

# February 4, 2020 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. Council attending: Rick Kline, Tyler Longenecker, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending were Mayor Joe Quairol, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Assistant Secretary/Treasurer; Kim Longenecker & Secretary/Treasurer; Joan Keefer.

**PA STATE POLICE REPORT** – Pennsylvania State Police Station Commander, Sgt. Nathan Trate gave council a January 2020 report. Discussion followed on concerns council had in Jonestown Borough. Sgt. Nathan Trate reported 96 traffic stops, 54 citations and 39 warnings were issued.

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

**A motion was made by Tom Keefer, seconded by Rick Kline, to approve the January 6, 2020 Council Re-organizational Meeting Minutes. Motion carried.**

**A motion was made by Rick Kline, seconded by Kathy Price, to approve the Treasurer's Report for the month ending January 31, 2020. Motion carried.**

**SPECIAL GUESTS** – Pastor Ken Dotterman, Lebanon E-Free Church gave council an introduction to the 5<sup>th</sup> year, 2020 J-Rock Project, scheduled for August 7<sup>th</sup> through August 9<sup>th</sup>. Discussion followed. Tyler Longenecker or Tom Keefer will contact Pastor Dotterman to let him know which council meeting he shall attend in the future to discuss project ideas.

**PUBLIC COMMENT** – None.

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

- Borough Maintenance Expenses for January 2020 - \$468.34

Approval request for the 2020 Grinder Agreement with North Lebanon Township. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve the 2020 Grinder Agreement with North Lebanon Township. Motion carried.**

- “Old” skid loader update & approval not to exceed spending \$500.00 for diagnostic work on the old skid loader. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve the expenditure; not to exceed spending \$500.00 for diagnostic work on the old skid loader. Motion carried.**
- Street Signs – Request to approve up to \$1,177.08 to purchase street signs and posts; paid from the General Fund. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve spending up to \$1,177.08 to purchase street signs and posts; paid from the General Fund. Motion carried.**
- Approval to submit the 2020–2021 Co-Stars Salt Contract; August 1, 2020 through July 31, 2021 @ a quota of 150 tons of salt (In 2019-2020, 150 tons were contracted through Co-Stars). **A motion was made by Rick Kline, seconded by Tom Keefer, to approve submitting the 2020–2021 Co-Stars Salt Contract; August 1, 2020 through July 31, 2021 @ a quota of ordering 150 tons of salt (In 2019-2020, 150 tons were contracted through Co-Stars). Motion carried.**
- Approval to replace the damaged manhole cover on W. Market St. (where the Christmas tree was in the past) at a cost not to exceed \$450.00. **A motion was made by Tyler Longenecker, seconded by Don Raiger, to approve replacing the damaged manhole cover on W. Market St. (where the Christmas tree was in the past) at a cost not to exceed \$450.00. Motion carried.**

**BOROUGH ENGINEERING REPRESENTATIVE** – Erik Harmon (report also attached to minutes). During the past month Light-Heigel & Associates, Inc. (LHAI) has been involved in the following items of interest to the Borough:

## **Spring Court – DGLVR Funding Application –**

LHAI has prepared concept sketch and cost opinion for the Spring Court road restoration to be used as part of the funding application to the Lebanon County Conservation District (Dirt, Gravel and Low Volume Road Maintenance Program).

- The pre-design opinion of probable construction cost for the project is \$155,684.00 which includes a 10% contingency.
- The Borough will need to conduct traffic counts, in accordance with DGLVR program guidelines, to be included in the application for funding.
- The Borough should decide the amount of in-kind contribution to be listed on the funding application.
- Discussion followed. Erik Harmon had 2 completed applications that he left with Don Raiger; one with the total amount and 1 blank form. A traffic count is needed. **A motion was made by Tyler Longenecker, seconded by Don Raiger, to approve submitting the application for Spring Court road restoration, to the Dirt, Gravel & Low Volume Road Maintenance Program; cost = \$155,684.00 (project for 2021). Motion carried.** Rick Kline volunteer to do the traffic study.

## **Maintenance Garage –**

- LHAI attended the 1/20/2020 meeting with the Borough and the insurance claims agent, Dan Ashe.

**Jonestown Borough Council Minutes  
February 4, 2020**

- LHAI began preparation of the plans, specifications, and contract documents.
- The project will be ready to advertise for bids in early March, with a tentative bid opening at the 3/23/2020 Planning Workshop or the 4/7/2020 Borough Council Meeting, to recognize the apparent low bidder. The bid will then be awarded in April 2020.

**City of Lebanon Authority – Market Street Water Main Replacement –**

- The final walk-through to review the sidewalk repairs occurred on 1/14/2020.
- LHAI will provide a punch list to the Authority. The list will include locations and a brief description of the deficiency the Authority is to correct/repair.

Erik Harmon suggested J-Rock may be a good partner to have on the playground grant for a possible picket fence or hardscaping.

**MAYOR** – *Joe Quairol* – Mayor Quairol scheduled a meeting with the school crossing guards.

Mayor Quairol went to G & L Trophies to have the Volunteer of the Year plaque and award plaque engraved for Swatara Township. The plan is for them to attend March 24, 2020 Planning Workshop Committee meeting to receive the award. Mayor Quairol reviewed the Life Lion EMS report with council. This report is attached to these meeting minutes.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo requested council finalize the agreement with HMC Life Lion EMS. Colleen Gallo prepared an Intermunicipal resolution, to cover and share the space and costs at the Ono Fire Company; Resolution 2020-3. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve Resolution # 2020-3; Intermunicipal agreement to cooperation to provide compensation to Life Lion Emergency Medical Services for use of facilities at NLFES Ono Fire Station in agreements for Life Lion EMS providing emergency services for Bethel Township, E. Hanover Township, Jonestown Borough, N. Annville Township, Swatara Township & Union Township. Motion carried.**

Colleen Gallo prepared a Ground Ambulance Service Provider Agreement between Jonestown Borough and The Milton S. Hershey Medical Center, on behalf of itself and its Life Lion Emergency Medical Services. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve taking action to sign the Ground Ambulance Service Agreement with Life Lion EMS. Motion carried.**

Colleen Gallo prepared three complaints for code enforcement for Mayor Quairol to sign and then file:

- 25 N. Lancaster St., 142 W. Market St., & 201 W. Market St. 146 W. Market St. was filed on January 31, 2020.

Last month Colleen Gallo was authorized to advertise the false alarm ordinance. **A motion was made by Tom Keefer, seconded by Kathy Price, to adopt Ordinance # 2020-1; False Alarm Ordinance. Motion carried.**

Colleen Gallo prepared an inter-municipal agreement, and resolution to authorize signing the agreement between Jonestown Borough and Cleona Police Services. **A motion was made by Rick Kline, seconded by Tom Keefer, to authorize the signing of the inter-municipal agreement between Jonestown Borough & Cleona Police Services. Motion carried.**

Colleen Gallo reviewed the necessary documentation for PennDOT to acquire land for their bridge construction on S. Lancaster St., which includes the deed, agreement of sale, final settlement, temporary easement for construction (\$900) and a W-9 form. Permission was granted from DCNR for sale of the land. **A motion was made by Tom Keefer, seconded by Jeff Schott, to formalize and sign the necessary documents for PennDOT to acquire the land for bridge construction on S. Lancaster St. Motion carried.**

**SECRETARY** – *Joan Keefer* – A request for a decision was made in regards to paying the invoice from Swatara Coffee Shop for purchasing and serving hot chocolate at Tree Lighting Event. Discussion followed. **A motion was made by Tyler Longenecker, seconded by Kathy Price, to approve paying the invoice from Swatara Coffee Company in the amount of \$191.75; hot chocolate for Tree Lighting Event. Motion carried.**

**MS4** – Discussed earlier in meeting.

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairol & Rick Kline* – Tom Keefer gave an update on the storm drain in Strawberry Alley. One of the homeowners agreed to sign the easement to run a storm drain pipe onto their property. The borough is waiting for the second homeowner to agree to sign an easement.

Tom Keefer gave an update on the green waste yard gate; reviewing the policy & rules with council. Discussion continued about the card reader being installed, advertising this in the Spring Borough Newsletter, and the rules & regulations to the facility. A cost for a keycard access/replacement is \$5.00, & the annual fee is \$35.00. The cost for the facility gate was previously approved; up to \$10,000.00. If costs exceed \$10,000, additional fees will be addressed with council.

**GRANTS** – *Tyler Longenecker, Kathy Price & Jeffrey Schott* – No further updates at this time.

**PARK, RECREATION & EVENTS** – *Tyler Longenecker, Council Representative* – **A motion was made by Tyler Longenecker, seconded by Kathy Price, to approve Glenna Felty hosting the Doggie Spring Fling and Egg Hunt in Jonestown Park on Sunday, April 26, 2020. Motion carried.**

Tyler Longenecker opened discussion in regard to setting up a 'Go Fund Me' account for the new playground fundraiser. Discussion followed. Pennsylvania State Association of Boroughs (PSAB) recommended not placing this on the Jonestown Borough Facebook Page. The funding may be announced on another Facebook Page, stating all proceeds benefit the Jonestown Borough Parks & Recreation Fund. The Go Fund Me monies are not to be deposited directly into a Borough bank account. Colleen Gallo will forward information to council to take to the PRE Committee meeting for discussion and to bring their recommendations back to council. Discussion followed.

**PERSONNEL** – Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì – Discussion - Pension Plan Updates & Approve adding Amy Rhoads, part time NLFES office personnel, to the NLFES Workers Comp Insurance policy. **A motion was made by Rick Kline, seconded by Jeff Schott to approve amending the Pension Plan employee waiting period; from 1 year to after the employee's successful completion of probation, & to approve the Borough contribution rate to 9% of the employee wages. Motion carried.**

**A motion was made by Tyler Longenecker, seconded by Tom Keefer, to approve adding Amy Rhoads, part-time office personnel, to the NLFES Workman's Compensation Insurance Policy with State Workers Insurance Fund (SWIF). Motion carried.** Mayor Quairolì stated NLFES will reimburse the borough for this additional fee.

**COST REDUCTION AND FINANCES** – Don Raiger, Rick Kline & Tom Keefer – No report.

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

**ORDINANCE COMMITTEE** – Jeff Schott, Mayor Quairolì, Robin Wolferd, & Kathy Price – Don Raiger presented information to council in regard to ordinance codification. Don Raiger recently met with a representative from General Code to collect information necessary for codification. The borough office personnel scanned the ordinances that need codified & sent them to Don Raiger for submission to General Code, for a cost estimate.

Discussion was opened in regard to the Floodplain Ordinance. Julie Cheyney contacted Colleen Gallo, & is working with the appropriate officials to update the Floodplain Ordinance. Colleen Gallo will review & prepare the ordinance for council's approval. The ordinance must be in place by July 9, 2020. Erik Harman stated the FEMA Floodplain map will need updated, and will get Light-Heigel & Associates, Inc. price for a map so council can compare it with the county GIS departments cost.

**NEW BUSINESS** – No report.

**OLD BUSINESS** – Robin Wolferd opened discussion for reviewing/approving payment for the invoice (\$2,225.00) from NLFES, regarding building renovations at the Ono Fire Company. **A motion was made by Don Raiger, seconded by Kathy Price, to approve payment on the invoice from NLFES for building renovations to Ono Fire Company (HMC Life Lion EMS) in the amount of \$2,225.00. Motion carried.**

Tyler Longenecker opened discussion in regard to an email received from the county requesting traffic problem areas in Lebanon County. Tyler Longenecker requested submitting a letter to Swatara Township, asking them to join the borough in drafting and submitting a letter to the county and PennDOT, making them aware of the traffic problem at the intersection of Rt. 22 & N. Lancaster St.; recommending a traffic light be placed at that intersection

Rick Kline is attending the trial this week for the accident involving a borough vehicle & borough maintenance worker.

Rick Kline reviewed the 'punch list' attached to the agenda. This is a list showing a variety of projects planned, the priority level for each project, bid information, status, scheduled or not scheduled, and the expected completion dates for each project.

Upon motion and second, Council adjourned at 9:35 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer