

# December 3, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolferd presiding. Council attending: Rick Kline, Don Raiger, Tom Keefer, David Charest, Jeff Schott and Kathy Price. Also attending were Attorney Andrew Race, Engineering Representative; Erik Harmon, Assistant Secretary/Treasurer; Kim Longenecker & Secretary/Treasurer; Joan Keefer. Absent: Mayor Joe Quairolì

## **APPROVAL - MINUTES/TREASURER'S REPORT**

**A motion was made by Kathy Price, seconded by Rick Kline, to approve the November 3, 2019 Council Meeting Minutes. Motion carried.**

**A motion was made by Don Raiger, seconded by Jeff Schott, to approve the Treasurer's Report for the month ending November 30, 2019. Motion carried.**

**SPECIAL GUESTS** – None.

**PUBLIC COMMENT** – None.

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

- Total expenses charged to the maintenance department = \$21.80
- Rick reported he and Tom Keefer met with a representative from Bob Fisher Chevrolet (Co-Stars Dealer) for information on leasing trucks & purchasing snow plows. The trucks are on back order, and will be ready in February of 2020. The dealer will pick up and deliver any vehicle that goes in for work. Maintenance on the vehicles is the borough's responsibility. Vehicles have a 5 year/60,000 mile drive train warranty & 3 year/30,000 mile bumper to bumper warranty. The next meeting/appointment is scheduled Friday at 9:30 a.m.

**A motion was made by Rick Kline, seconded by Don Raiger, to approve the purchase of a V-plow for the white pick-up truck, which will be used on the new truck the borough is planning to lease; at a cost not to exceed \$6,000.00, paid from the Capital Improvements Fund. Motion carried.** Discussion followed.

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

**MS4-NOI and Waiver Application** – The MS4 NOI & Waiver Application has been approved. The waiver's effective date is December 1, 2019 and has a term of five (5) years. The waiver will expire November 30, 2024.

**DCNR Grant – Park Trails** – The Park Trails project is substantially complete. Erik reported final inspection will be scheduled in the near future, suggesting Rick Kline and Tom Keefer attend. Erik Harmon asked if payroll certification was received from the contractor. Discussion continued.

**Chestnut Street Paving (CDBG Funding)** – Erik Harmon received an email from Dan Lyons today in regard to a letter the Borough will receive requesting their share of costs for the Chestnut Street Paving Project. The application of payment was received & reviewed by LHAI. The total amount due for the project is \$207,955.55, with the Borough's contribution = \$45,075.55. All accounting for the project is run through Lebanon County Redevelopment Authority.

**City of Lebanon Authority – Market Street Water Main Replacement** – LHAI performed construction observation for pavement restoration along W. Market St. on the following dates: 11/20/2019 – 11/26/2019. LHAI communicated with the Contractor regarding reconstruction of two (2) ADA curb ramps along W. Market St. Discussion followed. Council decided to send City of Lebanon Authority an invoice once the LHAI December invoice is received by the borough. Erik Harmon will contact Mike Long to see if the sidewalks are complete, to schedule a walk through. Erik Harmon updated council in regard to the ADA curb ramps, reporting if the borough decides to replace the brick paving at E. Market & Mulberry Streets, they need to contact PennDOT to determine if a Highway Occupancy Permit is required.

Robin Wolferd asked council if they heard back from Erik Trainer in regard to the street paving at his driveway or sidewalk cracks. Tom Keefer has not heard from him. A letter will be sent to Mr. Trainer, to follow up. Discussion followed.

Rick Kline asked if white road lines were going to be painted on the sides of East Market St. White lines were painted on West Market St; but not East Market. Erik Harmon replied PennDOT has jurisdiction on East Market St; but will take a look at the line painting.

**MAYOR** – *Joe Quairolì* – The Personnel Committee recommended council approve hiring two (2) alternate Crossing Guards; Donna Bickle & James Leach, pending background checks; completed & approved. **A motion was made by Don Raiger, seconded by Kathy Price, to approve hiring two (2) alternate Crossing Guards; Donna Bickle & James Leach, pending background checks; completed & approved. Motion carried.**

**SOLICITOR** – *Andrew Race; Reilly, Wolfson Attorneys at Law* – Andrew Race recommends council sign the Recreational Fund addendum to the agreement with Union Township. Council requested extending the agreement for funds from Union Township for one (1) more year; until May 28, 2021. The funds will be used as matching funds for a DCNR grant in Jonestown Park. Robin Wolferd requested a motion to accept the agreement, with the addendum, for the Union Township

Recreational Fund. **A motion was made by Rick Kline, seconded by Jeff Schott, to accept, and sign the agreement, with the addendum, for the Union Township Recreational Fund. Motion carried.**

Andrew Race reported PennDOT is seeking the taking on land that the borough acquired through DCNR for purposes for the S. Lancaster St. bridge replacement, as well as the temporary right of way for construction. Andrew Race agreed to Colleen Gallo's recommendation; council conditionally approve the agreement with PennDOT, subject to PennDOT acquiring DCNR's approval, to transfer the land to PennDOT. **A motion was made by Tom Keefer, seconded by Don Raiger, to approve accepting the payment from PennDOT, to transfer the land the borough acquired through DCNR; contingent upon DCNR approving the temporary right of way for Penn Dot's bridge construction on S. Lancaster St. Motion carried.**

Andrew Race reported council does not have to pass an ordinance this year to approve the budget due to taxes not changing. Andrew Race presented resolution (#2019-7); keeping the borough tax rate the same as in 2019, for 2020. **A motion was made by Jeff Schott, seconded by Kathy Price, to approve Resolution # 2019-7; keeping the tax millage rate at 1.80 mills in 2020. Motion carried.**

In regard to code enforcement, upon Colleen Gallo's recommendation, Andrew Race suggested council file in the court of common pleas to seek a court order for the owner of 146 W. Market St. to bring the property into compliance. **A motion was made by Don Raiger, seconded by Jeff Schott, to approve Reilly, Wolfson, Attorneys at Law, file in the court of common pleas, to seek a court order for the owner of 146 W. Market St. to bring their property into compliance. Motion carried.**

Andrew Race reported Colleen Gallo reviewed the lock box & fire alarm ordinances, giving her comments to council via email. If council is satisfied with the comments, Colleen Gallo seeks council's approval to publish the ordinances. Discussion followed. Council decided to table this issue until January 6, 2020 council meeting.

Andrew Race opened discussion in regard to the handicap placard protocol Don Raiger & Colleen Gallo had been working on. Council decided to table this issue until January 6, 2020 council meeting. Don Raiger will send to council for review.

Discussion was opened in regard to Julie Cheyney & Leslie Rhoads working on the draft Floodplain Regulations for Lebanon County being in compliance with FEMA regulations. Leslie Rhoads sent an email checking the status on Lebanon County communities, and sent questions for each municipality to answer. Joan Keefer will forward the email to Andrew Race. Andrew Race stated Jonestown Borough will have to pass a new ordinance in regard to the new FEMA regulations. Council reviewed and answered the questions, and they will be sent back to Leslie Rhoads.

Andrew Race reported not hearing from Life Lion despite executing the edited contract. This may be because effective January 9, 2020, the standards for Intermunicipal agreements will be changing. After January 9, 2020 municipalities no longer have to have an ordinance to enter into Intermunicipal agreements.

Robin Wolferd stated, in regard to NLFES, an invoice was received for modifications completed in Ono's Life Lion Ambulance Services office. Council held discussion in regard to how the total cost of \$13,120.00 for renovations will be divided by all 6 municipalities. Council requested Joan Keefer contact Jennifer Harding at Swatara Township to check on how the invoice is to be divided.

Andrew Race reported a notice of 60 days was sent to the North Lebanon Township Police Department, stating the contract will be ending December 31, 2019. Council decided to wait to enter into an agreement for services, with Cleona Police Department, until after January 9, 2020.

Andrew Race opened discussion in regard to stormwater run-off on Strawberry Alley, asking council if they want to take over the privately owned stormwater facilities, or seek an easement to have the run-off be directed into the privately owned stormwater facilities. Either way, the property owners must be in agreement, before continuing. Discussion followed. Andrew Race will take this information to Colleen Gallo and review. They will bring options they recommend back to council. Andrew Race believes an easement or waiver from the landowners is necessary to direct stormwater run-off from Strawberry Alley into the privately owned stormwater facility.

**SECRETARY** – Joan Keefer – No report.

**MS4** – Discussed earlier in meeting.

**INFRASTRUCTURE IMPROVEMENTS** – Mayor Quairol, Tom Keefer & Rick Kline – In regard to the PA Small Water & Sewer Program, KPI Technology intends to apply for a grant from DCED to control the amount of water that flows to the waste water treatment plant, the borough Planning Commission needs to schedule a meeting. In order to apply for this grant, a letter is necessary from the planning body of the local municipality granting consent. Discussion followed. The Planning Commission will schedule to meet on Monday, December 9, 2019. **A motion was made by Kathy Price, seconded by Don Raiger, to approve advertising a Planning Commission Meeting scheduled for Monday, December 9, 2019, beginning at 6:00 p.m.; at a cost not to exceed \$70.00. Motion carried.** After the commission meets, a letter will be sent to the NLCA by email; and also through the postal service.

Tom Keefer reported he contacted 2 Costars companies for estimates to place a gate at the green waste yard; but has not heard back from them at this time.

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

**GRANTS** – Don Raiger, Kathy Price & Jeffrey Schott – Don Raiger reported working on the Marcellus Shale Grant. Don Raiger will meet with Tom Keefer to review the application. Erik Harmon reminded Don Raiger to attend a Lebanon County Commissioners meeting to do a final presentation on the DCNR Park Trails Grant.

Tom Keefer updated council in regard to the CDBG grant/funding for Blackberry Street. This was discussed at the last Planning Workshop Committee meeting. The project to pave W. Blackberry St. is in the works, and in spring 2020, council needs to apply for funding for East Blackberry St. The income surveys previously collected from residents may be used when applying in spring of 2020.

In regard to a DCNR Grant, Tom Keefer, Erik Harmon, Kim Longenecker, Jamie Carl and Joan Keefer will meet on December 10, 2019, at 6:30 p.m., with a playground equipment representative to discuss options for a new playground in Jonestown Park.

Tom Keefer will follow up on the application submitted for a Hotel Tax Grant.

**PARK, RECREATION & EVENTS** – Kathy Price & Jamie Carl; Chairpersons, & David Charest – Discussion was opened in regard to additional costs paid from the Union Township Recreational Grant Fund for the tennis courts. The total expenses for the tennis courts was \$9,225.26. The requested allowance the borough made to Union Township was \$8,825.67; \$399.59 more than the amount requested. Tom Keefer requested council decide what fund to transfer to for the additional expense. **A motion was made by Tom Keefer, seconded by Jeff Schott, to approve transferring the additional costs (\$399.59) for the tennis courts from the Park & Recreation Fund into the Union Township Recreational Grant Fund. Motion carried.**

Tom Keefer reported Met-Ed reimbursed the borough approximately \$900.00 for placing LED lights in Jonestown Park. The reimbursement was deposited in the General Fund; but Tom Keefer requested council decide if that is where they wanted the reimbursement deposited. Council decided to keep the reimbursement in the General Fund.

Robin Wolferd thanked everyone who helped with the Tree Lighting Event. Discussion followed.

**PERSONNEL** – Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì – Robin Wolferd stated the employee luncheon is scheduled 12/11/2019 @ 11:30 a.m. in the borough meeting room. Everyone attending tonight is welcome to attend.

**COST REDUCTION AND FINANCES** – Don Raiger, David Charest & Jeffrey Schott – Council was requested to approve the Final Reading of the 2020 Budget. Discussion followed. Tom Keefer opened discussion in regard to possibly reducing the donation amount (\$12,500.00) to NLFES (Northern Lebanon Fire Emergency Services). After completing the Borough's budget, there is a negative balance (-\$6,925.72). At this time the total given to NLFES is: WC insurance (\$4,679.00), Donation (\$12,500.00), State Relief (\$9,000.00; received by the borough, then paid to NLFES), and the budget amount for apparatus (\$10,600.00). The total contributed to NLFES is \$36,779.00. Robin Wolferd reported receiving information from NLFES stating plans to request a 3% increase to the borough donated amount in the future. Discussion followed in regard to the borough's previous donations throughout the years. **A motion was made by Don Raiger, seconded by Jeff Schott, to approve the Final Reading of the 2020 Budget. Motion carried.**

**CODES & CODE ENFORCEMENT** – Mayor Quairolì, David Charest & Tom Keefer – No further report.

**ORDINANCE COMMITTEE** – Mayor Quairolì, Robin Wolferd, Don Raiger & Kathy Price – No further report.

**NEW BUSINESS** – Robin Wolferd reported steps taken at January's re-organizational meeting, and council reviewed re-appointments on January's meeting agenda.

Robin Wolferd stated affidavits of residency are needed by newly elected officials before the re-organizational meeting.

Robin Wolferd reported on write-ins for open council seat. There were two write-ins who had a tie vote (deadlock). One write-in declined. The borough will receive a Certificate of Election from the Voter Registration Office for Tyler Longenecker; write-in for a two year term.

Borough appointed auditors will meet on the first Tuesday of the New Year - January 7, 2020 @ 6:00 p.m. to set up compensation for Borough Council members & Mayor, serving as employees of the Borough.

**OLD BUSINESS** – Don Raiger gave an update on Office 365 & the Managed Service Proposal. Don Raiger and Robert Yeagley from Eagle Secure Solutions, met to make the change-over to Network Solutions as the borough provider. Robert will continue to change things over and the borough will then switch to Office 365. Don Raiger will continue to work on changing borough email addresses & changing the website over to jonestownpa.org, to match the new email addresses.

Upon motion and second, Council adjourned at 9:19 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer

**Jonestown Borough Council Minutes  
December 3, 2019**