

April 4, 2017

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with President Dawn Sellers presiding. The following members were in attendance: Todd Anderbery, Tom Keefer, Jesse Markle, Roy Lefever and Robin Wolferd. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Erik Harmon, Engineer, Richie Deibert, Maintenance Lead, Joan Keefer, Secretary/Treasurer and Junior Council member Nicholas Markle. Absent: Joel Lehman

A motion was made by Robin Wolferd, seconded by Todd Anderbery, to approve the Council Meeting Minutes from March 7, 2017. Motion carried.

A motion was made by Roy Lefever, seconded by Tom Keefer, to approve the Treasurer's Report for the month ending March 31, 2017. Motion carried.

SPECIAL GUESTS – Vinnie DeMedici addressed council with concerns/questions in regards to the borough contracting the North Lebanon Township Police Department for traffic control. Council explained their thought process behind contracting the North Lebanon Township Police Department.

CETTIFICATE OF AWARDS TO BOY SCOUTS – *Mayor Sellers* – Mayor Sellers presented certificates of award to Bobby Hubbs and Mitch Cramer for their community service projects performed in Jonestown Borough. Mitch Cramer did a thorough clean-up at the Boat Launch, including staining the picnic tables. Bobbi Hubbs made a musical instrument for the Jonestown Park playground.

PUBLIC COMMENT – No Report

JUNIOR COUNCIL – Nicholas Markle reported he is searching for volunteers to help with trash pick-up at the Block Party. At this time he has 1 volunteer.

BOROUGH ENGINEERING REPRESENTATIVE – *Erik Harmon (report attached to minutes)* – **2017 Paving Project Bid Opening** – (North Broad St. & West Swatara Dr.) Two bids were received:

- H & K Group/Landis Deck – Bid amount = \$ 89,469.50
- Pennsy Supply, Inc. – Bid amount = \$ 62,229.52

A motion was made by Tom Keefer, seconded by Todd Anderbery, to issue a Notice of Intent to award Pennsy Supply, Inc., as the apparent low bidder, for the North Broad St. & West Swatara Dr. (2017 Paving Project), executing required Penn DOT forms for receiving Liquid Fuels moneys, for their bid received on April 4, 2017, at a cost of \$62,229.52; subject to all further terms and conditions of bidding documents, and upon review of the documents by the borough engineer and solicitor. Roy Lefever voted No. Motion carried.

West Chestnut Street Project Bid Opening – Three bids were received for the West Chestnut Street Project, including: Alternate # 1 – Correction to inlet from previous project, Alt. # 2 – Addition of storm drain on the west side of Spittle's driveway, Alt. # 3 – Pavement base drain on N. side of road, Alt. 4 – Storm pipe and inlet box across N. Broad St. w/temporary restoration of pavement on top, Alt. # 5 – Sump pump connection for Spittle property, Alt. # 6 – Sump pump connection for Hayden property.

- Doli Construction Corporation – Base Bid amount; = \$540,170.00 (Alt. #1=\$47,000, #2=\$7,000, #3=16,000, #4=\$15,790, #5=\$3,500, #6=\$5,000, Grand Total = \$634,460)
- A.H. Moyer, Inc. – Base Bid amount; = \$299,417 (Alt. #1=\$23,664, #2=\$2,290, #3=14,000, #4=\$5,273.50, #5=\$4,200, #6=\$3,500, Grand Total = \$352,344.
- Farhat Excavating Inc. – Base Bid amount; = \$338,534.50 (Alt. #1=\$24,500, #2=\$3,800, #3=\$10,000, #4=\$7,137.50, #5=\$3,200, #6=\$2,800, Grand Total = \$389,972.

A motion was made by Tom Keefer, seconded by Roy Lefever, to issue a Notice of Intent to award to A.H. Moyer, Inc., as the apparent low bidder, for the North Broad & West Chestnut St. Project bid received April 4, 2017, at a base bid amount of \$299,417; accepting Alternates No. 2-\$2,290, and No. 3-\$14,000, and No. 4-\$5,273.50, at a grand total contract price of \$320,980.50; subject to all further terms and conditions of bidding documents, and upon review of the documents by the borough engineer and solicitor. Motion carried.

MS4 – No Report.

**Jonestown Borough Council Minutes
April 4, 2017**

DCNR Grant Application for Paving Park Trails – Light-Heigel & Associates, Inc. met recently with the Borough grant writer, Suzanne Dubeck, to discuss a DCNR grant application to pave some of the park trails.

Storm Water Management Fee Ordinance & Credit Manual – Once the draft of the revised Storm Water Management Fee Ordinance & Credit Manual Ordinance is reviewed by Borough Council, Light-Heigel & Associates, Inc. will make those revisions to the ordinance.

CDBG Grant – J-1 Baseball - Dugouts – Construction is underway. Woodland Construction plans to finish the work before Easter weekend. Erik reported the one end of the dugout; near the concession stand, about the last 6 or 7 ft. opposite the handicapped accessible portion, exceeded the percentage on the plans. Light-Heigel, Inc. is confident the dugouts still meet the ADA requirements. Dawn Sellers requested Light-Heigel, Inc. sign off, and submit a letter in writing, to the Borough. Discussion followed.

A motion was made by Roy Lefever, seconded by Robin Wolferd, to agree on accepting the completion of the J-1 Baseball Dugouts, subject to the Redevelopment Authority indicating they are willing to approve the project in writing, as well as Light-Heigel, Inc. providing the Borough with something in writing, and giving their opinion, that it meets ADA and building code requirements. Motion carried.

MAINTENANCE – *Richie Deibert* – Richie Deibert made a request to ratify the amount of \$142.29 over the original approved amount for alignment, tires, and wheel bearing installation on the dump truck.

A motion was made by Roy Lefever, seconded by Todd Anderbery, to ratify the amount of \$142.29 over the original approved amount for alignment, tires, and wheel bearing installation on the dump truck. Motion carried.

Richie Deibert made a request to approve the dump truck repairs, at a cost not to exceed \$1,000. Mayor Sellers reported he met with Ingram Micro today, and they are interested in doing a community outreach for Jonestown Borough. They have a vehicle maintenance mechanic on site and may consider doing repairs at no cost to the Borough.

A motion was made by Roy Lefever, seconded by Tom Keefer, to approve the dump truck repairs at a cost not to exceed \$1,000; contingent upon Mayor Sellers receiving more information from Ingram Micro. Motion carried.

Richie Deibert made a request to approve North Lebanon Township street sweeping all of the Borough streets at a cost not to exceed \$3,000.

A motion was made by Roy Lefever, seconded by Tom Keefer, to approve North Lebanon Township sweeping all of the Borough streets at a cost not to exceed \$3,000; paid from the Capital Improvements Fund. Motion carried.

Richie reported doing an estimate at a cost of \$300 to make permanent information signs, to notify residents of upcoming Borough events. One sign to be placed at S. Lancaster St. and the other at the west end of Market St. near Tony's on Market St. restaurant.

A motion was made by Roy Lefever, seconded by Todd Anderbery, to approve having Richie make permanent information signs, to notify residents of upcoming Borough events. One sign at S. Lancaster St. and the other at the west end of Market St. near Tony's on Market St. restaurant; paid from the Park Fund. Motion carried.

Council agreed to have Richie send them a sample of the sign he plans to make first.

Richie requested council consider purchasing electric hand dryers for the restrooms located next to the J-1 field. Council made a decision not to purchase the hand dryers at this time.

Richie reported he attended an LTAP class recently, and learned about a pay schedule. The borough would assign a pay schedule to all borough employees. This would benefit us in in-kind services for grant as well as if the borough would have to do work due to a resident who was not complying with an ordinance or if the borough would accrue damages where as a third party would be responsible for the labor of the borough employees. This would include the hourly rate plus all other deductions like social security, health, etc. That rate would be more than a FEMA labor rate and would ensure the borough's full reimbursement in any other situation. A resolution might be necessary but Richie would have to defer to Colleen Gallo on that. Colleen Gallo recommended having

the personnel committee meet to discuss this and see what they recommend is appropriate. This is something that could be approved annually in January, along with the yearly approvals.

Richie reported he was originally scheduled for the training in Grantville for the month of July; but has since rescheduled to June 7, 2017 in Snyder County due to the necessity for the training to be completed before the end of June as started by Stephanie Harman of the Lebanon County Conservation District.

Richie requested approval to purchase a tri-axle load of stone dust for the park trails; not to exceed \$500, paid out of the Park Fund.

A motion was made by Todd Anderbery, seconded by Robin Wolferd, to approve the purchase of a tri-axle load of stone dust for the park trails; not to exceed \$500, paid out of the Park Fund. Motion carried.

Richie reported about the pole located on Blackberry St, being a safety issue (may fall over). The wires on the pole are electric wires; not telephone. Neither company (electric or telephone) would take responsibility and claim the pole. Colleen recommended Richie, Tom and herself work together to resolve this problem. Council agreed.

Richie requested approval to purchase materials for Day of Caring at a cost not to exceed \$150; paid from the Park Fund.

A motion was made by Roy Lefever, seconded by Todd Anderbery, to approve purchasing materials for the Day of Caring at a cost not to exceed \$150; paid from the Park Fund. Motion carried.

Richie reported Union Township is selling a roller on wheels for \$400-\$500. The roller needs a few repairs; but it would be nice to have for repairing the park trails and road patching projects.

A motion was made by Roy Lefever, seconded by Todd Anderbery, to approve purchasing the roller from Union Township, not to exceed \$400; paid from the Capital Improvements Fund. Motion carried.

Richie reported a meeting is scheduled with Swatara Township maintenance supervisor, to do a study, with Pat Wright from LTAP on April 20, 2017 @ 9:00 a.m.

Erik reported to council about the possibility of saving money on the 2017 paving project. Richie requested adding geo textile paving fabric (a pavement reinforcement fabric). Richie stated he spoke to Landis Deck in regards to this product. A change order will be done to eliminate those costs for the project.

MAYOR – Mayor Sellers reported “Day of Caring” will take place on April 22, 2017 from 9:00 a.m. to 12:00 p.m. He is looking for volunteers for placing bark mulch in the playground and staining the picnic tables in the pavilion.

Mayor Sellers met with Dan Lyons from the Redevelopment Authority to drive through the borough and inquire about getting a grant for East Swatara to be paved. It was decided this project would not work for the grant. Another project for paving East Chestnut St. was pursued. This project would be done by isolating three different project plans. If the project moves forward, it will be 100% funded.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Colleen Gallo was preparing to advertise the Streets and Sidewalks Ordinance. Questions came up about things that may need amended. Council also needs to come up with a fee schedule. Council agreed to address this at their next Planning Workshop Committee meeting. Colleen will email her questions and recommendations for fees to council.

Colleen reported many municipalities were approached by the fire companies to prepare a resolution to seek reimbursement from insurance companies for equipment, supplies, etc. Colleen wanted to be sure Jonestown had this resolution. Robin Wolferd stated there is a resolution in affect, and they have it set up with the ability to bill.

SECRETARY – *Joan Keefer* – Joan reported receiving a request for Matthew’s Public Library for a donation.

A motion was made by Roy Lefever, seconded by Todd Anderbery, to approve donating \$225.00 to Matthew’s Public Library; paid from the General Fund. Motion carried.

Joan received a request from St. John’s Church for approval to hold movies in the Park this summer. The dates are June 24th, July 22nd & August 19th. **A motion was made by Roy Lefever, seconded by Robin Wolferd, to approve allowing St. John’s Church hold movies in the Park on June 24th, July 22nd & August 19th; paying a recommended donation of \$25.00 to rent the concession stand . Motion carried.**

**Jonestown Borough Council Minutes
April 4, 2017**

Joan reported receiving invoices today from Met-Ed totaling \$15,207.53 to replace the street lights with LED lighting. The monthly savings by using LED lighting, will be reimbursed into the Capital Improvements Fund.

A motion was made by Roy Lefever, seconded by Todd Anderbery, to approve paying \$15,207.53 from the Capital Improvements Fund to Met-Ed to install LED Street lights, with the stipulation that the money saved be put back into the Capital Improvements Fund. Motion carried.

Mayor Sellers reported the savings after reimbursing the Capital Improvements Fund will be used to pay the Borough mortgage off in approximately 15 years.

Joan reported receiving fine moneys from North Lebanon Township Police Department, asking what fund they are to be deposited. The monies will be deposited in the General Fund; itemizing them accordingly, and having the ability to keep track of incoming and outgoing funds.

Robin Wolford requested being a second contact for the North Lebanon Township Police Department. Council agreed.

MS4 – No report

INFRASTRUCTURE IMPROVEMENTS – Dawn Sellers, Joel Lehman – No report

LOCAL BUSINESS – Dawn Sellers, Roy Lefever – No report

GRANTS – Mayor Sellers – Mayor Sellers requested ratifying approval for Light-Heigel & Associates, Inc. to provide stamped engineered paperwork for submitting a grant application, for Park walking trails, through DCNR.

A motion was made by Roy Lefever, seconded by Robin Wolford, to ratify the approval for Light-Heigel & Associates, Inc. to provide stamped engineered paperwork for submitting the grant application, for the Park walking trails, through DCNR. Motion carried.

PARK FACILITIES, GRANTS, RECREATION & EVENTS – Mayor Sellers, Tom Keefer – No report

PERSONNEL – Dawn Sellers & Robin Wolford – No report

COST REDUCTION AND FINANCES – Joel Lehman, Todd Anderbery – No report

CODES & CODE ENFORCEMENT – Mayor Sellers & Roy Lefever – No report

ORDINANCE COMMITTEE – Mayor Sellers, Robin Wolford, Dawn Sellers – No further report

NEW BUSINESS – Dawn Sellers requested council let her know what committees they would like to serve on. Joan Keefer will email the various committees to council members.

In regards to the Borough storing the Lion's Club files, former Mayor George Kaufman reported the Lion's Club continues going through the files, and will let council know when they are finished, what space is needed.

OLD BUSINESS – Council held discussion in regards to a letter received from a Twin Creeks resident, addressing concerns of trash, dog dirt along curbs & basketball hoops facing the street. Discussion followed.

A representative from Mentors 2 Heroes was present to update council in regards to having a 501C-3, for obtaining a small games of chance license. Mentors 2 Heroes board members agreed to go 50/50 on profits from events by letting Jonestown Borough use the license, and the monies would have to go into the Park Fund. Former Mayor George Kaufman stated the Jonestown Lion's Club got an application this past week and are interested in allowing the Borough use of their license. The Jonestown Borough 250th Anniversary Committer no longer has a license. Dawn Sellers requested placing this on next month's council agenda for discussion under old business. Discussion followed.

Discussion was opened in regards to purchasing another dump truck. Approval was given by council in the past to purchase a dump truck, not to exceed \$10,000, paid from the Capital Improvements Fund. Roy Lefever requested increasing this amount to up to an additional \$15,000. Discussion followed.

A motion was made by Roy Lefever, seconded by Jesse Markle, to approve up to an additional \$15,000 to purchase a dump truck; paid from the Capital Improvements Fund. Dawn Sellers voted no. Motion carried.

Upon motion and second, Council adjourned at 10:08 p.m.

Respectfully submitted,

Joan Keefer

Secretary/Treasurer

Jonestown Borough Council Minutes

April 4, 2017