

August 6, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date, beginning 7:00 p.m., with President Robin Wolford presiding. Council attending were: Rick Kline, Tom Keefer, David Charest and Kathy Price. Also attending were Mayor Joe Quairoli, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Assistant Secretary/Treasurer; Kim Longenecker & Secretary/Treasurer; Joan Keefer.

APPROVAL - MINUTES/TREASURER'S REPORT

A motion was made by David Charest, seconded by Kathy Price, to approve the July 2, 2019 Council Meeting Minutes. Motion carried.

A motion was made by Kathy Price, seconded by Rick Kline, to approve the Treasurer's Report for the month ending July 31, 2019. Motion carried.

SPECIAL GUESTS – Chief Easter shared the North Lebanon Township Police Report (attached to the minutes).

Dan Lyons, project manager, Lebanon County Redevelopment Authority presented information to Mayor/Council in regard to collecting and filling out surveys for a potential Blackberry Street CDBG Grant. Mr. Lyons answered all questions. Addresses needing surveys completed were divided between Council members/Mayor Quairoli, to complete.

Lebanon County Conservation District representatives Gary Lentz, Land Preservation Program member and owner of a preserved farm in Bethel Township, & Craig DeMitis, member, were present to explain seeking funding from the local municipalities and farm preservation; preserving farms and open spaces.

PUBLIC COMMENT – No report.

MAINTENANCE – *Rick Kline, Supervisor – (budget report attached to minutes)* Rick Kline reported as follows:

Rick Kline requested approval to have Craig, Mark & himself attend the Pennsylvania 811 Training (PA One Call), 11/15/19. The only cost is for mileage. **A motion was made by David Charest, seconded by Tom Keefer, to approve having Craig Carl, Mark Grumbine & Rick Kline attend Pennsylvania 811 Training (PA One Call) 11/15/19. Motion carried.**

Rick Kline requested council approve applying for a WEX card for fleet fuel. **A motion was made by David Charest, seconded by Kathy Price, to approve applying for a WEX card for fleet fuel. Motion carried.**

Rick Kline requested approval to spend up to \$500 to repair culvert pipe on N. Broad St. **A motion was made by Tom Keefer, seconded by David Charest, to approve spending up to \$500.00 to repair the culvert pipe on N. Broad St; paid from the General Fund, under road paving. Motion carried.**

Rick Kline reported he & Joan met with Scott Miles, H.A. Thompson, for a loss control review. No issues reported.

Rick Kline reported the white pick-up truck was in the shop. The cost for transmission lines is \$608.00, & it needs an exhaust manifold to pass inspection, @ a cost of \$250, plus the inspection fee.

Rick reported the monthly expenses were \$389.16. (Expense report attached to the minutes)

Rick Kline requested approval to spend up to \$1,000 at Lowes for a toolbox & tools for the lower maintenance shop. **A motion was made by Tom Keefer, seconded by David Charest, to approve spending up to \$1,000 at Lowes for a toolbox and tools for the lower maintenance shop. Motion carried.**

Rick Kline requested council consider re-listing the mower on Muncibid without having a reserve. Council agreed.

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

2017 Sidewalk Inspections (32 West Market Street) - LHAI continues communicating with the property owner regarding pavement restoration. LHAI recommends proceeding with an enforcement notice. Council agreed to have Colleen Gallo send a letter giving the owner 15 days to comply, or the borough proceed with further action.

DCNR Grant – Park Trails - The Notice of Intent to Award was issued. Erik received the required bonds & insurance certificate today, requesting Colleen Gallo review before executing the agreement. Construction is tentatively scheduled to begin mid-September. Tom Keefer reported the borough sent a letter to DCNR, seeking additional funding.

East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant) - The project is substantially complete. The Contractor has re-graded the landscaped areas & re-seeded all disturbed areas. The grading has been found to be satisfactory, however

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approximately half of the disturbed areas have good grass coverage established. The Contractor has agreed to re-seed in late September, early October. The Contractor requested retainage be reduced to 5%, or \$5,073.55. Light-Heigel recommends issuing payment of \$5,073.54; withholding 5% (\$5,073.55), until grass coverage is fully established. Discussion was opened in regard to a complaint received from 128 East Swatara Drive, as to lack of grass coverage & storm water runoff. **A motion was made by Tom Keefer, seconded by David Charest, to approve issuing payment of \$5,073.54; withholding 5% (\$5,073.55), until grass coverage is fully established. Motion carried.**

2019 Paving Projects - Erik reported new concrete curbs were poured along S. King St. 7/31/2019. Paving work is scheduled to begin Thursday, 8/08/2019.

Chestnut Street Paving (CDBG Funding) - Work is tentatively scheduled to begin late September. LHAI provided CAD files to the contractor for construction stake-out.

NLCA Sanitary Sewer Force Main Relocation - The Authority's engineer requested a re-inspection after the final punch list is addressed by the Authority's Contractor. LHAI performed a re-inspection on 7/31/2019. Crack sealing repairs at the Ed Spittle Baseball Field walking path are unacceptable. Additionally, some disturbed areas do not have established grass cover. The contractor will come back in the fall to re-seed the area. These items have been verbally conveyed to Jim Darkes & will be documented in a letter.

City of Lebanon Authority – Market Street Water Main Replacement - At the request of the Borough, the Authority's contractor provided quotes for the following:

- ✓ Reconstruct intersection of E. Market St. & N. Mulberry = \$10,950.00
- ✓ The Authority will bear the cost of two (2) curb ramp replacements required, as part of this construction.
- ✓ Approximate cost to replace curb ramps = \$8,000 each; pending design. Borough will be responsible for preparing curb ramp designs. PennDOT permitting requirements & responsibility needs to be determined.

South Walnut Street Storm Sewer Pipe Replacement -

- ✓ Option #1 (24 L.F. of 12" SLCPP encased in concrete, one (1) 18"x18" storm drain with grate, pavement restoration) = \$4,700.00
- ✓ Option #2 (24 L.F. of 12" SLCPP, one (1) 18"x18" storm drain w/grate, pavement restoration) = \$3,900.00

The Borough will need make a decision on the above work tonight. Council decided to hold off on the S. Walnut St. storm sewer pipe replacement at this time.

ADA Curb Ramps for Water Main Replacement - LHAI received a notice to proceed with the ADA curb ramp design of four (4) curb ramps located at 18 & 21 East Market Street; & 127 & 201 West Market Street at a cost of \$2,950.00.

The field survey was completed on 7/31/2019. LHAI is waiting to begin design work until a decision has been made in regard to E. Market St. & N. Mulberry St. Discussion followed. **A motion was made by David Charest, to approve having COLA fix the water main repairs, and place curb ramps on Mulberry & E. Market St. @ a cost of \$10,950.00; paid from the Capital Improvements Fund; contingent upon using COLA permitting. Motion rescinded. A motion was made by Kathy Price, seconded by Rick Kline, to approve having COLA fix the water main repairs, and place curb ramps on Mulberry & E. Market St. @ a cost of \$10,950.00; paid from the Capital Improvements Fund; contingent upon using COLA permitting. Motion rescinded.**

Tom Keefer reported he recently spoke to Julie Cheyney about a Hotel Tax Grant, to offset some of the additional Park Trail expenses. She referred him to Julie Kirby mentioning there may be additional Hotel Tax funds to cover additional expenses to cover costs on the Park Trails.

MAYOR – *Joe Quairol* – No further report.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo reported communicating with Scott Buchle from Hershey Medical Center. Colleen reviewed their contract & provided her comment. Colleen awaits hearing back from Mr. Buchle and their legal department. Life Lion EMS is looking into a place to be stationed, in this area.

SECRETARY – *Joan Keefer* – Joan Keefer reported a streets & sidewalks permit was received; but the fee collected was not correct. Colleen Gallo suggested we call the permit applicant back & tell them there is an additional fee because the road has to be cut. Once the fee is collected, Erik Harmon recommended the permit project be checked by Rick Kline, and suggested it may be in the borough's best interest to have the applicant provide a bond to the Borough.

MS4 – Erik Harmon reported in the next few weeks he will have the MS4 application prepared. Erik will then drop it off at the borough office for Robin Wolferd to sign.

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INFRASTRUCTURE IMPROVEMENTS – *Mayor Quairolì, Tom Keefer & Rick Kline* – A request was made to ratify approval for Light-Heigel to proceed with necessary drawings; at a cost not to exceed \$3,500.00. COLA is doing work along Market Street, and is agreeing to pay to have ramps installed at a cost of approx. 6k to 8k per ramp; however they request the borough supply drawings for each ramp. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve having Light-Heigel to proceed with the necessary drawings for the additional handicap ramps being placed along Market Street by COLA, at a cost not to exceed \$3,500.00. Motion carried.** Colleen Gallo stated this was a very time sensitive matter which needed approval before this meeting.

LOCAL BUSINESS – *Mayor Quairolì, Don Raiger & Kathy Price* – No report.

GRANTS – *Don Raiger, Kathy Price & Jeffrey Schott* – Kathy Price reported they are still working on the CDBG grant for paving Blackberry Street.

Kathy Price reported on a few grants they hope to work on in the future; one being green waste grant for \$250,000, with a 15% match. The 2nd being a build it yourself playground for \$15,000 towards the total cost of playground equipment.

PARK, RECREATION & EVENTS – *Kathy Price & Jamie Carl; Chairpersons, & David Charest* – Cherie Matters & Lori Yeich are scheduled to meet August 20, 2019 with Tom Keefer to look at the Park and see what the borough may propose for a DCNR grant.

The tennis courts are scheduled to be re-surfaced & painted beginning on August 20, 2019. Tom Keefer requested input from council as to the colors chosen for paint on the tennis courts. Robin Wolferd gave permission for Rick Kline & Tom Keefer to make a decision on the colors. Robin Wolferd inquired about the Fire Department washing/preparing the tennis courts before re-surfacing.

Discussion opened in regard to a letter sent to Backroads approving a bicycle tour route on Market St., 9/22/2019.

Kathy Price reported as follows:

250 ornaments have been delivered. Ornaments will be available for sale at Swatara Coffee Shop.

The Park Fund received \$200 from Kreamer Lum Funeral Home to sponsor the Tree Lighting Ceremony.

The Park Fund received \$100 from John Jernigan to sponsor the Tree Lighting Ceremony.

Pastor Kaitlyn suggested families make decorations for the tree, & Zion Church will take lead on crafts for the tree.

The PRE Committee came up with an idea for a ticket to ride the carriage ride, as each rider donate a non-perishable item to JOY Food Pantry.

JOY Food Pantry will have a hot dog stand set up for the Tree Lighting Ceremony. Kathy Price & Jamie Carl decided to donate the left over hot dogs from the concession stand to JOY Pantry for the Ceremony.

Request for approval was made by Kathy Price, to purchase a plaque to place on the donation box stating the box was made & provided by the N.L. High School students. Kathy Price will check a price from G&L Trophies for a plaque.

David Charest requested allowing residents to ride the carriage ride even if non-perishable item is not donated. Kathy Price agreed.

Tom Keefer inquired if the message boards are going to have the N.L. Alumni Band Event displayed. Letters have been placed on one of the message boards today. Tom Keefer volunteered to take care of the concession stand for the N.L. Alumni Band. Kathy Price stated the committee will be taking care of the concession stand.

Kathy Price asked John Noll to tell council about a tree that may be available to plant at 49 W. Market St. John told council about a tree that is available from his family. They plan to have some trees taken down. If they meet the criteria, council is welcome to have a tree. Tom Keefer had concerns about transplanting a tree from what the arborist told him about a possible fungus that may affect certain brands of trees. David Charest agreed by purchasing a tree, the delivery & planting would also be included. It may cost as much to pay to remove & transplant a tree.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì* – The Personnel Committee agreed to schedule a meeting.

COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – No Report.

CODES & CODE ENFORCEMENT – *Mayor Quairol, David Charest & Tom Keefer* – Mayor Quairol reported BCI is waiting to begin enforcement activities until the appeals board training is completed. The hazardous building training has also been scheduled for the fire department. Discussion continued on costs/fees & standard operating procedures for IPMC. Colleen Gallo suggested council decide how they plan to access the fees. Council agreed to have Colleen Gallo prepare a resolution on IPMC costs/fees for the next meeting. Council also needs to check into contacting a contractor available on an as needed basis, to board up any properties that may be condemned.

ORDINANCE COMMITTEE – *Mayor Quairol, Robin Wolferd, Don Raiger & Kathy Price* – Robin Wolferd reported the committee reviewed the streets & sidewalks ordinance; but need the updated version. Colleen Gallo will email them the updated ordinance. Mayor Quairol stated Randy Fortna requested verification of approval for his sign permit. Erik Harmon said there is a signature of approval line on the permit. Robin Wolferd stated she will sign the permit to send Randy Fortna a copy showing approval.

NEW BUSINESS – A request was made for approval for the sign permit at Twin Creeks Business Center from Horst Signs. Erik Harmon explained the sign specifications to council in regard to the measurements of the sign area for all signs at the business center, including the sign along the road, and all the business signs. Council agreed to have Joan Keefer contact Horst Signs with the information needed: the total sign area (square footage), including the board along the road.

A request was made for council to approve Northern Lebanon Soccer Club use of the south field in the Park. The schedule is as follows: Monday through Thursday evenings & Saturday mornings from 9:00 a.m. to noon. Soccer practices begin on or about August 12th and run until October 26th. The Soccer Club will provide a certificate of insurance. **A motion was made by Tom Keefer, seconded by David Charest, to approve Northern Lebanon Soccer Club use of the south field in the Park as presented; contingent upon them removing the soccer nets at the end of their season.**

Motion carried.

Joan Keefer reported following up on a request for a handicapped parking space on W. Market St. Joan left a message in the residents voicemail, stating council decided to ask their solicitor for guidance to install a space. Discussion followed. Erik Harmon recommended checking the 2010 ADA code standards to qualify for a handicap space.

Robin Wolferd asked Erik Harmon what the ADA standards are for footage necessary to place benches on the sidewalk at 49 West Market Street. The minimum clearance width is 36”; but Erik recommended providing more than that.

Colleen Gallo asked Erik Harmon if he recommends going out and accessing the situation and see if it is appropriate to place a handicap parking space on W. Market St., in accordance with the Department of Justice 2010 ADA standards. Colleen Gallo stated the borough does not have to place a handicap space there; but they can.

Robin Wolferd asked if the borough permits J-Rock to place benches at 49 W. Market St. sidewalk. Erik replied the borough now owns the property, and as long as they meet the requirements of the streets and sidewalks ordinance, by leaving a space of 36”, there should be no problem. David Charest reported the benches J-Rock ordered were not to their satisfaction, so they shipped them back. J-Rock plans to order better quality benches, at no cost to the borough.

OLD BUSINESS – Discussion was opened in regard to the letter that was to be sent to Lebanon County Planning about the agreement for easement access to a storm drain at the property located adjacent to 126 Twin Creeks Drive. In the event the borough needs access, Mr. Bowman will agree to remove the fence panels as necessary. Colleen Gallo recommended an agreement be prepared & recorded in the title of the land. Discussion followed. Colleen Gallo will contact Lebanon County Planning & let them know the borough requested a recorded agreement, before a permit be issued.

Upon motion and second, Council adjourned at 9:30 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer

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