

## December 6, 2016

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with President Pro Tem, Roy Lefever presiding. The following members were in attendance: Todd Anderbery, Joel Lehman, and Tom Keefer. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Erik Harmon, Engineer, Richie Deibert, Maintenance Lead and Joan Keefer, Secretary/Treasurer. Junior Council Members present: Nicholas Lefever. Excused absence; Tammy Blair, Dawn Sellers and Robin Wolford.

**A motion was made by Joel Lehman, seconded by Tom Keefer, to approve the Council Meeting Minutes from November 1, 2016. Motion carried.**

**A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve the Treasurer's Report for the month ending November 30, 2016. Motion carried.**

Joel Lehman inquired on EIT money from the underpaid municipalities being put into the Capital Improvements

**SPECIAL GUESTS** – Henia Abdi, a Borough resident, requested permission to widen a driveway, approximately 6 to 7 ft., @ 225 S. Broad St. Discussion followed. Council determined this may be an issue with deed restrictions in Twin Creeks; Colleen Gallo recommended Lebanon County Planning Department be contacted, since they are Jonestown Borough's Planning and Zoning Officers. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve having no objection to Henia Abdi widening a driveway, located at 225 S. Broad St., as long as there are no deed restrictions, and contingent upon her contacting Lebanon County Planning; Jonestown Borough's Planning and Zoning officers. Motion carried.**

Jesse Markle, a resident of Jonestown for 4 ½ years, stated he is interested in being considered in being appointed to a position on council. He briefly gave his background information to council. Discussion followed. Colleen Gallo stated Jesse will have to fill out an Affidavit of Residency, and have it notarized.

**PUBLIC COMMENT** – No report.

**JUNIOR COUNCIL** – Nicholas Lefever questioned if he could be elected to council, since he is over eighteen years of age. Colleen told him yes.

**CHRISTMAS LIGHTS** – *Mayor Sellers* – Mayor Sellers reported the Christmas Lights Fund has approximately \$21,500. The Christmas Tree Lighting Event was phenomenal. Discussion continued on plans for next year's tree lighting.

**BOROUGH ENGINEER** – *Erik Harmon (report attached to minutes)*

**DCNR Grant – Baseball Dugout Construction** – A final inspection was performed November 4, 2016 @ 10:00 a.m. by DCNR on the Ed Spittle baseball field dugouts construction.

**CDBG Grant – J-1 Baseball Dugouts** – Woodland Contractors will begin dugout construction in the near future.

**Low Volume Road Maintenance Program – Grant Opportunity** – Light-Heigel & Associates, Inc. & Mayor Sellers met with the Lebanon County Conservation District (LCCD) on Tuesday, November 22, 2016 to discuss the grant application. LCCD board has approved the grant award in an approximate amount of \$200,000 for a W. Chestnut St. Project. There are a few minor revisions to the design concept that was discussed at the meeting. A small reduction in the limits of paving and incorporating a baffle box inlet structure as a method of removing sediment and solids from the storm water before it discharges into the existing infiltration trench. Discussion followed. After LCCD reviews and approves the design revisions, LHAJ will be prepared to advertise for bids, hoping to bid the project in January/February 2017, so they may be opened at the March 7<sup>th</sup> Borough Council meeting. A staff member (Richie Deibert) must attend the Dirt & Gravel Roads ESM Training before the grant contract can be executed. Council agreed to advertise a public meeting for December 28, 2016 to further discuss this project with Erik Harmon. Discussion continued.

**MS4** – The previous meeting of the Lebanon County Clean Water Alliance (LCCWA) was held Monday, November 7, 2016. Discussion continued regarding the possibility of entering into an inter-governmental agreement, which is a requirement of a regional Pollution Reduction Plan (PRP). Steckbeck Engineering & Surveying, Inc. (SESI) agreed to analyze the draft PRP and calculate estimated costs for participation in the plan. Discussion followed.

**Streets & Sidewalks Ordinance** – The draft of the revised Streets & Sidewalks Ordinance was emailed to council on February 20, 2016. LHAI met with Mayor Sellers on October 11, 2016 to review Borough's comments & questions. Erik will wait for council to review the ordinance and provide comment.

**Storm Water Management Fee Ordinance & Credit Manual** – The draft of the revised Storm Water Management Fee Ordinance & Credit Manual was delivered to council at the January 2016 meeting, and emailed again on July 20<sup>th</sup> of 2016. LHAI will revise the ordinance when comments are received from Borough Council. Erik will wait for council to review the ordinance and provide comment. Mayor Sellers commented on the new formed ordinance committee, and looks forward to working with them to complete ordinances.

**MAINTENANCE** – *Richie Deibert* – The sealed bids, received for the bucket truck, and the lawn tractor were opened. Craig Carl bid \$401.00 for the tractor, and \$501.00 on the bucket truck. Mike Sakel bid \$561.00 on the lawn tractor. **A motion was made by Todd Anderbery, seconded by Joel Lehman, to accept the bid of \$561.00, from Mike Sakel, for the lawn tractor; depositing the funds into the Capital Improvements Fund. Motion carried.**

**A motion was made by Joel Lehman, seconded by Todd Anderbery, to accept the bid of \$501.00, from Craig Carl, for the bucket truck; depositing the funds into the Capital Improvements Fund. Motion carried.**

Richie Deibert gave council a cost estimate for closing E. Swatara Dr. Lumber, signs and hardware's cost will be approximately \$400. **A motion was made by Joel Lehman, seconded by Tom Keefer, to approve the purchase of materials (lumber, signs & hardware), to close a section of E. Swatara Dr.; between N. King St. & N. Mill St., at a cost not to exceed \$500; paid out of the General Fund. Motion carried.**

Richie requested council approve opening a PayPal account to purchase items online. Colleen Gallo recommended opening a separate account for Pay Pal use; placing funds in the account as they are needed. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve opening a separate account for Pay Pal use, and opening the account with \$500. Motion carried.**

Richie requested approval to purchase tools (miter saw, portable sander & jigsaw). **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve Richie purchasing tools (miter saw, portable sander & jigsaw) at a cost not to exceed \$500; paid from the General Fund. Motion carried.**

Richie distributed a Jonestown Pavement Management Plan he made for council to review. Having this information will allow council members to better understand road project requests in the future. A lengthy discussion followed in regards to choosing roads for Light-Heigel & Associates, Inc., and the possibility of putting out a bid (N. Mill & W. Swatara Dr.), and the bidding process; including prevailing wage.

**MAYOR** – Mayor Sellers inquired if council wants to keep collision and comprehensive insurance on the recently purchased bucket truck. Discussion followed. **A motion was made by Joel Lehman, seconded by Tom Keefer, to only purchase the minimum insurance required for the bucket truck. Motion carried.**

**A motion was made by Joel Lehman, seconded by Tom Keefer, to withdraw the previous approved motion to only purchase the minimum insurance required for the bucket truck. Motion carried.** Joan Keefer will check with the insurance company on what costs are on the bucket truck's insurance coverage.

Mayor Sellers reported Mr. Fortna decided not to move forward with the parking lot project at W. Market and N. Broad Sts.

Mayor Sellers opened discussion in regards to the Solvency Fee. **A motion was made by Joel Lehman, seconded by Tom Keefer, to pay the solvency fee, contingent upon being able to still pay the fee; at a cost not to exceed \$400. Motion carried.**

Mayor Sellers reported on the DCNR grant workshop he and George Kaufman attended. They will write a grant application to permanently fix (pave) the park trails. The grant amount is for \$5,000.

Mayor Sellers met with the Redevelopment Authority today in regards to the possibility of obtaining a low income grant; contingent upon a survey on residents nearby. Authority members were taken to see Blackberry St. from Broad, onto Fisher

St. to Tony's on Market St. The grant value is \$100,000. They also took a look at Chestnut Street, over to King St. & Lancaster St., and to Broad St. for the possibility of a project in 2018; or maybe even 2017.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Colleen Gallo properly advertised the yearly tax ordinance, staying at the same rate (1.50 mills) as 2016. A request was made to approve ordinance #2016-3; establishing & setting the real property tax rate for the tax year 2017 at 1.50 mills & providing a discount for early payment & a penalty for late payment. **A motion was made by Joel Lehman, seconded by Tom Keefer, to approve ordinance #2016-3; establishing & setting the real property tax rate for the tax year 2017 at 1.50 mills & providing a discount for early payment & a penalty for late payment. Motion carried.**

**SECRETARY** – *Joan Keefer* – Listed on the agenda were the 2017 meeting dates for approval, and permission to advertise. Also, would council like to advertise the Planning Workshop differently? Council reviewed meeting dates:

JONESTOWN BOROUGH COUNCIL; 2017 MEETING DATES\* @ 7:00 p.m. (Tuesdays)

January 3, 2017, February 7, 2017, March 7, 2017, April 4, 2017, May 2, 2017, June 6, 2017, July 11, 2017, August 1, 2017, September 5, 2017, September 6, 2017 (Budget), October 3, 2017, October 10, 2017 (Budget), November 7, 2017, December 5, 2017, December 28, 2017.

JONESTOWN PARK, RECREATION & EVENTS COMMITTEE; 2017 MEETING DATES\* @ 7:00 p.m. (Wednesdays)

January 25, 2017, February 22, 2017, March 22, 2017, April 26, 2017, May 24, 2017, June 28, 2017, July 26, 2017, August 23, 2017, September 27, 2017, October 25, 2017, November 22, 2017

2017 JONESTOWN BOROUGH PLANNING WORKSHOP COMMITTEE MEETING DATES\* @ 7:00 p.m. (Mondays)

1/23/17, 2/27/17, 3/27/17, 4/24/17, 5/22/17, 6/26/17, 7/24/17, 8/28/17, 9/25/17, 10/23/17, 11/27/17.

*\*All above meetings are held at the Jonestown Borough Building*

**A motion was made by Todd Anderbery, seconded by Joel Lehman, to approve the 2017 meeting dates, and approve advertising the 2017 meeting dates as listed above. Motion carried.**

The Greater Lebanon Refuse Authority sent a letter requesting the Borough be a part of the Christmas tree collection/disposal program. Municipalities may drop off trees at no charge, from December 26, 2016 through February 18, 2017, as long as the trees are brought in separate from trash. Also, a request to sign the Greater Lebanon Refuse Authority 2017 Agreement was made. **A motion was made by Joel Lehman, seconded by Tom Keefer, to approve being a part of the Christmas tree collection/disposal program, and signing the GLRA 2017 Agreement. Motion carried.**

Joan reported receiving a thank-you letter from the United Methodist Church for a donation to the Community Thanksgiving Dinner from the Borough.

Joan stated Chris Asroff, Lebanon Daily News reporter, stopped in the office and requested a council member/mayor possibly contact him after the borough council meetings & give him information for a news article. Mayor Sellers stated he is meeting with Chris this coming Friday.

Joan reported the terms expiring the end of the year 2016 as follows: Joe Kneasel; Planning Commission, 3 yr. term, Rick Kline; Zoning Hearing Board, 3 yr. term, Jerry Hayden; Alternate/Zoning Hearing Board; 1 yr. term, Robert Meneses; Vacancy Board Chairman, 1 yr. term, Suzanne Guirate-Dubeck; Grant Writer, 1 yr. term. **A motion was made by Tom Keefer, seconded by Todd Anderberry, to approve appointing the positions for terms expiring the end of 2016 as follows: Joe Kneasel; Planning Commission, 3 yr. term, Rick Kline; Zoning Hearing Board, 3 yr. term, Jerry Hayden; Alternate/Zoning Hearing Board; 1 yr. term, Robert Meneses; Vacancy Board Chairman, 1 yr. term, Suzanne Guirate-Dubeck; Grant Writer, 1 yr. term. . Motion carried.**

Joan reported the Northern Lebanon County Authority's spigot for the J-1 ballfield water supply is outside the restroom. Baseball teams chose to use water from inside the restroom, which the Borough pays for. If they would use the outside spigot, the Northern Lebanon Authority waives that fee. Discussion followed. Mayor Sellers will contact Sam Bates from the Jonestown Little League.

Friday evening, December 9, 2017, the United Methodist Church is forming a group to go Christmas caroling. Anyone interested may plan to meet at the church at 6:00 p.m.

**MS4** – Already reported/discussed.

**INFRASTRUCTURE IMPROVEMENTS** – *Dawn Sellers, Joel Lehman* – No report.

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

**GRANTS** – *Mayor Sellers* – Already reported/discussed.

**PARK FACILITIES, GRANTS, RECREATION & EVENTS** – *Robin Wolferd & Tammy Blair* – No report.

**PERSONNEL** – *Dawn Sellers & Robin Wolferd* – Mayor Sellers requested an executive session following the meeting.

**COST REDUCTION AND FINANCES** – *Joel Lehman, Mayor Sellers* – A request was made to approve the final reading of the 2017 Budget; as advertised on November 23, 2016.

**A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve the final reading of the 2017 Budget; as advertised on November 23, 2016. Motion carried.**

**CODES & CODE ENFORCEMENT** – *Roy Lefever* – Roy Lefever reported he will contact a resident on E. Market St. who has trash on the front porch.

**ORDINANCE COMMITTEE** – No Report.

**OLD BUSINESS** – Tom Keefer reported on the proposed salt storage shed. He contacted Mike Landis, contractor, and Dale Sebastian, a former contractor to see if they are interested in meeting to discuss and volunteer in helping with the project. A meeting is planned for January 10, 2017 @ 6:30–7:00 p.m. Discussion followed.

Todd Anderbery updated council in regards to information on all the Borough's insurances. The lowest estimate he received was what the borough is currently paying. He will continue to check with other insurance companies, and bring information back to council.

An inquiry was made on how to pay the expense for Light-Heigel & Associates, Inc. paving management plan; from Liquid Fuels or General Fund. Mayor Sellers or Richie Deibert were to contact Scott Lehman, representative from Penn DOT for the answer. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to pay the expense for Light-Heigel & Associates, Inc. paving management plan from the General Fund. Motion carried.**

Richie reported on the transmission warranty for red dump truck. Richie checked with Zimmey's and they suggested the transmission be serviced yearly. Council agreed to fix the dump truck as soon as possible, along with the leaking pipes. **A motion was made by Todd Anderbery, seconded by Joel Lehman, to approve replacing the leaking hoses, flush the transmission; including parts and labor, at a cost not to exceed \$500; paid from the General Fund. Motion carried.**

Council decided to table discussion in regards to pavilion rental fees which was previously discussed @ Planning Workshop meeting. Council will think about the fees & make a decision in the future. Present cost to rent the pavilion is \$100.

Mayor Sellers opened discussion in regards to the workers compensation issue with the Fire Company merge; Borough costs in comparison to joint costs. Andrew Race sent an email in regards to the Workers' Compensation act to council after November's council meeting. Colleen Gallo explained the information Andrew Race sent. Discussion followed. Mayor Sellers reported a meeting will need to be scheduled with Union Township & East Hanover Township to discuss the workers compensation for the Lickdale, Greenpoint, Ono, Perseverance and Cold Springs Fire Companies merge/partnership. Colleen Gallo recommended council make a motion to support the resolution contingent upon a mutually agreeable plan be implemented, and on how the workers compensation is developing. **A motion was made by Joel Lehman, seconded by Tom Keefer, to approve signing Resolution # 2016-9; in support of the Perseverance Fire Company, Ono Fire Company, Lickdale Fire Company, and Greenpoint Fire Company, in their effort to create a more sustainable and**

**Jonestown Borough Council Minutes**

**December 6, 2016**

Page 4 of 5

**effective emergency service partnership; contingent upon a mutually agreeable implemented plan, and on results of the workers compensation development. Motion carried.**

Roy Lefever reported Paul Bird is interested in continuing to serve as a representative for Jonestown Borough on the GLRA (Greater Lebanon Refuse Authority) board, a 5 year term.

Richie Deibert reported on 4 lights in the Park being out. This was reported at November council meeting. Richie stated the maintenance department took care of the lights they could.

Jonestown Borough Christmas Holiday dinner final plans were discussed. The dinner is scheduled for Thursday, December 8, 2016 at the Perseverance Fire Company social club, beginning at 6:00 p.m. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve having an employee Christmas dinner; at a cost not to exceed \$500. Motion carried.**

Tom Keefer; reported receiving bids from Hockley Glass, for better security in the Borough office. The costs may be from \$500 to \$1, 5000, depending on what council decides. Discussion will be tabled until the next council meeting.

**NEW BUSINESS** – A request was made to ratify approval for Meghan Yousefian to hold a basketball tournament event in late May, early June 2017, in the Jonestown Park. **A motion was made by Joel Lehman, seconded by Tom Keefer, to ratify approval for Meghan Yousefian to hold a basketball tournament event in late May, early June 2017, in the Jonestown Park. Motion carried.**

A request was made to ratify the approval to purchase 4 wreaths to place in the Borough square at a cost of \$2,432.53, paid out of the Christmas Lights Fund. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to ratify the approval to purchase 4 wreaths to place in the square of the Borough; \$2,432.53, paid out of the Christmas Lights Fund. Motion carried.**

Council decided to table discussion on a request from Dawn Sellers to change the secretary's/office hours.

Council decided to table a report from Mayor Sellers and Todd Anderberry on Met-Ed LED lighting, until December 28, 2016 council meeting.

Council recessed into executive session at 10:03 p.m.

Council returned to regular session at 10:24 p.m.

President Dawn Sellers participated in the executive session by telephone. **A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve a pay increase for Richie Deibert, maintenance lead, to \$20.00 an hour beginning in 2017, and a 1.5% pay increase for Craig Carl, maintenance worker, beginning in 2017. Motion carried.**

**A motion was made by Joel Lehman, seconded by Todd Anderbery, to approve a 2.5% pay increase for Joan Keefer, secretary/treasurer, beginning in 2017. Motion carried.**

Council adjourned at 10:26 p.m.

Respectfully submitted,  
Joan Keefer  
Secretary/Treasurer