

February 5, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date beginning 6:00 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 Attorney Colleen Gallo, Engineering Representative; Erik Harmon and Secretary/Treasurer; Joan Keefer.

JANUARY MINUTES/TREASURER'S REPORT

A motion was made by Rick Kline, seconded by Kathy Price, to approve the January 2, 2019 Council Meeting Minutes. Motion carried.

A motion was made by Kathy Price, seconded by David Charest, to approve the Treasurer's Report for the month ending January 31, 2019. Motion carried.

SPECIAL GUESTS – Chris Miller and Brad Douple from BCI Code Compliance were present. Colleen Gallo recommended council make a decision as to moving forward to adopt the 2018 International Property Maintenance Code. Chris explained the process for implementing the code and answered council's questions. Chris Miller and Brad Douple would assist the administrative staff on the invoicing process, sending notices, violation lists, and the IPM Codebook. Discussion followed. Colleen told council if they decide to adopt the IPMC, she will review the present ordinances of the borough, and check for consistency with the IPMC, and draft an ordinance. Colleen Gallo will work with Chris Miller to get something together for council to review at the Planning Workshop Committee meeting. Colleen Gallo stated three residents need appointed to a Borough Appeals Board. Council gave approval for Colleen to move forward, work with Chris Miller and Brad Douple, and compare current ordinances against the IPMC. Information will be provided to council for review at the next Planning Workshop Committee meeting. Chris Miller stated the 2018 IPMC may be purchased on the website – www.iccsafe.org

Robin introduced Mark Grumbine, newly hired maintenance employee. Discussion continued in regard to plowing snow.

PUBLIC COMMENT – No Report

MAINTENANCE – *Rick Kline, Supervisor* – Rick Kline reported the monthly maintenance expenses were \$162.91.

Rick Kline requested approval to submit the 2019-2020 Salt Contract, through Costars, to order 150 tons of salt during the 2019-2020 season. **A motion was made by Rick Kline, seconded by David Charest, to submit the salt contract through Costars, to order 150 tons of salt during the 2019-2020 season. Motion carried.**

Rick Kline stated Young Lungs at Play signs (4) have arrived, requesting where to place the signs in the park. Council made a decision as to where the signs will be placed.

Rick Kline opened discussion, requesting approval to purchase a computer for the maintenance office. **A motion was made by Rick Kline, seconded by David Charest, to approve purchasing a computer, as a cost not to exceed \$1,000. Motion carried.** Discussion continued. Council made a decision to replace the borough office computer with the new computer, and move the present office computer to the maintenance office.

Tom Keefer reported the 'street closed when flooded' signs have been delivered. Rick Kline said the maintenance department will put the signs up in the future.

Tom Keefer said he signed Mark Grumbine up for the ESM Training for dirt, gravel and low volume roads, scheduled on April 2, 2019 and April 3, 2019.

Rick Kline said a maintenance employee needs to be signed up for pesticide training, and he recommends Mark Grumbine attend the training. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve paying the fee for Mark Grumbine to attend pesticide training, once an applicable course is found. Motion carried.**

Rick Kline reported a tree did not have to be taken down in the park during the recent repairs made to the water lines.

SPECIAL GUESTS – Chief Easter, N. Lebanon Twp. Police, presented the 2018 Annual Report (attached to the minutes)

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Joel Guldin addressed council in regard to the possibility of the PRE Committee holding a dance and band event, as a fundraiser for projects in the borough. Joel will supply his band, at no charge to the borough, for the event

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

2017 Sidewalk Inspections (32 West Market Street) – LHAI and Councilperson Don Raiger met with the property owner to discuss the sidewalk enforcement notice and outstanding property maintenance violations. A plan & schedule for addressing the sidewalk repairs & property maintenance issues was discussed at this meeting. Discussion followed. Council agreed if the deadline dates (end of week 2/8/19; for code violation) given to the property owner are not met, Attorney Gallo will proceed with the judgement. Discussion continued in regard to current occupancy. Council decided to contact the county and check if an occupancy permit has been issued for this property. Council agreed to have Erik Harmon contact the property owner, in regard to the sidewalk repairs, set a commencement date, as no later than March 8, 2019. A pre-construction meeting, scope meeting, and contract must be signed, for sidewalk repairs, by February 22, 2019, with a completion date as March 22, 2019. If any of the deadline dates are not met, Attorney Gallo will proceed with judgement.

DCNR Grant – Park Trails – The draft construction documents have been submitted to DCNR for review. Erik plans to put the final bid out March, 2019. Any materials the borough purchases towards in kind services, must be purchased through the Costars program. Erik will meet with David Charest later this month to perform the scope of work.

NLCA Force Main Relocation – John Poff attended a pre-construction meeting on January 10, 2019, and the project is scheduled to begin in the near future.

2019 Paving Projects – Erik Harmon opened discussion in regard to the 2019 paving projects. Tom Keefer reported council discussed the possible projects at the January Planning Workshop meeting as follows:

- ❖ King St. from Hazel to Market (full depth paving, \$150,000.00)
- ❖ Esther Ave. (\$20,000.00)
- ❖ Martin Alley and Blackberry Alley (apply for grants as on Chestnut St., CDBG)
- ❖ East Swatara Drive (complete with grant funding)
- ❖ Road sealing maintenance in Twin Creeks

Council's plans to use Liquid Fuels Funds (Highway Funds) to partially fund projects, and use the General Fund for the remaining costs. Project funding was discussed further. Council agreed to have Light Heigel & Associates, Inc. prepare a scope of work and prepare bids for two of the projects; one being King St. and the other being Esther Dr.

In regard to Blackberry Alley's road project grant, Erik contacted Dan Lyons from the Redevelopment Authority, and recently gave council a sample of a letter that was sent out to residents in S. Lebanon Township for a current income survey. Erik stated a public meeting is also an option. Discussion followed. Council agreed to have Erik move forward with scheduling a special public meeting for the grant process on Blackberry Alley.

49 W. Market St. (Proposed Parking Lot) – Discussion was opened in regard to a meeting held 2/4/19 with Jon Fitzkee, Transportation Planner with Lebanon County Planning to discuss opportunities for the construction of a public parking lot. Jon recommended pursuing the PennDOT Multimodal Transportation Fund, Commonwealth Financing Authority (part of DCED), and DCNR for potential funding. Council decided to have Erik Harmon attend the next Planning Workshop Committee meeting to discuss opportunities in more detail.

CDBG Chestnut Street – The survey work for the Chestnut St. project was partially completed today. It is anticipated that the construction plans & technical specifications will be completed by end of February.

249 West Market Street (Curb & Sidewalk Inspection) – Inspections were performed on 2/4/19 for the curb and sidewalk reconstruction at 249 W. Market St. Copies of the inspection reports will be forwarded to the Secretary & are available upon request.

Erik reported receiving information from the City of Lebanon Authority in regard to the N. Broad St. culvert waterline's location, so L-H can design the project accordingly. Erik requested council approve having a contract with L&N Zimmerman Excavating, Inc. to perform a soft dig & locate the existing waterline at two locations; at the quoted cost of \$655.00. **A motion was made by David Charest, seconded by Rick Kline, to approve contracting with L&N Zimmerman Excavating, Inc. to locate the existing waterline in two locations on N. Broad St., at a cost not to exceed \$800.00, paid from the General Fund. Motion carried.**

MAYOR – Joe Quairola – Mayor Quairola reported driving around the streets of the borough, making notes and lists.

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Mayor Quairoli continues working on the radar for speed collection data.

Mayor Quairoli is working on scheduling meetings with N. Lebanon Township Police and the PA State Police. Mayor Quairoli will be emailing council for their concerns to take along to these meetings.

Mayor Quairoli continues working on code enforcement.

Mayor Quairoli continues following up with UGI in regard to bring natural gas into the Borough.

SECRETARY – *Joan Keefer* – Joan Keefer gave council a copy of mail received to update the UCC. Colleen Gallo stated this is for the county, and nothing needs to be done at this time.

Joan reported the State Workers' Insurance Fund workers compensation and employers' liability insurance will be less this year. The rate went down from the previous rate of \$27,322.15 to \$24,995.64 (endorsement date – 1/28/2019).

Joan received an email about applying for County Aid. **A motion was made by Rick Kline, seconded by Kathy Price, to approve having Joan Keefer apply for County Aid, as performing general road maintenance. Motion carried.**

Joan asked council how they would like to move forward with their recent approval to establish an Infrastructure Improvements fund in the amount of the 2019 tax increase. Discussion followed. **A motion was made by Don Raiger, seconded by David Charest, to authorize Joan Keefer, Secretary/Treasurer, to open an Infrastructure Improvements Fund account at Jonestown Bank & Trust, using funds from the General Fund, in the amount of \$28,000.00. Motion carried.**

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo reported Andrew Race emailed information to council recently about an opportunity to apply for a credit card through P.L.I.G.T. Council requested information on an "Acceptable Use Policy" for Borough credit cards. Joan Keefer shared information received from Jonestown Bank & Trust for applying for a credit card. Colleen explained P.L.I.G.T. to council. Discussion followed. No decision was made.

Rick Kline asked Colleen about fees that are to be reimbursed to the borough, for lawn maintenance paid by the borough, at 25 N. Fisher St. The property is up for sale. The borough paid twice for lawn maintenance. Colleen requested Joan send her the information on the amount spent for lawn maintenance.

MS4 – No Report

INFRASTRUCTURE IMPROVEMENTS – *Mayor Quairoli, Tom Keefer & Rick Kline* – No Report

LOCAL BUSINESS – *Mayor Quairoli, Don Raiger & Kathy Price* – No Report

GRANTS – *Don Raiger & Jeffrey Schott* – No further report.

PARK, RECREATION & EVENTS – *David Charest, Kathy Price & Tracey Charest; Chairperson* – Kathy Price opened discussion in regard to a PRE event at the Jonestown Elementary School, and paperwork needing a signature, stating volunteers had to have child abuse clearances. Colleen Gallo gave website information where volunteers could have the clearance completed at no charge. Volunteers will need to have a child abuse clearance to volunteer for PRE events.

PERSONNEL – *Robin Wolferd, Rick Kline & Mayor Quairoli* – No Report

COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – Robin updated council on the First Aid and Safety issue. Municipalities continue waiting for an audit from First Aid and Safety.

CODES & CODE ENFORCEMENT – *Mayor Quairoli, Rick Kline & Tom Keefer* – Mayor Quairoli updated council on the code enforcement issues. Colleen Gallo stated Kim Longenecker reports to her (from the committee) on codes not in compliance, and Colleen sends a letter to the property owner. Mayor Quairoli will follow up with the information spreadsheet Kim Longenecker keeps for the Code Enforcement Committee.

ORDINANCE COMMITTEE – *Mayor Quairoli, Robin Wolferd & Rick Kline* – Council continues working on the Conduct of Special Events Ordinance, False Alarm & International Property Maintenance Code & Knoxbox.

OLD BUSINESS – Council is waiting for the cost estimates for key fobs in the borough building.

NEW BUSINESS – Discussion was held in regard to resident auditors needing appointed. The Mayor may have 2 potential residents interested. This will be placed on the Planning Workshop Committee meeting agenda.

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Robin Wolferd asked council members what their plans are in petitioning for council in 2019, explaining the terms (2yr. & 4yr.) that are available. Discussion followed in regard to what terms council members will petition.

Colleen Gallo explained paperwork received from Rob Taylor, NLFES Fire Chief, in regard to the borough validating NLFES fire protection in borough. **A motion was made by Don Raiger, seconded by Kathy Price, to approve signing the paperwork from Northern Lebanon Fire & Emergency Services, validating fire protection in Jonestown Borough. Motion carried. David Charest abstained.**

Tom Keefer reported meeting room chairs have been ordered.

Tom Keefer reported he will draft a letter to Union Township requesting recreational funding to reseal the tennis courts, pave trails (not covered in the grant), and LED lights in Jonestown Park.

Upon motion and second, Council adjourned at 8:55 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer