

## August 2, 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, Tammy Blair, Roy Lefever and Robin Wolferd. Also attending were Attorney Colleen Gallo, Erik Harmon, Engineer, Richie Deibert, Maintenance Lead and Joan Keefer, Secretary/Treasurer. Excused absence; Donnette Quairol.

**A motion was made by Robin Wolferd, seconded by Tammy Blair, to approve the Council Meeting Minutes from July 5, 2016. Motion carried.**

**A motion was made by Joel Lehman, seconded by Roy Lefever, to approve the Treasurer's Report for the month ending July 31, 2016. Motion carried.**

**SPECIAL GUESTS** – On behalf of council, Dawn Sellers, Council President, presented a plaque of recognition to former Mayor Tyler Longenecker. Former Mayor Longenecker enjoyed serving the borough, and wished council the best.

Jesse Oliver, a resident of Twin Creeks asked council how to go about enforcing the deed restrictions in Twin Creeks Development, if there is no Home Owners Association. The deed restrictions were made up by the developer, at the time of development. Colleen Gallo suggested Jesse contact a lawyer in this situation, and mentioned some issues may be taken care of by the borough, if ordinances are not followed. Council suggested Jesse compile a list of issues (properties) and give them to the borough; to enable them to move forward.

Oriana Spittle, a resident of Jonestown Borough presented the names she chose for the Christmas Lights Committee. The committee consists of Ed Spittle, George Kaufman, Tom Keefer, Joan Keefer, Lynn Kleinfelter, Tovie Kleinfelter, Dennis Houser and Vince Sellers. Oriana plans three sub-committees: publicity, donations and fund raising; to keep good firm financial records. Oriana requested opening up an account at Jonestown Bank with two signatories. Richie Deibert is continually working with Met-Ed in regards to involvement with the lights/poles. Oriana wishes to have a safe and certified hook-up for the tree, and requests council take care of putting the snowflake lights up and taking them down. Discussion followed. The first meeting for the committee is Tuesday, August 9, 2016. Richie reported the costs involved with Met-Ed per pole as being \$200.00; a total cost of \$9,800.00. A joint usage agreement needs signed, and the insurance company needs to add Met-Ed as an additional insured. **A motion was made by Joel Lehman, seconded by Vince Sellers, to approve an advance of monies for the Christmas lights; and the execution of the Met-Ed agreement; subject to Colleen Gallo's review and approval. Motion carried.**

**A motion was made by Joel Lehman, seconded by Roy Lefever, to approve signing the joint usage agreement with Met-Ed, and opening a separate bank account at Jonestown Bank & Trust for the Christmas Lights Fund. Motion carried.**

**PUBLIC COMMENT** – No Report.

**BOROUGH ENGINEER** – Erik Harmon (report attached to minutes) – **DCNR Grant – Baseball Dugout Construction** – Construction is complete, and Light-Heigel & Associates, Inc. has been in communication with the contractor regarding the punch list identified in the inspection report. Most items on the list have been resolved. Discussion followed. Erik will continue to work with Joan Keefer in regards to payment.

**Streets & Sidewalks Ordinance** – Council continues to review the Streets and Sidewalks Ordinance at the Planning Workshop Committee meetings. Erik will keep this item on his list.

**Storm Water Management Fee Ordinance & Credit Manual** – Erik emailed a draft copy of the credit manual and an attachment to council on July 20, 2016. Erik requested council let him know when the items are reviewed.

**Chestnut Street Growing Greener Project** – Light-Heigel & Associates, Inc. and the Borough Secretary met with PA DEP on Thursday July 7, 2016 at 9:30 a.m. to review the final paperwork. Additional information required by PA DEP has been provided to the Borough.

**Lebanon County MS4 Chesapeake Bay Pollution Reduction Plan** – The next Lebanon County Clean Water Alliance meeting will be held on Wednesday, August 10th at 10:00 a.m. in the Lebanon Valley Agricultural Center. They will review pollution reduction information. The state published the MS4 permit requirements, for the next permit cycle, which begins March of 2018. The requirements on the new document states they have reversed, from their initial stance, on waiver eligibility. The draft documents stated any MS4 municipality within the Chesapeake Bay Watershed would be ineligible for a waiver regardless of the size of the municipality has been removed from the published permit guidelines; so it looks like there is a very good chance Jonestown Borough would qualify for a waiver of the next permit cycle. The department will entertain requests for advanced written approval of waiver, and the reason to apply for advanced written approval is to relieve the borough of requirements prepared in pollution reduction plans. If you do not get the advanced written approval you must submit a pollution reduction plan with your notice of intent (application). Erik recommended council approve submitting the

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advanced written approval of waiver. This must be received by December 31, 2016, and includes a map of the MS4, any drainage areas of each outfall that discharges to impaired waters (borough has none), and a written justification for the waiver. **A motion was made by Vince Sellers, seconded by Roy Lefever, to approve submitting the advanced written justification for approval of the waiver. Motion carried.**

**CDBG Grant; J-1 Baseball Dugouts** – Construction plans to reconstruct the J-1 baseball field dugout and technical specifications were sent to the Lebanon County Redevelopment Authority and were advertised for bids. Bids will be opened on August 9<sup>th</sup> by the Redevelopment Authority. Erik will email information to council regarding the results of the bid opening. The borough maintenance staff will be performing demolition, when it is time.

**Northern Lebanon School District; Curb Ramp Replacement** – The contractor for the NLSD (Eagle Excavating) completed the concrete work for the new curb ramps. The pavement restoration will begin tomorrow morning. Discussion followed.

**MAINTENANCE** – *Richie Deibert – (report attached to minutes)* – Richie reported the cost estimate received from the manufacturer of fabric structures, including shipping, at \$10,146.83. The cost for pony wall block is \$3,300 for a 6' height, and \$4,400 for an 8' height. The concrete slab cost is \$11,502. A grand total of \$21,979. Discussion continued as to location vs. a new location of the salt shed. Erik suggested a meeting with the director of Lebanon County Planning, Julie Cheyney, and possibly the Lebanon County engineer. Discussion followed in regards to where the salt would be stored while a new salt shed is built. Erik gave council the idea another municipality uses, which is partnering with another municipality, and storing salt in their shed. Richie will check with the borough's neighboring municipalities to see if salt may be stored in their shed, while a shed is being built.

Richie requested council approve the purchase of signs, and materials for signs, at a cost not to exceed \$800. **A motion was made by Vince Sellers, seconded by Roy Lefever, to approve purchasing signs, and materials for signs for around the elementary school; at a cost not to exceed \$800. Motion carried.**

Richie requested council consider purchasing a dump truck. The current pickup truck isn't built to plow, and the transmission is having problems. It would be useful to have two dump trucks for paving, plowing and other jobs. Vince recommended Richie take the pickup truck to a garage for an overhaul; so it lasts through the coming winter. Discussion followed. Council sees a possibility of purchasing another dump truck in the coming year. No decision made.

Richie distributed his five year plan to council members for review, along with a memorandum from LTAP, in regards to a study in regards to the borough square. Colleen Gallo stated LTAP reports are not subject to the right to know law, and are not to be shared.

Richie was given a \$10,000 budget for paving, and at this time has a remaining balance, \$6,512.00. After a paving project on Blackberry Street, Richie stated he will have ½ the allotted budget remaining.

Roy Lefever asked Richie how things were going in the Park. There were no problems to report.

**MAYOR** – No report.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – At the June council meeting, Colleen was authorized to submit the signs ordinance to the Borough Planning Commission and Lebanon County Planning Department; they have a 30 day comment period. Colleen has not yet heard back from Lebanon County Planning. Jonestown Borough Planning Commission met on July 28<sup>th</sup>, and are in support of the ordinance. Colleen requested council authorize her to advertise the public hearing and the proposed ordinance adoption for the next council meeting. **A motion was made by Roy Lefever, seconded by Tammy Blair, to authorize Colleen Gallo to advertise the public hearing and the proposed ordinance adoption for the next Jonestown Borough Council meeting. Motion carried.**

Colleen reported 2015 delinquent storm water fees are being pursued. The constable was unable to serve a vacant property in the borough, and asked council if they want her to re-file or dismiss the fee collection. Council decided not to pursue collecting the fee.

Colleen stated at council's last Planning Workshop meeting, there was a question as to taking action, in regards to the acceptance of the resignation of the Mayor. Colleen stated council was in their legal rights to take action, because it was advertised.

Colleen reported in some municipalities in the northern section of Lebanon County was having issues with fire and ambulance calls as to who should be dispatched, and to which location. Colleen suggested taking a look at this situation with the EMA Coordinator to possibly do some updating. Robin Wolferd will contact Bill Showers, EMA Coordinator, to discuss the matter.

**SECRETARY** – *Joan Keefer* – Under recommendation of Colleen Gallo, Joan requested council consider addressing security in the Borough office. Colleen suggested possibly replacing the pull up window with glass. Council will discuss this issue, and look further into updating the security. Some measures have been taken at this time, and Dawn suggested

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adjusting the camera to view the outside entrance door. Richie Deibert suggested possibly using PayPal to collect payments. Council held discussion on possibly placing a drop box at the office. Richie will get a quote for a drop box.

Joan reported USDA completed their review recently and gave information for council to consider; grant loans are available at a rate of 2.75%. Council had no interest at this time.

Joan reported a borough resident who offered to purchase chain or cloth nets for the basketball court in the Park. **A motion was made by Vince Sellers, seconded by Joel Lehman, to approve the resident purchasing chain basketball nets; contingent upon contacting the insurance company in regards to liability. Roll call vote:**

<u>Yes</u>	<u>No</u>
Vince Sellers	Roy Lefever
Joel Lehman	Robin Wolferd
Tammy Blair	Discussion followed. Council reconsidered; motion was amended to approve the purchase of cloth basketball nets. Motion carried.

A State Police report is sent to the Borough monthly at meeting time. This report will be kept with the minutes.

Robin Wolferd requested a pavilion schedule be placed on the Jonestown Borough website. Richie Deibert will put the pavilion schedule on the website.

MS4 – Discussed previously

INFRASTRUCTURE IMPROVEMENTS – Dawn Sellers, Joel Lehman – No Report

LOCAL BUSINESS – Dawn Sellers and Roy Lefever – No Report

GRANTS – Vince Sellers – The Marcellus Shale Grant contract was submitted (Lebanon County Commissioners).

PARK FACILITIES, GRANTS, RECREATION & EVENTS – Robin Wolferd & Tammy Blair – Tammy Blair reported the 5k is being planned at a later date (possibly October), due to the timing company being unavailable Labor Day.

CHRISTMAS LIGHTS – Discussed previously

PERSONNEL – Dawn Sellers, Robin Wolferd, and Donnette Quairola – No Report

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

CODES & CODE ENFORCEMENT – Roy Lefever – Council reviewed complaints received. Roy Lefever will continue to watch these issues, and may be contacting the Code Enforcement Officer, Scot Adams.

OLD BUSINESS – Vince Sellers reported on the proposed mural at the corner of N. Broad Street & W. Market Street as having the possibility of a structure being built on the open lot. Council may reconsider placing a mural at that location. Roy Lefever contacted the property owner, and he is open to meeting with council to further discuss this plan. Discussion followed.

In regards to repairing the heat in the borough office, council decided to call G.F. Bowman, Inc. for an estimate.

In regards to street light conversion, Vince reported awaiting ruling from the PUC (Public Utility Commission). Discussion followed.

In regards to burying the 250<sup>th</sup> Anniversary time capsule, Joan reported Kim Longenecker had a few items she would bring into the office for putting in the capsule. Oriana Spittle reported Steve Lum was willing to bury the capsule.

In regards to codification of ordinances; Colleen suggested council wait and make a decision once the current ordinances council is working on are completed.

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**NEW BUSINESS** – Erik reported to council, possible litigation, in regards to the Buck Hotel's flooding issue, and the need for a storm drain, and possible damages to their curb and sidewalk due to the Borough plowing snow on it.

In regards to line painting on Market Street; council decided to extend the curb lines on the northeast corner of N. Broad & Market's Street; and the southwest corner of S. Broad & Market's Street.

Roy Lefever questioned Richie Deibert in regards to a No Parking sign located at mailboxes on West Market Street. Discussion followed. Colleen Gallo stated it is on the Borough's right of way. Council's decision was to remove the sign.

In regards to parking at the Spittle Field council held discussion, and decided to table their decision and further discuss it at the Planning Workshop meeting.

**APPOINT OF MAYOR; open position** – Two people; Joseph Quairolì & Vincent Sellers, are interested in filling the open position of the Mayor. Joseph Quairolì and Vincent Sellers were given the opportunity to address council. Both parties submitted an affidavit of residency. Discussion followed.

**A motion was made by Roy Lefever to nominate Vincent Sellers as Mayor.**

**A motion was made by Robin Wolferd to nominate Joseph Quairolì as Mayor.**

**A motion was made by Joel Lehman, seconded by Roy Lefever, to close the nominations for appointing a Mayor.**

**A roll call vote was taken, as follows: Joel Lehman voted for Vincent Sellers**

**Tammy Blair voted for Vincent Sellers**

**Dawn Sellers abstained**

**Roy Lefever voted for Vince Sellers**

**Robin Wolferd voted for Joseph Quairolì**

**A motion was made by Joel Lehman, seconded by Roy Lefever, to approve Resolution # 2016-5; appointing Vince Sellers as Mayor of the Borough of Jonestown. Motion carried.**

Council recessed into executive session at 9:05 p.m.

Council re-entered regular session at 9:24 p.m.

Council adjourned at 9:24 p.m.

Respectfully submitted,  
Joan Keefer, Secretary/Treasurer