy Sheffer stated that the policy will be reviewed before renewal.
- Al Diehl – Jacobus Lions' Ambulance Club. Mr. Diehl presented a report for the Ambulance Club for May 2025, where only five calls were within the Borough.
- Jordan Shenk – Site Design Concepts. Mr. Anderson presented the following:

- Stormwater management site plan for John's RV on Main Street – Mr. Shenk reported that there has been no progress on this project as the property owner is working on securing environmental studies for the financial institution which will be providing his loan.
- Circle Drive– Mr. Shenk reported that the scheduled April/May storm drain cleanout has been completed by Easy-Dig. Dawn McElhiney confirmed.
- Meadow Street drainage repairs – Mr. Shenk reported that he still has not heard from Columbia Gas on when they will begin construction to relocate the gas main on Meadow Street. Easy-Dig will not be able to proceed with the project till the gas main is relocated. Meanwhile, SDC is preparing an easement agreement that will be presented to both landowners that will be affected by this drainage repair.
- Water Street – Mr. Shenk presented a report of his observations for the condition of Water Street from inspections during trenching by Columbia Gas for gas line replacement. The Water Street pavement varied in depth from three to eight inches. Areas of three-inch pavement depth had large ballast stone with seven to eight inches of subbase layer, and areas with eight-inch pavement depth had eight inches of No. 2A subbase layer. The roadway appears to have the ballast base with three-inch deep pavement from Park Street towards the dam, except in areas that were previously trenched. Also, the right hand shoulder of the Water Street, heading West, has signs of deterioration and cracking of about 500-feet from approximately 35 Water Street to the second culvert crossing. SDC presented three options to proceed with York Water Company – i)to hold York Water Company to the agreement of a full-depth reclamation for the entire street, in which case York Water Company will not replace the two culverts; ii)to agree to a two-inch mill and overlay of Water Street with conditions to replace the two culverts and a full-depth reclamation of 500-feet of shoulder two to four-feet wide, accordingly to where shoulders are deteriorating; iii)to agree to a two-inch mill and overlay of Water Street with conditions to replace the two culverts. Donald Wright commented that to expect a full-depth reclamation of Water Street from York Water Company will be almost impossible. And stormwater on Water Street has always been a nightmare, therefore the culverts are needed. Plus, there are areas where the base has broken away and falling apart. Mayor Beard asked all on council if they understand the three options and that they are clear, to which there was no response. Mr. Wright asked for

engineering recommendations from SDC. Bradley Peters from SDC stated that the alligator cracking as shown in the pictures of their report demonstrates an issue in the subbase. Taking that into account along with the stormwater issues, option (ii) would be the best option moving forward. Donald Wright made a motion for SDC to present to York Water Company option (ii), to a two-inch mill and overlay of Water Street with conditions to replace the two culverts and a full-depth reclamation of 500-feet of shoulder two to four-feet wide, accordingly to where shoulders are deteriorating. The motion was seconded by Jill Conner. Motion carried unanimously. Mr. Shenk also briefly mentioned that Columbia Gas did not replace the lateral lines for the last several houses on Water Street as Columbia Gas stated those lines were newer, replaced in the 1990s and will "certainly expected to outlast a full lifespan of a new asphalt road".

  - Cherry Lane/Church Street gas line replacement – Mr. Shenk reported that he had reached out to Columbia Gas about ponding issues at the base of the downspout by the Church and waiting for a response.

- Steve Overmiller – Goodwill Fire Co. Mr. Overmiller stated that the Fire Company will be offering chicken barbeque dinners at the Fourth of July BLAST and that the new fire truck will be available by the Fourth of July. It is currently at the shop for tools to be mounted. Mr. Overmiller also stated that last year's Boot Drive on the Fourth of July was very successful and would like permission to do it again at this year's holiday event. A motion was made by Donald Wright to approve the Goodwill Fire Company to hold a Boot Drive on the Fourth of July. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
- Jeff Walter – resident. Mr. Walter was present to inquire on requirements of a permit to put a 12-foot by 8-foot shed on a 8-foot by 16-foot foundation with a down-spout into a barrel. Donald Wright recommended for him to call Borough Code Officer, Simon, with the questions as he is certified to answer all code related questions.

Action to Be Taken

None at this time.

Borough Reports

- **Mayor & EM Reports** - *Police Report- for the month of April, there were 39.09 hours of police service hours, 27.85 administrative hours, with a running total of -15.66 hours. There were 12 total calls; *Fire Police Requests – Requests for fire police assistance from the Eureka Volunteer Fire and Ambulance Company for the Stewartstown Fire

Works to be held on July 5th 2025 at 8:30 p.m., the Eureka Carnival from July 14th through July 19th 2025, with the Eureka Parade on July 19th 2025 starting at 4:30 p.m. and a Halloween Event on October 31st 2025 starting at 5:00 p.m.; York Township for assistance with parking for their fireworks event on June 27th at 7:00 p.m. A motion was made by Donald Wright to approve the fire police assistance requests as presented. Motion was seconded by Jill Conner. Motion carried unanimously; *Police Commissioner's Report was handed to all council members.

- **Office/Manager** - *Sitting hours at the Borough Municipal Building for Dallastown Area School District tax collection was requested for September 15th and November 17th 2025 from 3:00 to 5:00 p.m. A motion was made by Donald Wright to grant permission for Dallastown Area School District tax collection as requested. The motion was seconded by Dawn McElhiney. Motion carried unanimously; *Real estate transfer tax was issued to the Borough erroneously. It was a mother to son transfer for 1 Woodland Drive, which should not have any tax implications. The settlement company requested a refund of $1,420.08. A motion was made by Donald Wright to refund the transfer tax that was issued to the Borough in the amount of $1,420.08. The motion was seconded by Dawn McElhiney. Motion carried unanimously; *The Borough was listed in the newspaper as having unclaimed property with the State. A claim has since been filed with the Pennsylvania Treasury Department. Two items were found, both were with Columbia Gas; *Brought to the Borough's attention that there were tenants at 18 Water Street, the structure owned by the Christ Church of Jacobus. Upon visual inspection, Borough code officer confirmed that there were definite signs of people living on premises. He contacted the church of this issue, as the church would be in violation for allowing people to live in the building that is not permissible for occupancy. Dawn McElhiney stated that those tenants have since left the premises; *A quote to replace the Pan Tilt Zoom camera at the park for $2,476.00 was obtained from Crime Intervention Alarm Co. Mr. Walter, resident that was present, stated that the quote is too high for a security camera and wanted to know the cost breakdown of the quote and model number of the camera. The information will be available at the next council meeting. A motion was made by Donald Wright to approve the filing of an insurance claim for the damage of the current camera. The motion was seconded by Jill Conner. Motion carried unanimously; *Permission was requested by the Jacobus Lions Club to waive the requirement for a fireworks permit for the fireworks show on the 4th of July at the park. A

motion was made by Bill Rodgers to waive the fireworks permit requirement for the 4th of July fireworks show. The motion was seconded by Dawn McElhiney. Motion carried unanimously; *Notification had been received from Met-Ed that they will be trimming tree limbs away from electrical wires in the upcoming weeks at the park and also on Main/Greenbriar northwards; *Handicap sign has been installed at the curb of 103 N Main Street as approved by council. However, D.E. Gemmill was not able to paint the handicap sign on the road directly in front of the residence as each time they showed up to do the work, a car would be parked in the space. The company made three separate attempts; *D.E. Gemmill submitted a quote for reflectivity assessment of all the road signs within the Borough as requested by council. The quote was for $24,638.00, over a five-year time-frame. This quote included management of the traffic signs as well. Donald Wright stated that this amount is over the bid-threshold and if council is interested, this project needs to be bid on. There were no response; *June Park reservations – six reservations at the park for the month, volunteer sign-up sheet handed to council.

- **Solicitor** - *Zoning Hearing – Attorney Sabol updated council on the Zoning Hearing of May 22nd 2025, for applications of a special exception or variance for a boardinghouse in a "Neighborhood Commercial" zone at 107 N. Main Street, and a special exception or variance for a boardinghouse in the "Medium Density Residential" zone at 209 N. Main Street, as filed by Gaetano Thomas Caltagirone. The applications were denied by the Zoning Hearing Board, however, the applicant had reached out to Attorney Sabol for clarification on Borough ordinance to have three unrelated persons living in one residence. Mike Hammers, Chairman of the Zoning Hearing Board, stated that the Board's ruling stands and there has to be a way to ensure that only three persons hold residence at one time at said properties. In addition, Mr. Hammers recommended that the borough code officer inspect both houses for work that were performed without proper permit and to check if under the Uniform Construction Code's definition, whether these houses are now classified as "commercial"; *Attorney Sabol requested counsel from borough council regarding direct calls with questions from members of the public to borough attorney and engineer. Donald Wright stated that those questions should be directed to the borough office instead and not have to be paid for answer by the hour.
- **Streets Committee** – Donald Wright reported that the vegetation behind Grey Beard's is overgrown and requested for the code officer to site the

property owner accordingly, and that the pothole on Meadow Street (east) by the cemetery is getting larger and needs to be addressed. Borough engineer stated that he will inspect the site and have a proposal for the next council meeting.

- **Buildings and Grounds Committee** - *mulch at playgrounds – Mayor Beard reported that all the playgrounds need a new layer of mulch. A quote had been obtained from River Valley Organics, the supplier for the engineered wood fiber in the past. The quote was for 65 cubic yards for the playground at the community park, five cubic yards for the playground by the municipal office, and eight cubic yards for the tot-lot on Farmington, grand total of $4,724.00. A motion was made by Donald Wright to approve installation of the engineered wood fiber at the three playgrounds by River Valley Organics. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

Council Comments

Phyllis Bowers stated that she would like to see the Borough have a newsletter and read a passage from the Emigsville Times as an example of what she would like for the Borough. Donald Wright suggested that a newsletter could be an Eagle Scout project.

Unfinished Business

None at this time

New Business

None at this time

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 7:58 p.m. The motion was seconded by Jill Conner. Motion carried unanimously.