Jacobus Borough Council Meeting
Meeting Date: December 3rd, 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 and was followed by the Pledge of Allegiance.

Roll Call
Present were Sandy Sheffer, Lance Beard, Phyllis Bowers, Dawn McElhiney, Donald Wright, Jill Conner, William Rodgers, Jeff Hammers and Seth Byers, Esquire, with Attorney Walt Tilley present via phone.

Minutes and Treasurer's Report
- Minutes of November Council Meeting – Donald Wright made a motion to accept the November 5th, 2025 Council Meeting minutes as presented. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- Treasurer's Report – Profit & Loss Statement for November 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 November 2025 Treasurer's Report as presented. The motion was seconded by Jill Conner. Motion carried unanimously.

Persons on the Agenda/Public Participation
- Tom Caltagirone, Aptagen
  Mr. Caltagirone introduced himself as the President and CEO of Aptagen, a local biotech company providing research in the medical field that attracts a lot of students from around the world to work and be trained in his lab. His company has internship and co-op programs where students come from Ivy League and famous schools such as Stanford, John Hopkins, and MIT. His company also contracts with government agencies such as the CDC, FDA, USDA, and the Army for research. Mr. Caltagirone stated that his lab is an educational lab where students are taught to be scientists. He also stated that he owns two houses on Main Street, which he had used as housing for the interns at his company. He received notice of violation for using those properties to house his interns, filed for a variance with the Zoning Hearing Board and lost the hearing. Since then, he had reflected on what he is trying to provide to his interns and the biotech community, and wanted to come to a compromise. Mr. Caltagirone proposed that instead of a variance, he would like to change the Borough ordinance. He would like to change the current ordinance to have verbiage so that he can house these students in the two houses he has on Main Street. He stated that parking will not be an issue as these students do not have vehicles, at which point a member of the public questioned why then did he have the

Borough change the "No Parking" area in front of his property by Church Street to allow parking. The person stated that when vehicles are parked in that spot, pulling out of Church Street is very dangerous as you cannot see on-coming vehicles, and in the past two to three weeks there were contractor's vans parked which makes a dangerous intersection even more difficult. Mr. Caltagirone stated that he had to have repairs done due to a water leak. Jeff Hammers stated that the parking area's curb will be painted again to designate "no parking" for numerous complains from the public for how vehicles cannot pull out safely from Church Street. It is historically a very dangerous intersection. Mr. Caltagirone assured Council that the houses will not be "frat houses" as his students are "nerds", "shy and quiet", "here to learn", and stated that he would like to come to an understanding to have more than three unrelated persons in each house. Jeff Hammers then asked if these students pay anything to stay at the house. Mr. Caltagirone replied that some pay reduced rents, to which Mr. Hammers stated that then Mr. Caltagirone is indeed running a boarding house and questioned how long will this last. Mr. Hammers asked if there will be students ten years from now. Mr. Caltagirone answered that this is an ongoing program with students staying anywhere from six months to a year and a half. Mr. Hammers stated that the concern is to not have the town full of boarding houses. It would not be a problem if there are very specific guidelines. Donald Wright stated that if the ordinance change is tailored very specific, not just to the address or the company. Attorney Tilley stated that there are two options, one to make it a "special exception" and present to the Zoning Hearing Board, two is to create a "conditional use" and present to Council to determine if conditions are met. Donald Wright stated to go through Zoning Hearing Board to decide as that is what the Zoning Hearing Board is for. Mike Hammers, Chair of the Zoning Hearing Board, present as a member of the public, asked Mr. Caltagirone how this request now is different from his application several months ago. Mr. Caltagirone answered that the request is the same, now would just like to change the ordinance. Donald Wright suggested to involve solicitors to set a narrow criteria. Mr. Caltagirone asked if it would be worthwhile to have Attorney Tilley draft the change in ordinance. Sandy Sheffer said "no", that Mr. Caltagirone would have his own attorney draft and advice. Phyllis Bowers stated that she cannot agree to Mr. Caltagirone's proposal as it would only open up a "pandora's box". She was concerned that ultimately Main Street would turn non-residential and that there would be boarding houses all over the Borough. Jeff Hammers suggested for Mr. Caltagirone to house his interns at York College, to which Mr. Caltagirone replied that York College students approach him for housing. Mr. Hammers stated that it made more sense to see what apartments are in the area. Phyllis Bowers asked if these students are vetted, to which Mr. Caltagirone stated that he vets them personally and that they are nice kids. Jeff Hammers stated that perhaps there can be an agreement stating that the house will revert to a single-family home when the program ends, however, there does not seem to be an end-date for the program. Donald Wright urged Mr. Caltagirone to get a solicitor to draw up a proposal with well defined, narrow specifications addressing the duration, type of students, to present to Council. As it stands, there is nothing to vote on. Mr. Caltagirone stated that his students add value to that block of Main Street. Mr. Wright reiterated to Mr. Caltagirone to seek an attorney's counsel to present to Council how his students

benefit the Borough and to society as a whole. Mr. Hammers stated that Mr. Caltagirone is making a profit from these students. Attorney Tilley stated that even if Council decides to consider a language change in the ordinance, it would subsequently have to be referred to the York County Planning Commission for consideration, then advertised. A process that will take many months.

- Jordan Shenk, Site Design Concepts (SDC)
  - Stormwater Management Site Plan for John's RV – Mr. Shenk reported that all the stormwater management construction have been completed and passed inspections. At this time, Mr. Shenk recommends the performance bond to be released. A motion was made by Donald Wright to approve the release of the performance bond for stormwater management project at John's RV. The motion was seconded by Dawn McElhiney. Motion carried unanimously.
  - Water Street – Mr. Shenk reported that Stewart and Tate plan to replace the stormwater inlet and pipes before the end of the year, weather permitting. Then the road base repair will happen in the Spring.
  - Farmington Drive stormwater trenches – Mr. Shenk reported that upon Council President's request, based on Phyllis Bowers concerns that the stone trenches on Farmington Drive does not serve its purpose, he obtained rough estimates to pave the three existing stone trench area. The rough cost estimate to pave the three stone trench areas is between $5,000 and $8,000. The rough cost estimate to add inlets and pave trench areas are between $12,000 and $15,000. No comments from council.
  - Woodland Drive traffic calming – Mr. Shenk reported that he had obtained a cost estimate from the Transportation Resource Group for a complete traffic study with report, for $6,000. He had also be in touch with a representative from PennDOT's Local Technical Assistance Program (LTAP) who informed that the Borough may qualify to have the cost of the traffic study covered under LTAP. However, the process cannot begin till 2026. Attorney Tilley stated that there already is traffic study at Woodland which showed that a "Stop" sign is not warranted. A member of the public, Devon Kolomick, asked about speed bumps instead. Mr. Shenk stated that Springetsbury Township has temporary speed bumps that could be an option here. They were installed by their own road crew and removed during Winter months so as not to affect snow ploughs. Donald Wright asked how the holes are sealed during winter months so that water and subsequently ice don't get in the holes and crack the road. Mr. Shenk did not have an answer. Ms. Kolomick asked why wait for a traffic study to place speed bumps if it is on discretion of Council for speed bumps. Mr. Shenk stated that for proper placement, distance and height of these speed bumps, a traffic study will be necessary.
- Steve Overmiller – Goodwill Fire Company

  Mr. Overmiller exited meeting for an emergency response. Sue presented the Fire Company's report for November, where they responded to 37 calls, 17 of which were first due boxes. Total of 307 calls responded year-to-date. In hours, 111 hours were spend in response for November, total of 1,178.59 hours responding to calls year-to-date. For fundraising, there were four events in November, with a total of 27 events year-to-date. The Fire Company also presented their list of fundraisers for 2026 to everyone on

Council. A motion was made by Jeff Hammers to approve the Fire Company's fundraiser events for 2026. The motion was seconded by Donald Wright. Motion carried unanimously.

- Al Diehl – Jacobus Lions Ambulance Club
  Mr. Diehl presented that there were 124 calls responded in November, seven of which were within the Borough.

Action to be Taken

- 2026 meeting and office closing schedule
  A motion was made by Jeff Hammers to approve and advertise the 2026 meeting and office closing schedule. The motion was seconded by Dawn McElhinney. Motion carried unanimously.
- Tax Levy rate resolution
  A motion was made by Dawn McElhiney to approve the Tax Levy rate resolution for 2026 to remain the same as previous year, at 2 mills. The motion was seconded by Donald Wright. Motion carried unanimously.
- 2026 General Fund and Liquid Fuel budgets
  A motion was made by Donald Wright to approve and advertise the proposed 2026 General Fund and Liquid Fuel Budgets. The motion was seconded by Dawn McElhiney. Motion carried unanimously.

Borough Reports

- **Mayor & Emerg. Mgmt.**
  Mayor Lance Beard reported: *YCRPD report for October 2025 – 53.93 police service hours, 27.29 administrative hours, with a running total of 17.60 hours with 7 response calls; *October Police Commissioner's Report was also included in every Council member's folder; *New Freedom Borough submitted a fire police assistance request for their Annual Christmas Parade on December 6th from 5:00 to 8:00 p.m. A motion was made by Donald Wright to approve New Freedom's Fire Police assistance request for their Annual Christmas Parade. The motion was seconded by Jeff Hammers. Motion carried unanimously.

- **Office Manager**
  - York Water Company recently began conducting sanitary sewer service line inspections within Jacobus Borough. Council had requested for a notice from York Water Company stating this new service which can be published on Borough website as a way of notification to residents. The bulletin was drawn up by York Water Company's solicitors and reviewed by Council. A motion was made by Jeff Hammers to approve and publish the bulletin from York Water Company stating that any properties within the Borough that is subject of a sale or transfer will have their sewer service lines inspected. The motion was seconded by Donald Wright. Motion carried unanimously.
  - Penn Waste notified that there will be a rate increase effective January 1st 2026 due to an increase in disposal rate at the York County Resource Recovery Facility. As

a result of the rate increase, the new quarterly rate per home will be $117.24 per quarter for standard service and $110.73 per quarter for low volume service. Phyllis Bowers wanted to know when "Scott" will be able to bid, to which Donald Wright replied that there are still two more years left for this current contract with Penn Waste.

- York County Stormwater Consortium requested an amendment to Borough's Intergovernmental Agreement for the implementation of the York County Regional Chesapeake Bay Pollutant Reduction Plan and to extend the term of the amended and restated agreement term till December 31st, 2030. The documents were reviewed and approved by Attorney Tilley and also reviewed by Council. A motion was made by Donald Wright to approve the Intergovernmental Agreement amendment and extension of term for the York County Regional Chesapeake Bay Pollutant Reduction Plan, with Attorney Tilley checking the continuation of Borough's MS4 permit. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- The Act101, Section 904 Recycling Program Performance Grant has been initiated and will be submitted shortly.
- Annual Borough audit by accounting firm Hamilton & Musser has begun. The onsite audit has been scheduled for January 15th 2026.
- Deceased resident, Dana Myers, had an outstanding amount of $1,042.03 owed to the Jacobus Borough's Sewer Authority. A motion was made by Donald Wright to forgive the outstanding debt of Dana Myers. The motion was seconded by Jeff Hammers. Motion carried unanimously.
- A letter was received from the Jacobus Lions Club asking for donation to support their annual 4th of July BLAST celebrations. A motion was made by Jeff Hammers to donate $500 toward fireworks for the 2026 4th of July BLAST. The motion was seconded by Donald Wright. Motion carried unanimously.

- **Solicitor**
  Attorneys Byers and Tilley had no comments at this time.

- **Streets**
  Donald Wright commented that there is a pothole on Circle Drive that is holding water and needs to be fixed. Jordan Shenk confirmed that he will have the hole fixed accordingly.

- **Buildings and Grounds**
  Phyllis Bowers suggested to have representatives from the Criminal Justice Department of York College provide security at baseball games at the park to curb some problems of misuse of park facilities during ball games. Donald Wright asked who would cover their liability without a contract. He suggested to charge the ball teams more for their use of the field instead. Jeff Hammers suggested collecting a heftier security deposit. Phyllis Bowers wanted to know the dates to be covered, which Jeff Hammers stated that the dates they play won't be available till the season starts. Right now, just gather

information. Mrs. Bowers wanted to know what to do, to which Sandy Sheffer instructed her to gather information for Council from the college.

Council Comments

Mayor Lance Beard presented a Mayoral Proclamation to Jeff Hammers on his retirement from Council after having served on the Jacobus Borough Council for 30 years. He then thanked individually Donald Wright and Dawn McElhiney for serving on Council and all the work they did for the good of the Borough.

Adjournment

A motion was made by Donald Wright to adjourn the meeting at 8:16 p.m. Dawn McElhiney seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Sue Cheah
Office Manager/Treasurer