

April 2, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date, beginning 7:00 p.m., with President Robin Wolferd presiding. The following members were in attendance: Rick Kline, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending were Mayor Joe Quairol, Attorney Colleen Gallo, Engineering Representative; Erik Harmon and Secretary/Treasurer; Joan Keefer.

APPROVAL - MINUTES/TREASURER'S REPORT

A motion was made by Kathy Price, seconded by Tom Keefer, to approve the March 5, 2019 Council Meeting Minutes. Motion carried.

A motion was made by Tom Keefer, seconded by Rick Kline, to approve the Treasurer's Report for the month ending March 31, 2019. Motion carried.

SPECIAL GUESTS – Kenneth Strupp was present to request council's approval for reading the Declaration of Independence in the square on July 4, 2019. Mr. Strupp asked to stand at the corner of W. Market St. & N. Strawberry St. A road closure permit is needed, along with fire police, detour signs, & approval from council. Council requested Mr. Strupp attend next month's council meeting to present all plans for the event.

Robin Wolferd stated a request was received from Melanie Wells for council to permit parking in the lower field of Jonestown Park, & to have the stones on the W Market St. Bridge cleaned off before the 5K, on June 1, 2019. Brenda Startoni was present, from Better Together Lebanon County, to discuss plans for summer FEST 2019. Discussion continued. **A motion was made by Tom Keefer, seconded by Kathy Price, to approve parking on the Jonestown Park's lower field, June 1, 2019, the day of the event, from 9:00 a.m. to 1:00 p.m., as long as the field is dry. Motion carried.** Tom Keefer will schedule to meet Melanie Wells in the Park to show her electrical supply, etc.

Mr. Matthew Shirk was introduced himself. Mr. Shirk is running for Lebanon County Commissioner, and provided a schedule describing specifics he is making to municipalities. (Attached to the minutes)

PUBLIC COMMENT – No report.

MAINTENANCE – *Rick Kline, Supervisor* – (includes monthly recorded budget expenses) - Rick Kline will schedule street sweeping on borough streets, and shared monthly maintenance expenses with council members.

Council decided to place an ad in the Merchandiser to sell a stand up mower (sealed bids).

Rick reported the trailer was picked up, & is seeking volunteers to help place wooden sides on the trailer.

The water in the park will be turned on this Friday. A new meter was mounted, & a new toilet was installed in the men's bathroom.

The green waste yard needs grinded. Rick Kline suggested that be done twice a year.

Discussion continued in regard to sealing, crosswalks, & volunteers needed to do grant work on the park trails.

BOROUGH ENGINEERING REPRESENTATIVE – *Erik Harmon (report attached to minutes)*

2017 Sidewalk Inspections (32 West Market Street) – Work is currently underway & council granted a time extension at the March 27, 2019 Planning Workshop meeting.

DCNR Grant – Park Trails – LHA will provide stake-out on the proposed trail next week, & are finalizing the purchasing plan, to be submitted to DCNR. The purchasing compliance form will be sent to Colleen Gallo to review before signing. Discussion continued. The railing on the trail will be eliminated at this time. It is not a code required railing.

NLCA Force Main Relocation – LHA was on site 3/25/19 & 3/26/19 to observe pavement restoration on Fisher St., S Mill St., and the asphalt walkway at the Ed Spittle baseball field parking lot. The observation report was provided to the Borough. Additional copies are available upon request.

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East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant) – The grant contract has been provided; to be executed by the Borough. Colleen Gallo will review the grant contract before formal approval by council.

CDBG Chestnut Street – LHAI provided Lebanon County Redevelopment Authority with the plans and documents. During the design & review process, it was discovered that the 4 curb ramps at the intersection of Chestnut St. & N. Lancaster St. will require replacement work to bring them up to current ADA code requirements. It is technically infeasible to be in full compliance with the current ADA code requirements for 3 of the 4 curb ramps due to the existing roadway & sidewalk slopes, the presence of existing swellings, and the proximity of the dwellings to the curb ramps in question. LHAI will provide Technically Infeasible Forms (TIFs) for these curb ramps to the Borough and the Redevelopment Authority, & they should be kept on file, at the Borough office, in accordance with the records retention policy.

CoLA Water Main Replacement – LHAI provided review comments & permit conditions to the Authority in response to the Authority's streets, sidewalk/curb replacement permit application. LHAI has provided a draft property notice letter for review & comment. Upon review & approval, this notice should be sent to all affected properties. Discussion followed. The letters will be printed and sent out from the Borough office.

A motion was made by Don Raiger, seconded by Rick Kline, to approve signing the contract for East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant), upon Colleen Gallo's review and approval. Motion carried.

2019 Paving Projects – Bid Openings: Erik reported receiving three bids for the E. Swatara Drive Roadway Reconstruction Project as follows:

EAST SWATARA DRIVE

- Pennsy Supply - \$99,903.21
- Construction Masters Services - \$95,459.75
- H & K Group, Inc. - \$92,791.50 (apparent low bidder)

A motion was made by Tom Keefer, seconded by Don Raiger, to recognize the apparent low bidder on the 2019 Paving Project as H & K Group, Inc. at \$92,791.50, and to move forward to award the project, conditioned upon receipt of the necessary bonds and insurance certificate. Motion carried.

Erik reported receiving two bids for the 2019 Paving Project; bid separately, as S. King St. being one project & Esther Ave. being the other project. Bid results as follows:

KING STREET

- H & K Group, Inc. =
\$ 206,979.90

ESTHER AVENUE

- H & K Group, Inc. =
\$ 30,013.21

Total = \$ 236,993.11

KING STREET

- Pennsy Supply =
\$ 138,002.21

ESTHER AVENUE

- Pennsy Supply =
\$ 26,901.65

Total = \$ 164,903.86

Council held discussion in regards to budgeting for the 2019 Paving Project. **A motion was made by Don Raiger, seconded by Tom Keefer, to recognize the apparent low bidder, on the 2019 Paving Project, as Pennsy Supply at \$164,903.86, and approve to move forward to award the project, conditioned upon receipt of the necessary bonds and insurance certificate; agreeing \$130,000.00; paid from the Liquid Fuels Fund, \$20,000.00; paid from the Infrastructure Fund, and \$14,903.86; paid from the General Fund. Motion carried.**

Erik calculated an approximate cost to widen Esther Ave., another 2 ft., at \$7,000.00 to \$8,000.00. Discussion followed. Erik will send the Notices of Intent to Award to the Borough office for signing.

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MAYOR – *Joe Quairol* – Mayor Quairol reported contacting UGI to check on the possibility of natural gas coming through the Borough. Mayor Quairol has not heard back from UGI at this time.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen reported, after Robin contacted her following the Planning Workshop meeting, she was to contact Chris Miller, to coordinate the IPMC (International Property Maintenance Code). Colleen is waiting to hear back from Chris, then plans to bring information to council's next meeting. Robin reported receiving sample letters from Chris Miller. The borough will compile a letter to send to residents, which will include an advertised public meeting date.

Robin reported having conversation with Colleen Gallo in regard to the Jonestown Borough & Community Facebook page. Colleen recommended not soliciting/advertising for businesses on the page, due to liability. Robin suggested only posting borough activities & resident announcements on Facebook. Discussion followed.

SECRETARY – *Joan Keefer* – Spring Newsletter Deadline will be April 12, 2019.

Joan Keefer reported Missy from Bethel Twp. called to give a message to council in regard to possible baseball tournaments scheduled in Jonestown Park. Robin Wolferd stated if baseball tournaments are planned in Jonestown Park, the team is to contact the borough office.

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Mayor Quairol, Tom Keefer & Rick Kline* – Tom Keefer asked Erik Harmon if he had information on the CDBG (Community Development Block Grants), in regard to Blackberry St. and Martin St. Discussion followed. To move forward, a map is needed on the project area, along with an income survey. Colleen Gallo stated 80 % of the homes in that area must participate in the survey. Erik suggested having the borough office contact the GIS department, to provide a map of the area.

LOCAL BUSINESS – *Mayor Quairol, Don Raiger & Kathy Price* – Kathy Price suggested holding a meeting to discuss local business.

GRANTS – *Don Raiger & Jeffrey Schott* – Discussion was held in regard to the appraisal received (\$50,000.00) for the proposed Parking Lot Grant @ 49 W. Market St.

PARK, RECREATION & EVENTS – *David Charest, Kathy Price & Tracey Charest; Chairperson* – Kathy Price reported Tracey Charest resigned from the Park, Recreation & Events Committee. Kathy Price & Jamie Risser agreed to become Co-Chairpersons for the committee, at this time.

Kathy will contact Joel Guldin in regard to having a Band/Dance Event in the future. At this time, it was suggested having a 'Music in the Park' event with the band.

The Northern Lebanon Alumni Band concert in the park will be on August 16, 2019.

Kathy reported Melanie Wells is interested in doing a fitness class in Jonestown Park on a Sunday evenings for donation.

Kathy reported she will compile a request form for volunteers on the Park, Recreation & Events Committee.

September 28, 2019 the PRE Committee is planning a Fall Festival in the park.

Kathy Price reported sending an email to Robin Wolferd in regard to a bonfire.

PERSONNEL – *Robin Wolferd, Rick Kline & Mayor Quairol* – Robin Wolferd scheduled a meeting for the Personnel Committee to review applications, for the part time maintenance worker. The committee will meet on Tuesday, April 9, 2019 @ 6:00 p.m.

No discussion held in regard to hiring a joint Municipal Manager with E. Hanover Twp.

COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – Council is moving forward with the PLGIT credit card.

Robin Wolferd reported the Northern Lebanon Rotary had a meeting this morning. She will wait to hear back from Melanie Schaeffer about Rotary members cleaning the park pavilion.

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CODES & CODE ENFORCEMENT – Mayor Quairolì, Rick Kline & Tom Keefer – In regard to the International Property Maintenance Code, Colleen Gallo reported working with Chris Miller on the ordinance, which will be presented to council for approval. Once it is approved, a public meeting will be scheduled. Discussion followed.

ORDINANCE COMMITTEE – Mayor Quairolì, Robin Wolferd, Rick Kline & Kathy Price – The Ordinance Committee plans to meet on April 11, 2019.

NEW BUSINESS – Mayor Quairolì explained a request from Lebanon County Department of Emergency Services in regard to a new Computer Aided Dispatch (CAD) for Box Cards for the Fire Departments. They are waiting for municipal authorizations & approval for box cards. Discussion followed. Mayor Quairolì suggested council not approve at this time, and will make recommendations to the Lebanon County Department of Emergency Services, of necessary changes he would like to see made before authorization is given from Jonestown Borough Council.

Kathy Price reported contacting the Merchandiser in regard to the amount of Borough Newsletters they need to provide all borough residents a newsletter. The Merchandiser receives 725 newsletters, and 937 are needed.

OLD BUSINESS – Don Raiger gave an update on the borough website. He continues moving forward.

Pictures were shown to council in regard to trash blowing onto a Twin Creeks property; gathering in a swale. Colleen Gallo stated residents are responsible for their own properties, suggesting possibly having a civic organization help clean up the trash. Discussion followed. Mayor Quairolì asked for the email containing the pictures. The Mayor will contact the property owner to discuss options. Erik Harmon stated it is solely the property owner's responsibility to own, maintain and repair those facilities.

Council needs a third person to volunteer as a Borough Auditor.

In regard to the IPMC Appeals Board members, Mayor Quairolì and Jeff Schott agreed to be on the board. Council agreed to have 5 members; on a 2 or 3 year term. Discussion followed.

In regard to the key fobs, Don Raiger will review the budget, and bring his recommendations back to council at the May 7, 2019 meeting.

Kathy Price opened discussion in regard to having a luncheon for Swatara Township Maintenance Department for the help given to the borough with plowing snow this year. Robin Wolferd stated borough funds may not be used for the luncheon. Council members agreed to contribute towards a luncheon. Rick Kline will contact Swatara Township's maintenance supervisor about the luncheon. Kathy Price will check with Pizza Town, and see if they would donate pizzas.

Erik Harmon reported he will meet with Rick Kline to look at the water coming onto South Broad St. The N.L. Sewer Authority checked to see if it was a sewer problem, and it was not.

Kathy Price asked Tom Keefer if he spoke to the arborist about planting an evergreen tree on the borough property @ 49 W. Market St. He did not, at this time.

Upon motion and second, Council adjourned at 9:23 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer