

December 1, 2020

A WebEx meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolferd presiding. Council members attending: Rick Kline, Tyler Longenecker, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending: Mayor Joe Quairolì, 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 Tom Keefer, seconded by Kathy Price, to approve the November 3, 2020 Council Meeting Minutes. Motion carried.

A motion was made by Rick Kline, seconded by Tom Keefer, to approve the Treasurers Report, month ending November 30, 2020. Motion carried.

SPECIAL GUESTS – None

PUBLIC COMMENT – None

MAINTENANCE – Rick Kline, Supervisor – (budget report attached to minutes) Rick Kline reported as follows: Monthly expenses for November = \$ 54.16.

Rick Kline awaits hearing from North Lebanon Township to schedule grinding the green waste yard.

BOROUGH ENGINEERING REPRESENTATIVE – Erik Harmon (report attached to minutes). During the past month Light-Heigel & Associates, Inc. (LHAI) has been involved in the following items of interest to the Borough:

Maintenance Garage – Erik reported receiving a change order from the Woodland Contractors totaling \$5,175.00 for the maintenance garage west wall reconstruction. Council formally ratified approving the change order on November 23, 2020; Planning Workshop meeting. LHAI reviewed Woodland Contractor's Application for Payment #2, recommending payment be submitted in the amount of \$26,146.80; conditioned upon receiving up-to-date certified payroll records. A motion was made by Tom Keefer, seconded by Rick Kline, to approve the borough submitting payment for the Application for Payment #2, in the amount of \$26,146.80; conditioned upon receiving up-to-date certified payroll records. Motion carried.

DCNR Park Trails - Erik Harmon reported LHAI is planning to submit the final completion certification letter to DCNR later this week.

19 West Market Street – Met-Ed Permit Application - Erik Harmon reported LHAI reviewed a permit application from Met-Ed to install a utility pole @ 9 W. Market St. providing a review letter, recommending a permit condition for Met-Ed to provide a bond. Colleen Gallo also recommended Met-Ed provide a bond. Discussion followed. A motion was made by Don Raiger, seconded by Jeff Schott, to advocate requiring Met-Ed provide a \$5,000.00 bond, & submit the \$50.00 permit fee, before installing a utility pole at 9 W. Market St. Motion carried. Council agreed to have Erik Harmon contact Met-Ed with the decision.

Route 72 Bridge Detour – Erik Harmon reported LHAI participated in the 11/10/2020 PennDOT Skype meeting to discuss the proposed Route 72 bridge detour route. LHAI recommends the borough send a letter to PennDOT documenting concerns discussed at the meeting, and contact Swatara Township to see if they have interest in sending a joint letter. Discussion followed. Council also decided to send Penn DOT a traffic study the borough performed in 2015.

Spring Court DGLVR Project – Erik Harmon asked council if they are ready to proceed with the Spring Court project. He recommends sending notification letters to four property owners directly adjacent to the limits of work. Erik Harmon agreed to work directly with the borough office staff & infrastructure committee to send letters, and assist with the project preparation. Jeff Schott continued with discussion in regard to the Route 72 bridge detour, having concerns about detour traffic using borough roads. Discussion followed.

MAYOR – Joe Quairolì – Mayor Quairolì plans to schedule a meeting with Swatara Township supervisors, Jonestown Borough representatives (who attended the meeting with PennDOT), & Erik Harmon to further discuss concerns/options in the best interest to everyone involved in regard to the Route 72 bridge detour. Discussion continued.

Mayor Quairolì extended his appreciation to all persons involved with the tree lighting event.

Mayor Quairolì reported a meeting being scheduled in the borough office with Jerry Reardon, EMA Coordinator, & Robin Wolferd, Council President, on December 10, 2020, beginning @ 6:30 to discuss the Emergency Operations Plan.

Mayor Quairolì reported there is an open position for a full-time Crossing Guard. The substitute guards are not interested in working full-time. Mayor Quairolì requested advertising for a full-time Crossing Guard. Robin Wolferd requested a motion to advertise for a full-time Crossing Guard, at a cost not to exceed \$50.00. Discussion followed. A motion was made by Tom Keefer, seconded by Kathy Price, to approve advertising for a full-time Crossing Guard in the

Merchandise, followed by a Facebook post; at a cost not to exceed \$50.00. Motion carried. The deadline to apply for the position will be January 6, 2021. Kim Longenecker will post flyers in the borough.

BUDGET FINAL READING – A request was made to approve the Final Reading of the 2021 Budget advertised ten days prior to December 1, 2020 Council Meeting, for public inspection. **A motion was made by Tom Keefer, seconded by Don Raiger, to approve the final reading of the 2021 Jonestown Borough budget. Motion carried.**

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo properly prepared/advertised the realty tax rate resolution for 2021, requesting council adopt Resolution # 2020- 09. **A motion was made by Tom Keefer, seconded by Jeff Schott, to adopt Resolution # 2020-09; adopting the Final Reading of the 2021 Jonestown Borough budget. Motion carried.**

Colleen Gallo gave her report in regard to code enforcement court cases served.

Colleen Gallo reported a letter was sent this month to the surety company which holds bond for the company who did the street opening project on Highland Drive. They are given 30 days to properly repair the street before the bond is pulled.

SECRETARY – *Joan Keefer* – Request for council to approve the 2021 meeting dates below for advertising:

2021 COUNCIL MEETING DATES* @ 7:00 p.m. (Tuesdays; except as noted*) January 5, 2021 (Appointed Auditors meet @ 6:30 p.m.), February 2, 2021, March 2, 2021, April 6, 2021, May 4, 2021, June 1, 2021, July 6, 2021, August 3, 2021, September 7, 2021, September 14, 2021 (Budget), October 5, 2021, October 12, 2021 (Budget), November 2, 2021, December 7, 2021, December 28, 2021. 2021 COUNCIL PLANNING WORKSHOP COMMITTEE MEETING DATES* @ 6:30 p.m. (Mondays; except as noted*) January 25, 2021, February 22, 2021, March 22, 2021, April 26, 2021, May 24, 2021, June 28, 2021, July 26, 2021, August 23, 2021, September 27, 2021, October 25, 2021, November 22, 2021, December 27, 2021.

2021 JONESTOWN PARK, RECREATION & EVENTS COMMITTEE MEETING DATES* @ 7:00 p.m. (Wednesdays) January 27, 2021, February 24, 2021, March 24, 2021, April 28, 2021, May 26, 2021, June 23, 2021, July 28, 2021, August 25, 2021, September 22, 2021, October 27, 2021, November 24, 2021. **A motion was made by Kathy Price, seconded by Rick Kline, to approve the 2021 meeting dates presented, for advertisement. Motion carried.**

Lebanon County Conservancy sent a letter to the borough office requesting a donation.

A request was made to approve the additional cost from Seal Master, previously approved, for rubber rings purchased to place around manhole covers. The approved amount was \$450.00; actual cost was \$496.00. **A motion was made by Rick Kline, seconded by Kathy Price, to approve the additional cost of \$46.00 to purchase rubber rings from Seal Master. Motion carried.**

A request was made to pay the annual subscription for Microsoft 365 from Eagle Secure Solutions. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve paying for the annual subscription for Microsoft 365 from Eagle Secure Solutions; submitting as soon as possible. Motion carried.**

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairolì & Rick Kline* – Tom Keefer gave an update on the E. & W. Blackberry St. projects. The borough was awarded the grant for W. Blackberry St. The cooperation agreement for the E. Blackberry St. project will be sent to the borough from Dan Lyons, Lebanon County Redevelopment Authority. Once signed, Erik Harmon will proceed with bid documents, etc. One additional survey for the East Blackberry project was received today. Predicted completion of both projects is within the next two years.

GRANTS – *Tyler Longenecker, Kathy Price & Jeffrey Schott* – Tyler Longenecker opened discussion in regard to the playground grant, requesting permission to have Erik Harmon attend a site meeting. Discussion followed. A site meeting will be scheduled in the near future for any council members wishing to attend.

PARK, RECREATION & EVENTS – *Tyler Longenecker, Council Representative* – Tyler Longenecker opened discussion in regard to the possible sale of Jonestown Elementary School (possibly 2022-2023), & zoning issues/restrictions/concerns. Colleen Gallo stated if a zoning district is changed, the surrounding property owners must be notified, it must be advertised, and may take up to 6 months to complete. Discussion followed. The ordinance committee will include discussion in regards to this at future meetings.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì* – The committee is working on implementing a few changes in the employee handbook & will send them to Colleen Gallo to review. Colleen Gallo suggested adding background checks to the handbook.

COST REDUCTION AND FINANCES – *Don Raiger, Rick Kline & Tom Keefer* – Reported as follows: NLFES 2020 donation; Don Raiger opened discussion as to borough finances & management in future budgeting. Don Raiger also explained the process to having a fire tax. Moving forward, Don Raiger agreed to discuss increasing revenue to support the fire company; or other initiatives.

Don Raiger gave an update on the NLFES apparatus fee invoice the borough received, opening discussion. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve sending a donation, in the amount of \$12,500.00, to Northern Lebanon Fire & Emergency Services, as budgeted. Motion carried. Robin Wolferd abstained from voting, due to conflict of interest.**

CODES & CODE ENFORCEMENT – *Mayor Quairolì & Tom Keefer* – Mayor Quairolì continues making progress on the Repeat Offender Fee & Maintenance or Technology Fee vs. Increasing Rate.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairolì, Robin Wolferd, & Kathy Price* – Jeff Schott opened discussion in regard to moving forward, and budgeting to codify borough ordinances, expressing his concerns of budget spending to update codification. Don Raiger reported when he met with Municipal Code in 2019, the cost to catch up on codification was \$3,500.00, including a yearly fee. Jeff Schott suggested the ordinance committee meet more frequently beginning 2021. Robin Wolferd agreed when they meet, they make a list of targets the committee needs to work on.

NEW BUSINESS – Tom Keefer reported Union Township is limiting their recycling to their residents only starting January 1, 2021, asking council if they have interest in placing recycling containers in the green waste yard. If agreed, Tom will look into this further. Discussion followed. Council agreed to have Tom Keefer continue looking into recycling.

OLD BUSINESS – A request was made to amend Council's approval from Planning Workshop for the Boys Basketball Booster (Amanda Wolfe) to use Jonestown Park for a 'live streamed' raffle on December 19, 2020; changing the date to December 26, 2020. **A motion was made by Don Raiger, seconded by Tyler Longenecker, to approve the Boys Basketball Booster use of Jonestown Park for a 'live streamed' raffle on December 26, 2020; changing the date from December 19, 2020. Motion carried.**

Kathy Price reported she will be selling tree ornaments Saturday, December 5, 2020 at BG's Market.

Robin Wolferd asked council members to have NIMS training, as required.

Council held discussion in regard to continuing virtual meetings in 2021. Council agreed to continue virtual meetings, and add to the meeting advertisement that all meetings will be virtual beginning 2021, until further notice.

Robin Wolferd continued discussion in regard to the NIMS training. Colleen Gallo stated NIMS 100, 200 & 700 are required, & a certificate is to be printed for the office files.

Tom Mohn called the office earlier today concerned about a large puddle (after rain) on S. King St., in front of the Health Center being a safety issue. Water lays on the street a long time before it evaporates. Discussion followed. Erik Harmon shared a picture taken before the King St. paving project showing a puddle in that same area. The contractor rebuilt the road to the same elevation profile as the existing road before the project. Discussion followed about changing the elevation to this area of King St. Robin Wolferd suggested contacting the medical office to further discuss a resolution. Mayor Quairolì volunteered to contact the medical office.

Don Raiger reported the possibility of a donor for the Christmas Lights Fund.

Council decided to cancel the extra council meeting scheduled for December 29, 2020.

Upon motion and second, Council adjourned at 8:55 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer