

February 2, 2016

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with President Dawn Sellers presiding. The following members were in attendance: Vince Sellers, Donnette Quairoli, Tammy Blair, Roy Lefever and Robin Wolferd. Also attending were Mayor Tyler Longenecker, Attorney Colleen Gallo, Engineer, Erik Harmon, Maintenance Lead, Richie Deibert, Secretary/Treasurer, Joan Keefer and Junior Council Member Joe Kerstetter. Unexcused absence, Joel Lehman.

A motion was made by Roy Lefever, seconded by Donnette Quairoli, to approve the Minutes of the January 4, 2016 Meeting. Motion carried.

A motion was made by Tammy Blair, seconded by Robin Wolferd, to approve the Treasurer's Report for the month of January 2016. Motion carried.

SPECIAL GUESTS – Sam Bates, Northern Lebanon Little League, and Todd Dresch, Jonestown Indians Baseball Team were present to discuss using Jonestown Park's J1 & J2 baseball fields. Sam Bates announced opening day for the Northern Lebanon Little League as April 16, 2016. Mayor Longenecker stated the Park and Recreation Committee held discussion on this issue, and the recommendation was to allow Northern Lebanon Little League to use the fields on Tuesday evenings and Saturday mornings. Mayor Longenecker requested Todd Dresch share his schedule with Sam Bates, as soon as it is complete, for Sam to plan their use of the fields the days the Indians Baseball Team has away games. Oriana Spittle was here to support Todd Dresch and Jonestown Indians Baseball Team. Oriana requested an answer as to where the money, given by the Jonestown Legion Auxiliary, a number of years ago, amounting to approximately \$1,300 to \$1,500, to start a baseball field light fund for the J-1 field is. The check was given to Jeremy Mullins by Oriana, on opening day that year (to be put in a separate fund), and she has not seen any of the money put to use for lights on the J-1 field. Discussion followed and no further action was made by council.

PUBLIC COMMENT – No Report.

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

DCNR Grant – Baseball Dugout Construction – Erik reported the required bond and certificate on insurance was received from Woodland Contractors, and the contract can be executed. Colleen Gallo reviewed and approved those documents.

Liquid Fuels Documents – Light-Heigel & Associates, Inc. reviewed the bid packet for the 2016 paving projects.

Streets & Sidewalks Ordinance – Light-Heigel & Associates, Inc. began preparing the revised Streets & Sidewalks Ordinance, and the draft ordinance will be forwarded to the Solicitor and Borough Council early next week.

MAINTENANCE – Richie Deibert – (*report attached to minutes*) – Richie reported he completed preparing a Trees and Shrubs ordinance, and gave a handout to Council and Colleen Gallo for review.

Richie reported the starter broke in the dump truck, and was repaired at a cost of \$360.00.

Richie reviewed his equipment purchases list with council, and the following approvals were made:

A motion was made by Vincent Sellers, seconded by Robin Wolferd, to approve purchasing a STIHL CutQuik Cart at a cost not to exceed \$600.00; paid from the Liquid Fuels account (if there is an allocation in this amount for equipment), and if not, this purchase is to be paid from the General Fund account. Motion carried.

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A motion was made by Roy Lefever, seconded by Donnette Quairoli, to approve replacing the water meter near the J1 rest rooms, at a cost not to exceed \$400.00; paid from the Park Fund account. Motion carried.

Richie requested permission to advertise in March for part time help. He requested running an ad for 2 to 3 weeks in the beginning of March (to begin work in May) and conduct the interviews.

A motion was made by Roy Lefever, seconded by Tammy Blair, approving Richie Deibert to advertise for part time help in March; running an ad for 2 to 3 weeks, (to begin work in May), and conduct the interviews. Motion carried.

Richie requested approval to submit the salt contract for the August 2016–July 2017 season, with an order amount of 150 tons.

A motion was made by Roy Lefever, seconded by Vincent Sellers, to give Richie Deibert permission to submit the salt contract for the August 2016–July 2017 season, and to give the salt order amount as 150 tons. Motion carried.

Richie reported he called Met-Ed once a week for months, regarding the Christmas lights, moving poles on Hazel St. and installing a pole at the carnival grounds. He will continue to try to contact the engineer. Discussion followed. Roy Lefever will also contact Met-Ed to inquire on these issues.

MAYOR – Mayor Longenecker opened discussion on the Disaster Emergency declared for the recent snowstorm Jonas. Richie Deibert will meet with Joan Keefer to compile information to complete the necessary paperwork.

Mayor Longenecker requested approval from council for advertising for employment of crossing guards.

A motion was made by Roy Lefever, seconded by Tammy Blair, to approve advertising for employment of crossing guards, at a cost not to exceed \$210.00. Motion carried.

Mayor Longenecker reviewed a letter received from FEMA, with council, in regards to a Flood Risk Study for the Lower Susquehanna-Swatara Watershed. FEMA is searching for input on flood plain issues, and asks the Borough to share this information with the community. Mayor Longenecker will add this information to the Borough Newsletter.

Mayor Longenecker requested approval to hire Roy Lefever’s band, “Gold Dust”, and to pay Fort Indiantown Gap Community Club for venue and dinner, for a fundraiser dance on March 12, 2016.

A motion was made by Robin Wolferd, seconded by Tammy Blair, to approve hiring the band “Gold Dust”, and pay Fort Indiantown Gap Community Club for venue and dinner, for a fundraiser dance, for the Park Fund, on March 12, 2016. A roll call vote was taken:

Vince Sellers – yes

Donnette Quairoli - no

Tammy Blair – yes

Dawn Sellers - yes

Robin Wolferd – yes

Abstained from voting; conflict of interest – Roy Lefever

Motion carried.

Mayor Longenecker requested approval to pay Swatara Township for snow removal; at a cost not to exceed \$2,500.00, paid from the General Fund, and to be reimbursed, if we receive federal funding.

A motion was made by Roy Lefever, seconded by Robin Wolferd, to approve paying Swatara Township for snow removal; at a cost not to exceed \$2,500.00, paid from the General Fund, and to be reimbursed into the General Fund, if we receive federal funding. Motion carried.

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SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Colleen Gallo informed council delinquent Storm Water collection letters were mailed.

Colleen stated The Borough Code allows council members to participate in a meeting by telephone, if there is physically a quorum present at the meeting. If council decides, Colleen recommends a resolution be in place, stating council authorizes telephone participation.

A motion was made by Roy Lefever, seconded by Vince Sellers, to approve having Colleen Gallo draw up a resolution stating Jonestown Borough Council members authorize meeting participation by telephone. Motion carried.

A request for executive session following the meeting in regards to the Employee Pension Plan was made.

Colleen opened discussion in regards to the Signs Ordinance. The Signs Ordinance needs to be sent to County Planning for review. County Planning has 30 days to review the ordinance. Vince Sellers had questions about the ordinance. Council continued discussion; finding it necessary to change some of the wording.

A motion was made by Vince Sellers, seconded by Roy Lefever, to table approving the signs ordinance, until further review, having necessary changes made to the wording. Motion carried.

SECRETARY – *Joan Keefer* – Joan reported she researched monies put back into the General Fund/Capital Improvements Fund, and monies reimbursing various funds that paid Arthur 'Pat' Aungust for the rain garden construction. Joel Lehman questioned this last month. Discussion followed.

Joan requested approval for Northern Lebanon Alumni Band to perform a concert in the park on August 12th, first; or if not on August 19th from 7:00 p.m. to 8:00 p.m.

A motion was made by Vince Sellers, seconded by Roy Lefever, approving Northern Lebanon Alumni Band to perform a concert in the park on August 12, 2016 from 7:00 p.m. to 8:00 p.m. Motion carried.

The borough received information from David Schmidt, Penn State Cooperative Extension, in regards to the Lebanon Tire Collection program. This information was distributed to council for review. Council decided not to participate this year.

Joan opened discussion in regards to the Q & A section in the Borough News magazine. The question submitted from a municipality was if an official could review personnel records. The answer stated officials do not have rights to access any employee's personnel files. The secretary is to be the custodian of these records. At this time Jonestown Borough personnel records are kept in a locked safe. Colleen Gallo stated another municipality made an 'extra' key and keeps it at the Solicitors office. Council decided to have Joan make another key for the office safe, and do the same.

Joan informed the signatories they may stop at Jonestown Bank & Trust (see Stacy) and sign the paperwork amending the signatories for the Borough accounts.

Joan referred to another question in the Borough News magazine, in regards to signatories signing checks and their need to be bonded. Colleen responded council has formally approved four signatories for signing checks, so with that approval from council, this is not a problem. Council requested Joan contact the Insurance Company where she is bonded and bring information back to council.

Joan shared a letter of request from Lebanon County Agricultural Land Preservation Board requesting a donation to the 2016 Local Government Farmland Preservation Matching Funds Campaign. Council decided not to participate.

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Joan stated the auditors recommended she change the health insurance stipend check, having it printed as a payroll check.

A motion was made by Roy Lefever, seconded by Donnette Quairol, to print Richie Deibert's health insurance stipend check as payroll, in the amount of \$250.00 per month. Motion carried.

MS4 – No report.

INFRASTRUCTURE IMPROVEMENTS – *Dawn Sellers, Joel Lehman* – Council is reviewing the email Joel Lehman sent them this month in regards to the street light conversion. This will be put on March 1, 2016 agenda.

LOCAL BUSINESS – *Dawn Sellers and Roy Lefever* – Roy Lefever reported he heard from local businesses in the square who appreciated the borough removing snow in the square. Discussion followed.

GRANTS – *Mayor Longenecker, Vince Sellers* – No Report.

PARK FACILITIES, GRANTS, RECREATION & EVENTS – *Mayor Longenecker, Robin Wolferd, Tammy Blair and Joe Kerstetter* – Suzanne Dubeck requested permission to hold Northern Lebanon Recreation and Parks Commission activities in the Park this summer. These events include: Antique Appraisal & Yard Sale on May 7th, Jrock; preschool lunch & a show from June 20th – June 24th, Craft Camp the week of June 27th, and National Ice Cream Day on July 17th.

PERSONNEL – *Dawn Sellers, Mayor Longenecker, Robin Wolferd, and Donnette Quairol* – Robin requested an executive session following the meeting.

COST REDUCTION AND FINANCES – *Joel Lehman, Vince Sellers* – No Report.

CODES & CODE ENFORCEMENT – *Mayor Longenecker, Roy Lefever* – Mayor Longenecker reported a complaint of a tractor trailer, parked in the Twin Creeks development, was sent to Scot Adams, Code Enforcement Officer, and will be addressed.

OLD BUSINESS – Amending the Ordinance to totally ban smoking in the Jonestown Park is part of the ordinance Colleen has already prepared, and she is waiting for the streets and sidewalks ordinance, to incorporate this into that. No further action has been taken in regards to the rental property ordinance.

NEW BUSINESS – No Report.

Upon motion and second, Council recessed into Executive Session at 8:54 p.m.

Council reentered regular session at 9:18 p.m.

A motion was made by Donnette Quairole, seconded by Roy Lefever, to approve having Robert Porambo, PMRS representative, proceed with changing the pension plan to PMRS, before March 1, 2016 meeting, and advertise the necessary ordinance to achieve the plan for approval. Motion carried.

Upon motion and second, Council adjourned at 9:10 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer