

April 3, 2018 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date beginning at 7:00 p.m., with President Robin Wolferd presiding. The following members were in attendance: Rick Kline, Tom Keefer, Jesse Markle, Roy Lefever and Melissa Reynolds. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert and Secretary/Treasurer; Joan Keefer. Absent: Renee Lehman

MARCH MEETING MINUTES/TREASURER'S REPORT

The March 6, 3018 meeting minutes have been amended. Rick Kline has been appointed to the Borough Planning Commission; not the Zoning Hearing Board.

A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve the March 6, 2018 Council Meeting Minutes, as amended. Motion carried.

A motion was made by Roy Lefever, seconded by Rick Kline, to approve the Treasurer's Report for the month ending March 31, 2018. Motion carried.

PUBLIC COMMENT – Robin Wolferd stated the Planning Commission held a meeting and recommended council approve the Fortna Parking Lot, by signing off on the plans. **A motion was made by Roy Lefever, seconded by Rick Kline, to approve the plans for the Fortna Parking Lot (northeast corner of W. Market St. & N. Broad St.) Motion carried.** The plans were signed off by council officials.

Former Mayor George Kaufman requested council contact the contractors who did the Chestnut Street Paving Project in 2017, to re-seed the grass on his property. Erik Harmon was in contact with the contractor last November, and was told they will come back and fulfill this obligation to re-seed in the springtime. This will be done on every property affected.

MAINTENANCE – *Richie Deibert* – A request was made to approve the purchase of 23 tons of stone dust for maintaining the park trails; at a cost not to exceed \$500.00. **A motion was made by Roy Lefever, seconded by Melissa Reynolds, to approve the purchase of 23 tons of stone dust for the park trails; at a cost not to exceed \$500.00, paid from the Park Fund. Motion carried.** Discussion continued in regards to the park trails getting wider each year with stone dust. Richie explained areas in the park that need filled in with topsoil to eliminate wider areas.

A request was made to approve the purchase of mulch, from the refuse authority, at a cost not to exceed \$200.00; paid from the Park Fund. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve the purchase of mulch from the Northern Lebanon Refuse Authority; at a cost not to exceed \$200.00, paid from the Park Fund. Motion carried.**

A request was made to approve the purchase of lumber for bleacher reconstruction to fix the bleacher benches at the J2 field, at a cost not to exceed \$400.00. Discussion continued in regards to the bleachers, and replacing stone in the Spittle Field parking lot. Council agreed to have Richie Deibert ask the Northern Lebanon Little League to possibly pay for these costs.

A request was made to purchase mulch for 'Day of Caring' to be placed in/around the playground equipment; not to exceed \$4,000.00 for both lots or \$1,600.00 for the tot lot. Melissa Reynolds presented the idea to council in regards to placing tree rings around the trees in the park to help save time and costs for mulching around the trees. The cost for 22 tree rings is \$217.00. Discussion followed. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve the purchase of tree rings to be placed around trees in the Park; at a cost not to exceed \$150.00; paid from the Park Fund. Motion carried.**

A motion was made by Tom Keefer, seconded by Rick Kline, to approve the purchase of mulch for the playground tot lot for 'Day of Caring'; at a cost not to exceed \$1,600.00, paid from the Park Fund. Motion carried.

A request was made to approve having the new dump truck transmission flushed and filled, along with an oil change and diagnostics on vibration and steering, at a cost not to exceed \$1,000.00; paid from the General Fund. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve having the new dump truck transmission flushed and filled, along with an oil change and diagnostics on vibration and steering; at a cost not to exceed \$1,000.00, paid from the General Fund. Motion carried.**

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A request was made to approve a \$65.00 registration fee for Richie Deibert to attend the PennDOT Road Maintenance and Safety Symposium held by PSATS. Richie told council of all the classes available. **A motion was made by Roy Lefever, seconded by Jesse Markle, to approve a \$65.00 registration fee for Richie Deibert to attend the PennDOT Road Maintenance and Safety Symposium held by PSATS. Motion carried.**

Richie reported to council the soccer league coach stopped in this past week and requested use of the J-2 outfield, in addition to the south field in the park for soccer practices. Richie contacted the N.L. Little League and they will work out a schedule with the soccer teams to avoid conflict. **A motion was made by Melissa Reynolds, seconded by Roy Lefever, to approve allowing the youth soccer league use of the J-2 outfield, in addition to the south field in the park for soccer practices. Motion carried.**

Richie presented council with the estimate from Choice Communications in regards to the total cost for 3 cameras; plus hardware, and labor to install them to network the system, at a cost of \$2,780.00. Council requested Richie check and see what the difference (savings) would be if maintenance dug the trenches.

