

December 4, 2018 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date beginning at 7:00 p.m., with President Robin Wolford presiding. The following members were in attendance: Rick Kline, Don Raiger, Tom Keefer, David Charest, Jeffrey Schott and Kathy Price. Also attending were Mayor Joe Quairolì, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Ron Sutton and Secretary/Treasurer; Joan Keefer.

COUNCIL APPOINTMENT – Council proceeded to fill the vacancy on Borough Council, due to Melissa Reynold's resignation. Kathy Price presented council with information as to her interests in becoming a member of council. Discussion was held to determine waiting for additional interested residents. **A motion was made by Don Raiger, seconded by Jeffrey Schott, to appoint Kathy Price as a member of borough council; approving Resolution # 2018-9. A roll call vote was taken, and results were as follows:**

Rick Kline – no	Don Raiger – yes	Tom Keefer – no
Robin Wolford – yes	Jeffrey Schott – yes	David Charest – yes

Four council members voted yes. Two council members voted no. Motion carried. Kathy Price was sworn in by Mayor Joe Quairolì.

MEETING MINUTES/TREASURER'S REPORT

A motion was made by Rick Kline, seconded by David Charest, to approve the November 6, 2018 Council Meeting Minutes. Motion carried.

A motion was made by Don Raiger, seconded by David Charest, to approve the Treasurer's Report for the month ending November 30, 2018. Motion carried.

SPECIAL GUESTS – Sgt. Leslie Barr, Station Commander of the Pennsylvania State Police Troop L of Jonestown presented and reviewed her yearly report.

PUBLIC COMMENT – No report.

MAINTENANCE – *Ron Sutton (report attached to minutes)* – Ron gave council an update on project bids. Alpha Space Control will perform painting the crosswalks and bump-outs at the same estimate given previously this year. The project will be scheduled in March/early April, 2019.

Ron gave an update on completed tasks for the month of November 2018 as follows:

- Time capsule plaque was installed at the flag pole
- Plowed snow
- Trimmed bushes in Jonestown Park
- Miscellaneous repairs made to vehicles and equipment:
 - a. Removed old tarp and put new tarp on ford dump truck
 - b. New tires were put on the ford dump truck
- Cold patching
- Soccer nets will be removed. Ron contacted the soccer coach and was told they will remove the nets.

Ron gave an update on maintenance issues as follows:

- Ron requested installing more 'no parking this side' signs on South Mill St. Council discussed and agreed to place large rocks in the grass along S. Mill St.
- Ron requested permission to store the lawn mowers in the concession stand over winter. Council agreed.
- Ron asked what the maintenance department is to do about the banners in town. Council decided the banners and brackets are to be taken down.
- Ron stated the green waste pile needs grinding in the near future. Ron inquired what to do with the mulch pile in the green waste yard. Tom Keefer will check with a resident who may be interested.
- North Lebanon Township requested use of our bucket truck. **A motion was made by Rick Kline, seconded by Tom Keefer, to allow North Lebanon Township use the Borough bucket truck. Motion carried.**
- Ron reported the street light on the bridge at W. Market St. is not a Met-Ed light. The bridge is owned by the County. Ron will contact Jamie Wolgemuth about the street light.

November monthly expenses are as follows:

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- Bolts were purchased for the snow plows at a cost of \$51.00.

Future expenses are as follows:

- Ron is getting estimates for the possible purchase of a new gator, trailer and a spare mower.

David Charest and Tracey Charest plan to organize the concession stand next week. Tom Keefer suggested possibly hanging/storing the snowflake lights in the concession stand garage.

BOROUGH ENGINEERING REPRESENTATIVE – Erik Harmon, Project Manager (report attached to minutes)

2017 Sidewalk Inspections – One property owner received an enforcement notice; repairs not yet completed. Colleen Gallo reported a complaint was filed. She will continue to follow up with Erik by email. Andrew Race added, if the sidewalk is not repaired within the time allowed, the borough can repair the sidewalk & the property owner will be charged for repairs.

DCNR Grant – Park Trails – Construction documents are being finalized and will be submitted to DCNR this month.

City of Lebanon Authority, Market Street Water Main Replacement – Erik reported John Poff attended a meeting November 14, 2018. John suggested council agree on a fee to be charged for processing the permit. The current ordinance does not address large road openings. Light-Heigel & Associates, Inc. recommended the Borough enter into a reimbursement agreement with the Authority for costs associated; attorney fees, engineer fees and inspection fees that occur during the process, and costs associated with reviewing the permit application and construction observation. Tom Keefer will contact Mike Long from the Authority to discuss.

NLCA – The Sewer Authority inquired what paving projects the Borough has scheduled for 2019. They want to have enough risers on hand. It was recommended planned paving projects also be provided to CoLA. Erik inquired if paperwork was received from the CDBG grant showing it was granted to the Borough. Don Raiger will check for CDBG paperwork in the file given to him from former Mayor Vince Sellers. Robin gave Don Raiger contact information for Daniel Lyons, Project Manager, from the Redevelopment Authority of Lebanon County, and reported a similar grant may be available for Blackberry St. Future roads in need of repairs were noted as King St. and Hazel St. (in front of the elementary school). Tom asked if Erik had chance to check on the possibility of painting 25 MPH on some borough roads. Erik will look into this. Conversation continued in regard to possible bump outs being placed on the Market St. square.

MAYOR – Mayor Quairola reported talking to a marketing representative from UGI in regard to the possibility of adding natural gas in the borough.

Mayor Quairola updated council on the EMS situation. University EMS are willing to meet with council, if council chooses.

Mayor Quairola updated council about a possible speed detector (traffic control device) being placed in the borough.

Mayor Quairola updated council on code enforcement issues.

Robin reported an email was received in regard to FASP, requesting municipalities interested to meet and further discuss the possibility of bringing other ambulance services into our part of the county. Robin updated council on information from a meeting held today, asking council members if they are interested in attending a future meeting, at Swatara Township, with local municipalities. Mayor Quairola and Don Raiger are interested in attending a meeting. Colleen reported the county will not consider funding, until audited financials are received, recommending council wait to make their decision. Joan Keefer will respond to the email and let Swatara Township know that the Mayor and Council members are interested in attending. Discussion continued.

Mayor Quairola reported there are 3 properties in violation of the nuisance ordinance, and asked Colleen for recommendations as to how to bring the cases into court. Possibilities are as follows:

- a. Have the code enforcement officer file in MDJ
- b. Have the attorney file in MDJ for civil fines
- c. File in the Court of Common Pleas for equity (forcing them to clean up).

Colleen's recommendation was file with Court of Common Pleas, forcing residents to clean up, or have judgement against them. Discussion followed. Council approved having Colleen move forward and file with the Court of Common Pleas.

Appointments/Reappointments for 2019 -

Council was requested reappointing the following positions:

- Stacy Longenecker; term on Planning Commission expires December 31, 2018 (3 yr. term)
- Jeff Pittenger; term on Zoning Hearing Board expires December 31, 2018 (3 yr. term)
- Dawn Raiger; term on Zoning Hearing Board as an alternate expires December 31, 2018 (1 yr. term)
- Robert Meneses; term as Vacancy Board Chairman expires December 31, 2018 (1 yr. term)

A motion was made by Tom Keefer, seconded by David Charest, to reappoint the following, as listed:

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- **Stacy Longenecker; term on Planning Commission expires December 31, 2018 (3 yr. term)**
- **Jeff Pittenger; term on Zoning Hearing Board expires December 31, 2018 (3 yr. term)**
- **Dawn Raiger; term on Zoning Hearing Board as an alternate expires December 31, 2018 (1 yr. term)**
- **Robert Meneses; term as Vacancy Board Chairman expires December 31, 2018 (1 yr. term). Motion carried.**
Don Raiger abstained from voting, as Dawn Raiger is his spouse.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo presented ordinance 2018-1 to council, setting the real property tax rate, for the 2019 tax year, at 1.80 mils, providing a discount for early payment and a penalty for late payment. The ordinance was properly advertised and presented to council with proof of publication. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve Ordinance #2018-1, setting the real property tax rate for tax year 2019 at 1.80 mils, providing a discount for early payment and a penalty for late payment. Motion carried.**

Colleen Gallo presented council with a draft settlement in regard to moving forward and taking ownership of the property located at 49 West Market St; donated to the borough. The settlement sheet showed costs, including title insurance, tax verification, recording fees, etc. of approximately \$1,025.00; depends on a scheduled settlement date. Colleen requested council assign a member to represent the borough at settlement, sign the paperwork, and present a borough check for costs. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve the draft settlement paperwork, settlement fees, and designate council member, Rick Kline, to represent the borough at settlement. Motion carried.** Colleen will coordinate a settlement date. Council discussed having the property certified appraised. The appraised value of the property may be used as a match for future grants.

SECRETARY – *Joan Keefer* – Joan requested council approve/act upon the Final 2019 Budget. **A motion was made by Tom Keefer, seconded by David Charest, to accept & approve the Final Reading of the 2019 Budget. Motion carried.** Joan requested council review and approve the 2019 meeting dates for advertising. **A motion was made by David Charest, seconded by Tom Keefer, to approve the 2019 meeting dates, as presented, for advertising. Motion carried.**

Joan updated council in regard to vandalism payments not received from a resident from August 2018. A letter of request was mailed to the resident on 11/20/2018. Mayor Quairolis asked Joan to send him all the information about the vandalism.

Joan requested council decide if the borough wishes to participate in the Greater Lebanon Refuse Authority Free Christmas Tree Recycling Program. **A motion was made by Rick Kline, seconded by Don Raiger, to participate in the Greater Lebanon Refuse Authority Free Christmas Tree Recycling Program. Motion carried.**

Joan requested council approve signing the Greater Lebanon 904 Grant Application for the 2018 Calendar Year, and submit the completed annual recycling report for calendar year 2018. **A motion was made by David Charest, seconded by Jeffrey Schott, to sign the Greater Lebanon 904 Grant Application for the 2018 Calendar Year, and submit the completed annual recycling report. Motion carried.**

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Keefer & Kline* – Tom Keefer gave an update on Park & Street lights. The lights are being delivered next week. Discussion continued on placement of cameras in the park and maintenance garage. Council will discuss this at the next Planning Workshop Committee meeting.

LOCAL BUSINESS – No report.

GRANTS – *Mayor Quairolis, Raiger* – No further information in regard to the Chestnut St. Grant & Park Trail Grant

PARK, RECREATION & EVENTS – *David Charest & Tracey Charest; Chairperson* – David Charest reported, due to the cancellation of the tree lighting event, the committee may request scheduling a winter festival. Colleen Gallo stated the committee needs council's approval. If council approves this outside of a meeting, it may be ratified at the next meeting.

PERSONNEL – *Robin Wolferd, Rick Kline & Mayor Quairolis* – No report.

COST REDUCTION AND FINANCES – *Raiger & Charest* – Funding for First Aid & Safety was previously discussed.

CODES & CODE ENFORCEMENT – *Mayor Quairolis, Charest & Keefer* – No further report.

ORDINANCE COMMITTEE – *Mayor Quairolis, Wolferd & Kline* – The Conduct of Special Events Ordinance, False Alarm & International Property Maintenance Code & Knoxbox Ordinance will be placed on the February 5, 2019 Council meeting agenda.

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CHRISTMAS LIGHTS - *Mayor Quairolis, Keefer & Charest* – Discussion opened in regard to scheduling a date to take down the snowflake lights. Council chose Saturday, January 5, 2019, at 7:00 a.m. to take the snowflake lights down. Council decided to put ‘no parking’ signs on Market St. to make things easier. David Charest suggested possibly planting a tree on the property at 49 W. Market St. and use it as the borough Christmas tree. Discussion followed.

NEW BUSINESS – Robin Wolford appointed council members to committees, and council member assignments. Robin requested approval to have a business holiday luncheon on Friday, December 14, 2018, in the borough meeting room, beginning 12:00-12:30 p.m. There will be no cost to the borough for the luncheon. **A motion was made by David Charest, seconded by Kathy Price, to approve having a business holiday luncheon on Friday, December 14, 2018, in the borough meeting room, beginning 12:00–12:30 p.m. Motion carried.**

Rick Kline requested approval to give a park bathroom key to the Elementary School Principal, John Rizzo. Mr. Rizzo told Rick the school had an event in the park and the bathrooms were closed. **A motion was made by Don Raiger, seconded by Jeffrey Schott, to approve giving a park bathroom key to the Elementary School Principal, John Rizzo; as long as it is properly controlled. Motion carried.**

Tom Keefer will look into costs to purchase new meeting room chairs.

Tom requested getting costs for key fobs to replace keys. Council decided to check into a price for key fobs, as they can be monitored/controlled better.

Tom stated key codes and council member’s camera access need updated.

OLD BUSINESS – No report.

Upon motion and second, Council adjourned at 9:25 p.m.

Respectfully submitted,
Joan Keefer, Secretary

***The following items to remain on the agenda:**

- Planting trees in the Park. Council approved planting 3 trees; not to exceed \$1,500 (waiting until Fall 2018)
- Continued monitoring pipe P-12 from the low-volume road maintenance program on W. Chestnut St. (trap needs pumped)
- Salt Shed repairs; Council approved