

December 5, 2017

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with Vice-President Robin Wolferd presiding. The following members were in attendance: Todd Anderbery, Joel Lehman, Tom Keefer and Jesse Markle. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert and Secretary/Treasurer; Joan Keefer. Excused Absence: Roy Lefever & Dawn Sellers.

A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve the Council Meeting Minutes from November 7, 2017. Motion carried.

The treasurer's report was read. Tom Keefer inquired why mower repair expenses are paid from the Park Fund.

A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve the Treasurer's Report for the month ending November 30, 2017. Motion carried.

SPECIAL GUESTS – No report

PUBLIC COMMENT – No report

MAINTENANCE – *Richie Deibert* – Richie requested approval for purchasing V-Plow blades and a Center Flap Kit in the amount of \$503.99. **A motion was made by Todd Anderbery, seconded by Joel Lehman, to approve paying the expenses for V-Plow blades and a Center Flap Kit, in the amount of \$503.99; paid from the General Fund. Motion carried.**

Richie received an estimate today for a 'Welcome to Jonestown' sign in the amount of \$1,357.00, installed by maker of the sign, and \$1,207.00, installed by maintenance. Tom Keefer suggested asking the Rotary, Lions Club & churches be contacted for donations towards replacing the sign. George Kaufman will contact the Lion's & the Rotary Clubs. Tom Keefer will contact churches. This will be placed on January's agenda.

Richie reported the lower field along S. Mill St., in the Jonestown Park is being driven on, tearing up the field. And would like something done to deter this. Discussion followed. Plans are to place large rocks along the field once the ground is dug up for replacing the bridge. A gate may be placed along the field to allow vehicles parking during baseball games and the carnival.

Richie requested council approve being a part of the Greater Lebanon Refuse Authority's annual free Christmas tree recycling program. **A motion was made by Tom Keefer, seconded by Joel Lehman, to participate in the Greater Lebanon Refuse Authority Christmas tree pick-up recycling program. Motion carried.** The maintenance department will collect trees throughout the borough and take them to GLRA. Council decided to collect trees from after Christmas until the end of January, 2018.

Richie opened discussion on 2018 paving projects discussed with Mayor Sellers. The first project is the Chestnut Street Extension. Mayor Sellers reported receiving 100% responses from paperwork given to residents. All limits were met, and the County Commissioners gave preliminary approval. Tomorrow is a public hearing, and if nobody disapproves, County Commissioners will re-approve the grant, then send it to the state. The grant will be a fully funded grant, with full depth base repair to pave Chestnut St., from N. Broad St. to N. Mill St. The grant amount is \$157,000.00. The Borough will be responsible for the expense of engineering fees. Richie reported contacting Scot Lehman (Penn DOT representative) to see if the engineering costs may be paid through the Liquid Fuels Fund. Tom Keefer suggested keeping in mind, before any digging of the road occurs, to contact public works departments, to see if they have any work they would like to do while the road is dug. Richie Deibert stated he always contacts these authorities when a road is being dug. Discussion followed.

The maintenance department plans to widen Esther Street, approximately two feet, at a cost of \$2,100.00, in 2018. Council suggested Richie check first on the right of way for Esther St. before widening.

The maintenance department plans to widen East Hazel St., approximately three feet, at a cost of \$1,000.00, in 2018. This will be from the elementary school parking lot to the Jonestown Park parking lot. Todd Anderbery requested 'no parking' signs be placed there to keep residents from parking along the road.

Richie reported Swatara Township plans to do an overlay on N. Mill Street in 2018.

**Jonestown Borough Council Minutes
December 5, 2017**

The maintenance department plans to do various patching of streets using the remainder of the budget allowed to them.

The maintenance department plans to perform core samples on S. King St. and East Hazel St. at the school to see if recycling the road would be possible. Erik also reported many roads in the Borough are macadam laid on top of dirt. Erik suggested Richie rent equipment to do the samples for better planning to pave roads in the future.

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

2017 Sidewalk Inspections – As Colleen Gallo recommended, an enforcement notice was mailed to the new property owner of 32 W. Market St. Hopefully by late spring, this sidewalk will be repaired. Colleen Gallo stated the property owner of 3 W. Market St. has a contractor set up to repair her sidewalk, and requested an extension. Shedmar Partners, L.P., 4 E. Market Street has requested an extension to allow time to make the repairs required. They stated they are in the process of hiring a contractor to make repairs. **A motion was made by Tom Keefer, seconded by Jesse Markle, to approve an extension, on 3 W. Market Street, and 4 E. Market Street, for sidewalk repairs, until April 30, 2018. Motion carried.** Richie Deibert reported inspecting 124 W. Market St. today, upon completion of sidewalk repairs. Tracey Charest also requested an extension on sidewalk repairs. **A motion was made by Tom Keefer, seconded by Joel Lehman, to approve an extension, on 25 E. Market Street, for sidewalk repairs, until April 30, 2018. Motion carried.**

Two properties remain in need of sidewalk repairs; 146 W. Market and 37 N. Lancaster St. Property owners have not responded.

NLCA Force Main Relocation – Erik reported John Poff, P.E. attended a meeting on 11/14/17 to discuss the proposed relocation. Replacing the sewer line would be a cost savings to the Northern Lebanon Sewer Authority, as well as an upgrade on a sewer line dating back to the 1970's. They prefer the sewer line be kept off of a Penn DOT road. Discussion followed. Plans are to begin the sanitary sewer line replacement in 2018, and the bridge replacement in 2019. Erik opened discussion in regards to concept plans for a road being place from S. Mill St. to the Spittle Field parking lot. **A motion was made by Joel Lehman, seconded by Tom Keefer, to approve allowing Erik Harmon draw up plans for a road being placed from S. Mill St. to the Spittle Field parking lot; at a cost of approximately \$300 to \$350, paid from the General Fund. Motion carried.** Tom Keefer stated Chuck Fager would like to possibly extend a sewer line into the concession stand, at the Spittle Field, when the sewer line is being placed there. Council's decision will be made when the borough receives R.O.W.

Tom Keefer reported the NLCA will be replacing a sewer line between Hill St. and Swatara Dr., on N. Fisher St. in the near future. Tom made the authority aware of the fees and permit.

MAYOR – Mayor Sellers thanked Todd Anderbery, Joel Lehman and Dawn Sellers for their years of service on Council. Mayor Sellers welcomed Melissa Reynolds (4 yr. term), and Rick Kline (2 yr. term), who have been elected onto Borough Council.

SOLICITOR – Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg – Colleen requested council approve the 2018 Budget. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve the 2018 Budget. Motion carried.**

Colleen stated the tax ordinance was advertised, and requested approval to adopt Ordinance # 2017-4; setting the real property tax rate for tax year 2018 to 1.50 mills, providing a discount for early payment and penalty for late payment. **A motion was made by Joel Lehman, seconded by Jesse Markle, to approve adopting Ordinance # 2017-4; setting the real property tax rate for tax year 2018 to 1.50 mills, providing a discount for early payment and penalty for late payment. Motion carried.**

Colleen requested council adopt Ordinance #2017-5; modifying parts 1, 2 and 4, as well as establishing part 3, Street Openings, of Chapter 21; Streets and Sidewalks Ordinance. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve adopting Ordinance #2017-5; modifying parts 1, 2 and 4, as well as establishing part 3, Street Openings, of Chapter 21; Streets and Sidewalks Ordinance. Motion carried.**

Colleen requested council approve Resolution #2017-2; the 2018 fee structure for Streets & Sidewalks Ordinance 2017-5. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve adopting Resolution #2017-2; the 2018 fee structure for the Streets & Sidewalks Ordinance 2017-5. Motion carried.**

Colleen stated the inter-municipal Agreement of Cooperation has been advertised, and requested council approve Ordinance #2017-6; authorizing the Borough's entry into an inter-municipal Agreement of Cooperation with Union Township, East Hanover Township, Swatara Township, and Bethel Township for the distribution and directed use of recreational funds from Union Township to the above referenced municipalities. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve adopting Ordinance #2017-6; authorizing the Borough's entry into an inter-municipal Agreement of Cooperation with Union Township, East Hanover Township, Swatara Township, and Bethel Township for the distribution and directed use of recreational funds from Union Township to the above referenced municipalities. Motion carried.**

Colleen opened discussion in regards to adopting a resolution on Act 42 of 2017, which authorizes the placement of ten Category 4 casinos within the Commonwealth. Act 42 also grants municipalities the authority to prohibit the location of a Category 4 casino within the boundaries of the municipality. Municipalities must pass a resolution indicating it desire to prohibit Category 4 casinos within the municipality. A motion failed at the November 7, 2017 council meeting, due to a tie. **A motion was made by Tom Keefer, seconded by Joel Lehman, to approve adopting Resolution #2017-3; Act 42; prohibiting the location of a Category 4 casino within the boundaries of Jonestown Borough. Todd Anderbery opposed. Motion carried.**

Colleen announced Tim Sheffey will be taking her place at the reorganizational meeting January 2, 2018.

Robin stated all council members that have been elected or re-elected must fill out an affidavit of residency before taking their oath of office at the January meeting.

Tom Keefer opened discussion in regards to the rotted posts in the Park parking lots. Robin suggested Richie include this in his road plans report, to be presented to council in the future.

SECRETARY – *Joan Keefer* - Joan requested council accept Rick Kline's resignation from his position on the Zoning Hearing Board, effective 12/31/2017. **A motion was made by Joel Lehman, seconded by Jesse Markle, to accept Rick Kline's resignation from his position on the Zoning Hearing Board, effective 12/31/2017. Motion carried.**

A donation request was received from Lebanon Valley Conservancy. Joan requested approval to donate to the Lebanon Valley Conservancy. George Kaufman offered information to council as to what the Conservancy does for municipalities. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve donating \$100.00 to the Lebanon Valley Conservancy. Motion carried.**

Joan distributed permit samples to council on Streets and Sidewalks, for review. Colleen said this was a start, and suggested it be kept on file, now that an ordinance is in effect.

Joan stated Meghan Yousefian contacted her and would like to hold another basketball tournament in 2018, for drug awareness. Council recommended Meghan attend a council meeting for approval.

MS4 – No further report

INFRASTRUCTURE IMPROVEMENTS – *Dawn Sellers, Joel Lehman* – Todd Anderbery gave council an update on replacing street lights with LED lighting. Met-Ed is waiting for all of the equipment to arrive before the project is started.

LOCAL BUSINESS – *Dawn Sellers, Roy Lefever* – No report.

GRANTS – *Mayor Sellers* – Tom Keefer asked where the borough is with the Park trails grant. Discussion followed. Council expects to hear about the grant in the near future.

PARK, RECREATION & EVENTS – *Tom Keefer* – There are no plans to have a New Year's Eve event this year. The Park, Recreation & Events committee is in need of a chairperson at this time. Mayor Sellers suggested planning the dates for the carnival next year. Tom Keefer asked Mayor Sellers to attend a PRE meeting on January 10, 2018, where discussion will be held in regards to 2018 events. Todd Anderbery suggested the road

**Jonestown Borough Council Minutes
December 5, 2017**

closing and detour signage, at events, be placed to better direct traffic. Mayor Sellers suggested the committee make contact with businesses at this time for donations towards fireworks. Discussion followed.

PERSONNEL – *Dawn Sellers & Robin Wolford* – Mayor Sellers requested executive session following the meeting in regards to personnel and possible litigation.

COST REDUCTION AND FINANCES – *Joel Lehman, Todd Anderbery* – Council was requested to approve the 2018 Meeting Schedule to be advertised before the end of December 2017. **A motion was made by Jesse Markle, seconded by Tom Keefer, to approve the 2018 meeting dates to be advertised. Motion carried.**

A sign will be put on the office door to cancel the extra council meeting scheduled December 28, 2018.

CODES & CODE ENFORCEMENT – *Mayor Sellers & Roy Lefever* – Mayor Sellers announced if there are any code enforcement issues, a complaint form must be filled out. Tom Keefer asked if this could be changed. Discussion followed.

ORDINANCE COMMITTEE – *Mayor Sellers, Robin Wolford & Dawn Sellers* – No report.

NEW BUSINESS – Council asked Colleen for her recommendation on combining the Planning Commission & Zoning Hearing Board. Colleen stated the two could not be combined.

Robin asked if anyone is interested in going to the PSAB (Pennsylvania Association of Boroughs) 2018 newly elected municipal officials boot camp. **A motion was made by Tom Keefer, seconded by Jesse Markle, to approve allowing new council members attend the official's boot camp training; at a cost not to exceed \$200.00 per member. Motion carried.**

Robin stated a resident on Rose Lane put a negative post on the Facebook page, and she and Mayor Sellers met with the resident to talk about his concerns. Discussion followed. Council agreed to have this resident attend the February council meeting to address council. Richie Deibert is checking on signs that may be displayed. Mayor Sellers reported Cleona Police Department may be interested in policing in the borough. Mayor Sellers will contact them for more information.

Joan Keefer opened discussion in regards to the Solvency Fee. Council decided not to participate at this time. Colleen Gallo stated this was looked into before and council agreed this was not cost effective. Discussion followed.

Robin asked council if they would agree to give the resident on Rose Lane (previously discussed in the minutes), permission to perform fund raising for a sign to use on Rose Lane for speeding. Council agreed to have him attend a meeting and present his ideas to them to approve. Robin will contact him.

OLD BUSINESS – Robin opened discussion in regards to a donation to Matthews Public Library. A request given last month was to consider a donation to them in 2018, as the Borough deliberates their budget. A motion was made in November to give a donation; but they already gave a \$225.00 donation in April 2017. **A motion was made by, Todd Anderbery, seconded by Tom Keefer, to approve donating \$225.00 to Matthews Public Library in 2018. Motion carried.**

Pump Station 3 – Force main relocation/KPI Technology will be kept under Old Business for updates.

Chapter 7 of the International Property Maintenance Code regarding fire safety to council, and City of Lebanon's requirement of carbon monoxide detectors for rental units will be kept under Old Business.

Planting trees in the Park. Rental & Richie's costs vs. having a Nursery do will be kept under old business until springtime.

Update on repairing damages on W. Chestnut St; not to exceed \$600 will be kept under Old Business until spring.

Cost estimate to plant 6 trees in the park. Discussion/decision will be kept under Old Business until spring.

Nuisance ordinance in regards to 25 N. Fisher St. property. Colleen stated because the borough has no way of contacting the owner, the only way to move forward with the violation would be to advertise for three consecutive

weeks. There has been someone coming to the property, and Rick Kline will try to get contact information from him. Colleen requested this be kept on the January 2, 2018 agenda.

Seal coat Safe Routes to School path, to remain on agenda until spring of 2018

Erik has no update on continued monitoring pipe P-12 from the low-volume road maintenance program on W. Chestnut St. at this time. Monitoring will continue on pipe P-12.

Tom Keefer will talk to Richie Deibert in regards to making a decision as to filing the engineer plans for projects.

Todd Anderbery recommended placing the procedure for employee's chain of commands on the January agenda. Robin said it will be placed on the agenda.

Discussion was opened in regards to Richie Deibert's monthly budget allowance. Robin will discuss this with Richie and ask that it be included in his maintenance report.

Tom Keefer requested placing the salt shed under Old Business on the January agenda.

Council recessed into executive session for personnel and possible litigation issues at 8:55 p.m.

Council returned back into session @ 9:18 p.m.

A motion was made by, Todd Anderbery, seconded by Jesse Markle, to approve paying a Christmas bonus to borough employees as follows: non-seasonal = \$150.00, crossing guards = \$50.00 and substitute crossing guard = \$25.00. Motion carried.

A motion was made by, Todd Anderbery, seconded by Jesse Markle, to approve a 2% increase in pay to the following borough employees: Joan Keefer, Richie Deibert & Craig Carl. Motion carried.

Council agreed to hire a part time employee to work with the borough secretary in the office for 8 hours per week. Hours will include 2 evenings from 4:00 p.m. – 6 p.m., and the remaining time in the mornings with the secretary. Council may decide to hire a crossing guard for this position. And, if no one is interested, the position will be advertised. **A motion was made by, Todd Anderbery, seconded by Tom Keefer, to approve moving forward with hiring a part time employee for 8 hours a week, to assist with office duties, and possibly be advertised; to be determined by council, as necessary. Motion carried.**

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

Respectfully submitted,
Joan Keefer,