

# April 5, 2016

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: Vince Sellers, Joel Lehman (arrival 7:13), Donnette Quairol, Roy Lefever (arrival 7:28PM), and Robin Wolferd. Also attending were Mayor Tyler Longenecker, Attorney Colleen Gallo, Engineer; Erik Harmon, Maintenance Lead; Richie Deibert, Secretary/Treasurer; Joan Keefer and Junior Council Member Joe Kerstetter. Excused absence; Tammy Blair.

**A motion was made by Robin Wolferd, seconded by Donnette Quairol, to approve the Council Meeting Minutes from March 1, 2016. Motion carried.**

**A motion was made by Robin Wolferd, seconded by Vince Sellers, to approve the Treasurer's Report for the month of March 2016. Motion carried.**

**BOROUGH ENGINEER – Erik Harmon (report attached to minutes)**

**DCNR Grant – Baseball Dugout Construction** – Erik and Richie Deibert met with the contractor on March 11, 2016. Erik will contact council when the contractor plans to mobilize.

**Streets & Sidewalks Ordinance** – The draft of the revised Streets & Sidewalks Ordinance was emailed to Council on February 20, 2016. This will be placed on the Council Planning Workshop Committee meeting agenda for discussion, scheduled April 25, 2016.

**Chestnut Street Growing Greener Project** – The planting event for the Chestnut Street Growing Greener Project is scheduled for Saturday, May 14, 2016. The Borough will need to discuss and approve expenditures for the plants, rocks, etc. Plans are to purchase plantings from “Aqua-niche Nursery”, located in Camp Hill. The total cost is approximately \$1,305.00. Ten tons of river rock, purchased from Zimmerman's Mulch, and other items including landscape materials, will equal a total cost of \$2,057.00.

**A motion was made by Vince Sellers, seconded by Robin Wolferd, to approve purchasing the trees, shrubs, rocks and materials necessary for the Growing Greener Project, at a cost not to exceed \$2,000; paid from the Storm Water Fund. Motion carried.**

**Lebanon County MS4 Chesapeake Bay Pollution Reduction Plan** – Erik updated council in regards to the letter, the borough recently received from Lebanon County Clean Water Alliance. Erik reported the technical assistance grant received from National Fish and Wildlife Federation, is being used by LCCWA in part to put together a Lebanon County pollution reduction plan prepared by the Center for Watershed Protection (CPW). The professionals from CPW are also available to the LCCWA municipalities for on-site evaluation of potential BMP projects that could be incorporated into a pollution reduction plan. Erik recommends the Borough take advantage of this opportunity, while it exists. This is no cost to the borough, as costs are already included in the grant. Council agreed to have Erik check into this further, and report back to council.

**2016 Storm Water Management Bills** – The tax roll information was received from Lebanon County MIS Department last week and Light-Heigel & Associates, Inc. will send the Storm Water bills out by mail later this week. The only discussion necessary is the exemption of the Fire Company, as the SWM Fee Ordinance has not yet been amended. Colleen stated the reason the ordinance has not been approved for advertising at this time is because council wanted to save on costs and advertise all of the amended ordinances at one time. Council decided not to send a Storm Water bill to the Jonestown Perseverance Fire Company at this time.

**MAINTENANCE – Richie Deibert – (report attached to minutes)** – Richie requested approval to purchase Playground mulch for ‘Day of Caring’ at a cost not to exceed \$1,500.

**A motion was made by Joel Lehman, seconded by Robin Wolferd, to approve purchasing playground mulch for ‘Day of Caring’, at a cost not to exceed \$1,500; paid from the Park Fund Motion carried.**

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Richie reported the borough spends \$90 every 6 months for web hosting through EvenLink, that isn't needed. The web hosting invoice will be paid at this time; but will be ended in 6 months. Richie will set up emails for the office and himself, after the service is suspended.

**A motion was made by Joel Lehman, seconded by Roy Lefever, to approve permanent suspension of EvenLink web hosting service, in six months, when the six month cycle ends. Motion carried.**

Richie opened discussion in regards to his allowable monthly budget, and provided his expense report. The monthly budget limits the amount of work Richie can get accomplished. Discussion followed.

**A motion was made by Joel Lehman, seconded by Roy Lefever, to approve raising the discretionary spending of the maintenance supervisor's monthly budget to \$1,000; but not to exceed the allowed yearly budget of \$6,000. Motion carried.**

Richie reported the salt storage bin is very unsafe. The north wall is buckling outward and the inside south wall is corroded from the salt. Richie requested council consider options for a new salt storage facility, which will be placed on May's agenda. Erik will check if grants are available for salt storage bins.

Richie reported on borough maintenance patching project costs. The approximate costs for materials is \$1,858.56. Rental for a mini excavator is \$190/8 hours and roller rental is \$190/day. The total cost for W. Blackberry (13x60 section) is \$2,239. Richie stated he will request approval in May for this project. Joel stated there is an official fund in the General Fund account that may be used towards these projects.

Richie reported a request from Lebanon Evangelical Free Church to place a GAGA pit in the park. Council decided not to participate at this time; but may in the future. Richie will report back to the church with council's decision.

Richie reported Don's Auto and Stacy Schott thought it may be a good idea to get a towing company lined up for the Block Party in case vehicles are not removed from the cordoned off areas. Discussion followed. Colleen will check on the ordinance and report back to council. Colleen suggested putting the in the newsletter and the Borough website. Joel will check into what was presented this past year at the Fall County Seminar. Discussion followed.

As requested, Richie wrote a five year plan for council. Council requested Richie email the plan to them for future discussion.

Richie suggested implementing a service to the borough residents in regards to leaf collecting. Richie's plan was to purchase a leaf vacuum and collect leaves that residents rake to the curbs. This would give maintenance better control on leaves taken to the borough green waste yard, and would be more efficient in regards to transporting the leaves to the farmer's field for disposal. The borough received \$6,655 allocation this past year from the state, and the cost to purchase a leaf vacuum is \$6,239. Discussion followed. Council decided to check further into the possibility of gating off the green waste yard, and providing access to the green waste yard to borough residents. Richie will look further into the gating of the green waste yard, and bring information to the May council meeting.

Richie updated council on the Local Technical Assistance Program (LTAP). Richie suggested having them come and do a study in the square to offer different solutions/ideas.

Richie reported on the proposed purchase of bleachers at the Spittle Field. Chuck Fager spoke to Vince and Richie, and agreed to purchase one set of bleachers for the Spittle Field. Richie requested council approve purchasing a second set of bleachers.

**A motion was made by Roy Lefever, seconded by Joel Lehman, to approve purchasing one set of 3 tier, low rise 15 ft. section of bleachers; paid out of the Park Fund. Motion carried.**

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Richie opened discussion in regards to purchasing an aluminum dump bed insert, for allowing maintenance to do more patching without paying a large delivery fee, and have more control over patching of the roads. Council decided to have Richie gather more information, and bring it to the May 3<sup>rd</sup> Council meeting.

**MAYOR - Mayor Longenecker** – Mayor Longenecker announced his resignation as Mayor of the Borough of Jonestown, as of May 1, 2016. The Mayor's newsletter article, announcing his resignation, was emailed to council to review. The article included information to residents who may be interested in filling the position as Mayor. Council plans to accept the resignation at the May 3, 2016 meeting, and appoint a Mayor at the May 23, 2016 Planning Workshop meeting. Colleen stated this will need to be advertised, and an affidavit of residency will be needed from the resident interested in filling this position. Jonestown Borough's former Mayor George Kaufman was present, and showed interest in filling the position, until the end of the term; 2017. Mayor Longenecker stated he will continue to perform weddings.

**SOLICITOR – Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg** – Colleen stated, last month council authorized her to prepare a resolution to authorize council members to participate voting in meetings by telephone, if there is a quorum present.

**A motion was made by Roy Lefever, seconded by Robin Wolferd, to adopt Resolution # 2016-2; authorizing council members to participate voting in meetings by telephone, if there is a quorum present. Motion carried.**

Colleen requested council authorize her to proceed with the filing of District Justice actions for the delinquent storm water fee accounts.

**A motion was made by Donnette Quairoli, seconded by Roy Lefever, to allow Colleen Gallo to proceed with the filing of District Justice actions for the delinquent storm water fee accounts. Motion carried.**

**SECRETARY – Joan Keefer** – A request was made to ratify approval for the purchase of a printer in the borough office, at a cost of \$625.35.

**A motion was made by Roy Lefever, seconded by Robin Wolferd, to ratify the approval to purchase a printer for the office, at a cost of \$625.35. Motion carried.**

A request was made to ratify the decision allowing the Northern Lebanon Soccer Club, under 6 team, use the lower field of the park, two nights a week.

**A motion was made by Donnette Quairoli, seconded by Joel Lehman, to ratify the approval to allow the Northern Lebanon Soccer Club, under 6 team, use the lower field of the park, two nights a week. Motion carried.**

Joan reported a key for the personnel safe was given to Colleen Gallo before the meeting this evening. At the last council meeting, council decided to keep access to the personnel files to the Solicitor and the Borough Secretary.

The fourth and final application was received from Arthur "Pat" Aungst, for the Chestnut Street Rain Garden in the amount of \$6,635.69. Joan requested this amount be paid from the Storm Water Fund at this time, and to reimburse this account once the grant monies are received.

**A motion was made by Joel Lehman, seconded by Vince Sellers, to pay the fourth and final application invoice received from Arthur "Pat" Aungst, for the Chestnut Street Rain Garden in the amount of \$6,635.69; to be reimbursed once the Rain Garden funds are received. Motion carried.**

Joan reported a representative from H.A. Thompson Company has an appointment on Thursday, April 14, 2016, @ 10:00 a.m. to perform a yearly review. A discussion followed, and council agreed to sending letters out to residents for having basketball nets hanging out over the streets.

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Joan reported a letter was received from Penn DOT, including a request for a form be filled out, and returned to them by the end of April, 2016. Penn DOT plans to perform work on the bridge on South Lancaster Street in the fall of 2018.

A discussion was opened in regards to the auditor findings management letter. Dawn stated there has been a repeated finding in regards to money be placed in the Borough office from events and fundraisers. A lock box has been placed in the borough office, along with a report form, which needs filled out with an explanation of expenses and revenues from the event. This will make it easier to keep account of these monies. Discussion followed.

**MS4** – Previously discussed.

**INFRASTRUCTURE IMPROVEMENTS** – *Dawn Sellers, Joel Lehman* – Vince Sellers reported on the Street Light Conversion, including information on upgrading to LED lights, the distribution charges and cost savings. Only 24 lights may be switched over at one time per year, which would save the borough \$1,800 in the first year. If all of the main lights were changed over to LED, the borough would save a total of \$10,460. Vince will continue to collect information in regards LED lighting, and the cycle at this time. Vince stated there are 24 lights that may be switched over at this time, at no cost to the borough.

**A motion was made by Roy Lefever, seconded by Vince Sellers, to move forward with replacing the 24 lights, at no cost to the borough, and sign the contract, upon Colleen Gallo's review. Motion carried.**

**LOCAL BUSINESS** – *Dawn Sellers and Roy Lefever* – No Report.

**GRANTS** – Mayor Longenecker, Vince Sellers – No Report.

**PARK FACILITIES, GRANTS, RECREATION & EVENTS** – *Mayor Longenecker, Robin Wolferd, Tammy Blair and Joe Kerstetter* – Mayor Longenecker reported the carnival begins on Tuesday, May 3, 2016 and continues through Saturday, May 7, 2016. Mayor Longenecker reviewed the list of responsibilities council needs to take care of. Mayor Longenecker will be sure to check on the carnival posters, and when they are being sent to the borough. Joan asked for a copy of the signed contract. Mayor Longenecker will be sure she receives it. A certificate of insurance has been received from Bartlebaugh Amusements, and is on file.

**PERSONNEL** – *Dawn Sellers, Mayor Longenecker, Robin Wolferd, and Donnette Quairol* – A request was made to accept the resignation from Carol Nye, crossing guard, as of March 11, 2016.

**A motion was made by Roy Lefever, seconded by Donnette Quairol, to accept the resignation from Carol Nye, crossing guard, as of March 11, 2016. Motion carried.**

**COST REDUCTION AND FINANCES** – *Joel Lehman, Vince Sellers* – No Report.

**CODES & CODE ENFORCEMENT** – *Mayor Longenecker, Roy Lefever* – One incident was reported, and taken care of by Scot Adams, Code Enforcement Officer. Discussion followed.

**OLD BUSINESS** – More information needs to be collected in regards to codification of ordinances due to Keystate Publishers no longer in service, and will be placed on the May 3<sup>rd</sup> agenda.

Robin Wolferd requested an update in regards to PMRS pension plan. Colleen responded paperwork has been filled out and mailed to PMRS. The borough is waiting to hear back from PMRS at this time. Discussion followed.

The rental property ordinance will be placed on May's agenda.

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Colleen sent the signs ordinance to council for review. Discussion followed. The signs ordinance will be placed on May's agenda.

A decision on approval of paying the \$11,000 donation to the Jonestown Perseverance Fire Company was needed. Council decided to pay \$5,500 to the Perseverance Fire Company at this time, and the remaining \$5,500 be paid in July 2016.

**A motion was made by Vince Sellers, seconded by Roy Lefever, to approve sending the Fire Company donation in two payments of \$5,500 (total donation = \$11,000); one at this time, and the second payment in July 2016. Motion carried.**

Vince Sellers attended the FEMA meeting today, updating council, in regards to a reimbursement for costs incurred in Winter Snowstorm Jonas. The necessary forms needed, will be filled out, and submitted to FEMA before their next meeting. If Vince would not have attended today's meeting, the borough would not have received any reimbursement.

**A motion was made by Robin Wolferd, seconded by Roy Lefever, to adopt resolution # 2016-3; appointing the designated agent with FEMA, for Winter Storm Jonas, as Dawn Sellers. Motion carried.**

**NEW BUSINESS** – Dawn Sellers reported a meeting was held with Tom Kotay, Vince Sellers, Richie Deibert, Mayor Longenecker and herself. The Lebanon Evangelical Free Church has formed a volunteer group called J-Rock. The program runs by requests received, and a form must be filled out, for a project the borough may have in mind this year. They also volunteer helping residents in the community, who may need assistance. J-Rock would like to volunteer their work in the Jonestown Community Park, a week this summer. Next year, the church plans to volunteer helping the borough apply for a grant to beautify the square in Jonestown. Dawn shared ideas with council members and requested council bring back their ideas of plans to beautify the square in the borough. Discussion followed.

*Upon motion and second, Council adjourned at 9:43 p.m.*

*Respectfully submitted,  
Joan Keefer, Secretary/Treasurer*