A request was made to purchase 6 trees for the park that have died or fallen. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve purchasing 6 trees, at a cost not to exceed \$1,5000.00, to replace the dead or fallen trees in the Park; paid from the Park Fund. Motion carried.**

Richie recommended tabling the decision to seal the Safe Routes to School trails in the Park until school is out for the summer.

Richie reported the bid opening for the 2018 Paving Project on North Mill Street will be April 23, 2018 during the Planning Workshop meeting.

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

FEMA – Updated Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) – Erik reported the Flood Insurance Study (FIS) and the Flood Insurance Rate Maps (FIRMs) for Lebanon County, PA are being updated. FEMA made the draft floodplain data available to preview online. FIRMs will be issued in summer of 2018. Discussion followed. Colleen suggested putting the link on the Jonestown Borough and Community Facebook page, once the maps are out. Council agreed.

NLCA Force Main Relocation/Ed Spittle Field Parking Lot & Driveway – Erik Harmon gave a report on the comment letter, they were copied on, that was sent to the NLCA on 3/14/18 in regards to the draft agreement for grant of sewer easement. The Engineer for the Authority, Craig Zack, P.E., made a request that the Borough consider waiving the requirement to provide a metes and bounds description of the proposed easement. Light-Heigel & Associates, Inc. recommends having a metes and bounds easement, offering the following options:

- ✓ The location of the proposed force main be identified by tie-down distances to physical features within the site vicinity.
- ✓ The Authority agrees to a condition that alterations to the location of the proposed force main, that exceed five (5) feet laterally, shall require written approval from Jonestown Borough.
- ✓ The Authority agrees to provide a metes and bounds description of the easement area after construction has been completed, based upon the as-built location of the force main.

Colleen stated she is waiting for a revised agreement. Jim Darkes reported he is waiting for the metes and bounds agreement and the certificate of insurance, having Jonestown Borough added as additional insured. Jim will follow up with Mr. Cassidy. Colleen recommended the Borough submit all costs incurred by the Borough to the Authority. Jim will request Mr. Cassidy contact Colleen Gallo.

DCNR Park Trails Grant – A conference call was held on 3/9/2018 with DCNR to discuss the grant agreement, the start-up letter, ADA compliance, record keeping, bidding and procurement of labor and materials, timeline and design. Erik stated Richie suggested doing the maintenance departments work this season. It may take 2 to 3 weeks for them to complete. A request was sent to DCNR for upfront funding, and has not been received at this time. Erik suggested having the plans submitted to DCNR by September or October of 2018 and bid the project out in spring 2019.

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2018 Paving Project – LHAI communicated with the Maintenance Supervisor regarding the preparation of bid documents, the bid opening date, and an addendum.

MAYOR – Mayor Sellers reported Met-Ed began installing the LED lighting to the street lights. Mayor Sellers suggested using money saved by LED lighting be applied to the borough building mortgage.

Mayor Sellers reported receiving complaints about residents not seeing police presence in the borough. Mayor Sellers recommended requesting N.L. Township Police be present at the prime time of the day, up to 9:00 p.m.

Mayor Sellers suggested placing a 'lighted' speed sign on the streets in the borough.

Robin told council she didn't have Cleona Police department come to the meeting tonight because this was discussed at the Planning Workshop Committee meeting, and because the borough is already established with North Lebanon Township Police, it was decided not to waste their time.

Mayor Sellers requested submitting a claim to Union Township for the Parks and Recreation monies available. He suggested submitting for approximately \$20,000.00 to 25,000.00 to put towards new playground equipment. Next year the borough could apply for a DCNR grant, for the playground, and the donation from Union Township would be used as a match. Discussion followed. **A motion was made by Rick Kline to approve submitting a letter to Union Township for Park and Recreation Funding. Motion failed.** George Kaufman recommended, Colleen agreed, to first come up with the costs involved to purchase playground equipment, then submit a letter to Union Township. Erik suggested attending the supervisors meeting next Wednesday to let them know the borough is interested in submitting for funding. Mayor Sellers recommended forming a committee for the playground equipment. George Kaufman and Melissa Reynolds are interested in being on the committee.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law – No Report.

SECRETARY – Joan Keefer – A request was made for approval to allow Kim Longenecker attend the CPR, First Aid and Blood Borne Pathogens class scheduled Tuesday, August 14, 2018 @ 8:00 a.m. at a cost of \$75.00. **A motion was made by Jesse Markle, seconded by Tom Keefer, to approve allowing Kim Longenecker attend the CPR, First Aid and Blood Borne Pathogens class scheduled Tuesday, August 14, 2018 @ 8:00 a.m. at a cost of \$75.00. Motion carried.**

A request was made for council to approve purchasing an additional computer for the Borough office, since an office helper was employed. Colleen recommended researching this request and see who set up the computer in the borough office in the past, and a cost for a computer. Discussion followed. Robin recommended having someone service the computers, as well.

A request was made to approve paying the 2018 budgeted donation of \$12,500 to NLFES (Northern Lebanon Fire & Emergency Services) **A motion was made by Tom Keefer, seconded by Rick Kline, to approve paying the 2018 budgeted donation of \$12,500.00 to NLFES (Northern Lebanon Fire and Emergency Services). Motion carried.**

The pavilion is rented to a family in April for a memorial picnic. They requested permission to send off Chinese lanterns. Colleen's recommendation was not to allow this. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve a request, from a family renting the pavilion for a memorial picnic, to send off Chinese lanterns in the park,; subject to approval from the Borough's insurance company. Motion carried.**

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – Roy Lefever, Tom Keefer & Rick Kline – An update on LED street lights was previously addressed.

LOCAL BUSINESS – Roy Lefever & Melissa Reynolds – No Report.

GRANTS – Mayor Sellers & Renee Lehman – Mayor Sellers updated council on the Chestnut Street grant. Roy Lefever and Tom Keefer are interested in helping with this grant in the future.

Melissa Reynolds is interested in helping with the Park Trails grant in the future.

PARK, RECREATION & EVENTS – Melissa Reynolds – Tom Keefer requested permission to purchase 10 folding fiberglass picnic tables for use at Borough events, at a cost of \$150.00 each; paid from the Park Fund. **A motion was made by Roy Lefever, seconded by Rick Kline, to approve purchasing 10 folding fiberglass**

picnic tables for use at Borough events, at a cost not to exceed \$1,500.00; paid from the Park Fund. Motion carried.

Discussion was opened in regards to the Parks, Recreation & Events Committee having a 'dumpster day' in the borough, allowing residents to clean up their yards and porches. Discussion followed. The cost for a dumpster is \$250.00, and \$75.00/ton to take it to the landfill. The committee is checking into having some businesses sponsor this event. Council suggested possibly doing this in the fall, and research on other municipalities who had this event in the past. The event was put on hold.

PERSONNEL – *Robin Wolferd, Jesse Markle, Rick Kline & Mayor Sellers* – Robin Wolferd requested executive session, following the meeting, in regards to personnel.

COST REDUCTION AND FINANCES – *Renee Lehman* – No Report.

CODES & CODE ENFORCEMENT – *Mayor Sellers & Roy Lefever* – Roy updated council about a complaint of grey water being discharged onto the streets in Twin Creeks, from a dog grooming business vehicle. Roy will continue checking on this complaint.

Council agreed to contact JBT to schedule a meeting in regards to re-financing the borough mortgage.

ORDINANCE COMMITTEE – *Mayor Sellers, Robin Wolferd & Renee Lehman* – Robin updated council on ordinances they were to review and bring comments back to meeting. Ordinances to review were the False Alarm Ordinance & International Property Maintenance Code. Colleen recommended adopting the whole International Property Maintenance Code. Council agreed to move forward, and have Colleen send council an email for them discuss at the Planning Workshop meeting, April 23, 2018. Robin will contact other municipalities and possibly schedule a meeting to discuss this ordinance. Colleen stated the borough must use a certified code enforcement officer to enforce the ordinance.

NEW BUSINESS – No Report.

OLD BUSINESS – Discussion was opened in regards to open positions on the Zoning Hearing Board.

Tom Keefer opened discussion in regards to invoicing the property owner at 25 N. Fisher St. for mowing the lawn in 2017. The borough paid for this service. Colleen is waiting to hear from the mortgage company. This item will be kept on the agenda.

Discussion was held in regards to a recent bomb threat in the borough.

The following items will remain on the agenda until springtime:

- o Planting trees in the Park. Rental & Richie's costs vs. having a Nursery do.
- o Update on repairing damages on W. Chestnut St; not to exceed \$600
- o Cost estimate to plant 6 trees in the park.
- o Seal coat Safe Routes to School path
- o Continued monitoring pipe P-12 from the low-volume road maintenance program on W. Chestnut St.
- o Update on decision as to filing the engineer plans for projects
- o Salt Shed repairs
- o "Welcome to Jonestown" sign repairs. George Kaufman & Tom Keefer

Council recessed into executive session at 9:10 p.m.

Council re-entered into regular session at 9:55 p.m.

A motion was made by Tom Keefer, seconded by Rick Kline, to give permission for Ron Sutton to work up to 16 hours per week for the month of April, or until Craig Carl is discharged to work full duty. Motion carried.

Council made a decision to have Roy Lefever supervise the Maintenance Department and employees.

Upon motion and second, Council adjourned at 9:56 p.m.

Respectfully submitted,

Joan Keefer, Secretary

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