

August 1, 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: Joel Lehman, Tom Keefer, Jesse Markle, Roy Lefever and Robin Wolferd. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert, Secretary/Treasurer; Joan Keefer and Junior Council Member; Nicholas Markle. Excused Absence: Todd Anderbery.

A motion was made by Roy Lefever, seconded by Jesse Markle, to approve the Council Meeting Minutes from July 11, 2017. Motion carried.

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

SPECIAL GUESTS – No report

PUBLIC COMMENT – No report

President Dawn Sellers announced Jonestown Block Party has been voted third place for the 7th Annual "Best of Lebanon Valley" Local Event in 2017, by readers of the Lebanon Daily News. A certificate & sticker was received from Lebanon Daily News in honor of this award. Dawn suggested framing the certificate.

President Dawn Sellers requested executive session follow council meeting, in regards to personnel.

JUNIOR COUNCIL – No Report

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

CDBG Grant – J-1 Baseball - Dugouts – Dan Lyons from the Lebanon County Redevelopment Authority reported Woodland Contractors intends to make repairs to the ADA walkway during August. Erik requested Woodland contact the borough and himself, in advance, of the work to be completed.

2017 Paving Projects – It is anticipated the pre-construction meeting will be held either the week of August 21st or the last week in August. Erik will email Mayor Sellers once the meeting is scheduled.

2017 Sidewalk Inspections – Sidewalk inspection notices were mailed out on 7/13/17. The deadline for compliance with the notices is 8/31/17. Discussion continued on requests for extensions to complete sidewalk repairs. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve granting Carl Bachman, on behalf of St. John's UCC Church, and Cathy Houser, borough resident an additional 45 days to complete their sidewalk repairs. Motion carried.** Joel Lehman will contact Cathy Houser, & Robin Wolferd will contact Carl Bachman. If residents do not comply, a second notice will be sent to residents by certified mail. If there is no response, this is then turned over to the Solicitor.

Low Volume Road Maintenance Program – West Chestnut Street Storm Sewer & Paving – LHAI was on-site for construction observation/inspections on trench drain installation, installation of the water quality unit, and pavement subbase preparation. Paving will begin tomorrow. The contractor submitted the 2nd application for payment on 7/27/2017. LHAI has reviewed the application of payment and provided comments to the contractor. A revised application for payment was received on 8/1/2017, and LHAI recommends payment in the amount of \$145,155.29. Certified payrolls were received for the weeks ending 7/1/2017 through 7/22/2017. The remaining funds will be received from the Lebanon County Conservation District once final inspection is completed. **A motion was made by Roy Lefever, seconded by Joel Lehman, to approve paying the 2nd request for payment to A.H. Moyer, Inc. Motion carried.**

The existing pavement subbase was able to be reclaimed, which provides approximately \$23,000 savings. Council reviewed/held discussion on the change order for drainage connections at 220 & 230 W. Chestnut St.

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(\$18,824.00). **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve paying the change order request #2 from A.H. Moyer, Inc.; items 1 & 2 (attached to minutes), & make the necessary repairs on West Chestnut St.; for a cost not to exceed \$13,200, with the understanding of possible provisions made, in the future, by tying into the piping. Motion carried.**

MAINTENANCE – *Richie Deibert* – Richie requested council approve having him attend Playground Maintenance Training through PRPS, recommended by the borough insurance company and Former Mayor George Kaufman, at a cost of \$65.00; September 14, 2017, in Mechanicsburg, from 7:30 a.m. to 4:00 p.m. **A motion was made by Joel Lehman, seconded by Roy Lefever, to approve having Richie attend Playground Maintenance Training through PRPS; at a cost of \$65.00, on September 14, 2017, in Mechanicsburg, from 7:30 a.m. to 4:00 p.m. Motion carried.**

Richie requested council ratify the cost to have the mower repaired at Power Pro Equipment, costing \$1,996.55; paid from the Park Fund. **A motion was made by Roy Lefever, seconded by Robin Wolferd, to ratify approval to have the mower repaired at Power Pro Equipment, at a cost of \$1,996.55; paid from the Park Fund. Motion carried.**

Richie presented an estimate from Down to Earth Landscaping to plant 6 purchased trees in the park at a cost of \$2,500. Discussion followed.

MAYOR – Mayor Sellers reported receiving complaints, on Facebook, in regards to the fire siren on Market St. Discussion followed. Council decided to leave any decisions up to the fire company.

Mayor Sellers requested permission for a carnival in the park, from October 4th (Wed.) through the 8th (Sat.) **A motion was made by Roy Lefever, seconded by Joel Lehman, to approve having a carnival in the park from October 4th (Wed.) through the 8th (Sat.). Motion carried.**

Mayor Sellers reported Dan Lyons from the Lebanon County Redevelopment Authority, putting together a package for review, to move forward, with three different sections of Chestnut Street for a grant; N. Mill St. to N. King St., N. King St. to N. Lancaster St., and N. Lancaster St. to N. Broad St. Discussion followed.

Mayor Sellers opened discussion in regards to the South Lancaster St. bridge construction, mobilization and borough compensation. Plans are to begin construction in June 2018. An on-site meeting is scheduled for August 18, 2017. Council decided to hold off on signing a request letter, at this time. Colleen stated if the letter is signed, it would suggest the borough signed off on mobilization.

Richie Deibert requested negotiating with Penn DOT in regards to funds received through the road maintenance contract. Discussion followed.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Colleen reviewed the information she sent to council in regards to Chapter 7 of the International Property Maintenance Code regarding fire safety, and a copy of the City of Lebanon's requirement of carbon monoxide detectors for rental units. Council decided to place this issue on the Planning Workshop Committee meeting agenda, for discussion.

SECRETARY – *Joan Keefer* – Council requested Joan gather information in regards to the yearly renewal of the Workman's Compensation Insurance for Northern Lebanon Fire and Emergency Services. The renewal was revised due to an error on the rates. Council was advised considering a rate increase for next year's budget, of approximately 10%; due to fire company rates increasing drastically. Joan reported the borough will receive an updated renewal estimate in the near future. Joan recommended council continue using Pat Trevisan as a broker. There are many items that are reviewed on the policy, that Joan agreed, she would not understand. **A motion was made by Roy Lefever, seconded by Joel Lehman, to approve retaining the services of Pat Trevisan, H.A. Thompson, Inc., contingent upon East Hanover and Union Township agreeing to split the cost by thirds. Motion carried.**

A motion was made by Roy Lefever, seconded by Joel Lehman, to advertise an annual meeting of the Northern Lebanon Fire and Emergency Services; contingent upon East Hanover and Union Township agreeing to split the cost by thirds. Motion carried.

Joan reported the Storm Water 2nd notice invoices for 2016 and 2017 have been printed, and are ready to be mailed together. Joan is working on address labels. Erik Harmon will supply the borough with window envelopes used by LHAI to mail the storm water invoices, and save Joan time from printing address labels.

Joel Lehman inquired about getting plastic barrels for collecting trash at the carnival. Tom Keefer can get plastic barrels at a cost of \$5.00 each.

MS4 – No further report

INFRASTRUCTURE IMPROVEMENTS – Dawn Sellers, Joel Lehman – No report

LOCAL BUSINESS – Dawn Sellers, Roy Lefever – No report

GRANTS – Mayor Sellers – No report

PARK FACILITIES, GRANTS, RECREATION & EVENTS – Mayor Sellers, Tom Keefer – The Park, Recreation & Events Committee requested council approve giving hockey sticks, balls and equipment, stored in barrels, in the concession stand. Mayor Sellers will contact local churches to see if they are interested in equipment.

PERSONNEL – Dawn Sellers & Robin Wolford – Executive session requested in regards to personnel (chain of commands).

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

CODES & CODE ENFORCEMENT – Mayor Sellers & Roy Lefever – Council held brief discussion about a trailer parked illegally on S. Walnut St.

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

NEW BUSINESS – No report

OLD BUSINESS – Mayor Sellers opened discussion in regards to the secretary's hours. The secretary is close to working full time hours, and the personnel committee suggested possibly hiring a part time office employee. Robin Wolford suggested possibly having one of the current crossing guards work part time in the office. Joel Lehman suggested hiring from a temp company. Discussion followed. Council will consider many options discussed, when planning the 2018 budget.

Dawn Sellers requested placing the 2018 fee structure for the Storm Water Credit Manual and the Fire Company Code on the Planning Workshop Committee meeting agenda, in preparation for planning the 2018 budget.

Joel Lehman requested having Joan print out the budget paperwork (profit vs. loss) for the budget meeting. Dawn Sellers requested hard copies of the reports.

In regards to planting trees near the Spittle Field parking lot, Tom Keefer, Former Mayor George Kaufman, and Chuck Fager will meet to make plans, for planting in the fall.

Tom Keefer reported contacting a company from Harrisburg in regards to converting the flag pole in the park to a manually raised and lowered pole vs. a motorized pole. This entails a new rope and new cleat; at a cost not to

exceed \$800. **A motion was made by Roy Lefever, seconded by Joel Lehman, to approve repairing the flagpole in the park, at a cost not to exceed \$800; paid from the Park Fund. Motion carried.**

Council agreed to place the new mechanism higher on the flag pole.

In regards to trees located at Tony's on Market Street restaurant (at the boat dock entrance), in need of being trimmed, Joel Lehman will contact the owner and inquire on possibly sub dividing the property. Council will re-visit this issue at the next council meeting.

In regards to the salt storage shed, Tom Keefer was in contact with Dale Sebastian, a former contractor, on ideas of how to make the salt storage shed safe. The borough will need to purchase pony blocks for securing the side wall of the salt shed, to make it safe. **A motion was made by Joel Lehman, seconded by Tom Keefer, to approve a cost, not to exceed \$900.00, to purchase pony block, to make the salt storage shed safe; paid from the General Fund. Motion carried.**

Mayor Sellers reported not being able to get a free LTAP study done for the Fortna Parking Lot, therefore he gave plans of the Market Street Study to Mr. Fortna's engineers, and waits to hear from them.

Council decided to keep the issue of seal coating the Safe Routes to School path on the agenda.

Tom Keefer inquired if Richie heard back from Met-Ed in regards to the broken street light at the corner of N. Water St. & W. Chestnut St. Discussion continued. Met-Ed requested help from the borough in replacing the pole. Colleen Gallo suggested having Met-Ed supply the borough with documentation stating the street light is, or is not, owned by the borough.

Upon motion and second, Council recessed into executive session at 9:10 p.m.

Council made a decision to have Joan Keefer, secretary, and Richie Deibert, maintenance supervisor, keep a daily log, containing their hours (time taken) broken down, and send it to council weekly, on their work performed. Keeping daily logs will help council when performing evaluations, and planning the budget.

Council also decided to have Richie send his council meeting agenda to Mayor Sellers, at least 24 hours ahead of time; for discussion with Mayor Sellers; then send it to council.

Council decided to have Richie Deibert keep a "tool log" (on paper) for the purpose of personally borrowing any tools. The borrowed tool is to be signed out, and signed back in.

It was requested the maintenance department keep a tool inventory log, as well. Richie stated he already has an inventory of the maintenance tools & equipment, and will send it to council.

At one time, Richie reported his time spent in the park. He inquired if council wanted this to continue. Council agreed, with keeping a daily log, this will replace the report of time spent in the park.

Richie was directed to contact Mayor Sellers first, on any of his work performed, before contacting any other council member.

Council re-entered into regular session at 10:01.

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

Respectfully submitted,
Joan Keefer,
Secretary/Treasurer