

February 6, 2018 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. The following members were in attendance: Rick Kline, Tom Keefer, Jesse Markle, Roy Lefever and Melissa Reynolds. Also attending were Mayor Vince Sellers (dismissed @ 8:56 p.m.), Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert and Secretary/Treasurer; Joan Keefer. Excused Absence: Renee Lehman

Roy Lefever took the Oath of Office for his elected position as Council Member, and was therefore sworn in by Mayor Sellers.

NOMINATIONS/ELECTIONS

Robin Wolford opened the floor for nominations for Council Vice-President. Rick Kline nominated Roy Lefever for the position of Council Vice-President. There were no further nominations. Nominations were closed. **A motion was made to close nominations and cast a unanimous vote to appoint Roy Lefever to the position of Council Vice-President by Rick Kline, seconded by Melissa Reynolds. Motion carried.**

JANUARY REORGANIZATIONAL MEETING MINUTES/TREASURER'S REPORT

A motion was made by Roy Lefever, seconded by Tom Keefer, to approve the January 2, 2018 Council Reorganizational Meeting Minutes. Motion carried.

A motion was made by Tom Keefer, seconded by Roy Lefever, to approve the Treasurer's Report for the month ending January 31, 2018. Motion carried.

MAINTENANCE – Richie Deibert – A motion was made by Tom Keefer, seconded by Roy Lefever, to approve submitting the 2018-2019 Salt Contract through Co-Stars for the period beginning August 1, 2018 through July 31, 2019, at a quota of 150 tons. Motion carried.

A motion was made by Tom Keefer, seconded by Roy Lefever, to approve purchasing 2 tons of cold patch, at a cost not to exceed \$300.00. Motion carried.

Asphalt was lifted at various locations when plowing snow in the borough and has been cleaned up by the maintenance department.

Richie gave a report in regards to the cost to replace the "Welcome to Jonestown Sign" damaged by bad weather as \$1,357. Council decided not to open a claim, having a deductible of \$1,000. Tom Keefer will contact churches in the borough for possible donations towards the sign.

Richie reported Liquid Fuels funds may be used to build/maintain a salt storage facility.

Richie reported Chief Easter is handling a case of an abandoned vehicle in the parking lot near the Park playground.

Richie reviewed the traffic calming report prepared for Rose Lane.

SPECIAL GUESTS – Chief Easter from the North Lebanon Police Department gave his report (attached to the minutes).

WellSpan representatives on the agenda to present "Young Lungs at Play" were not in attendance.

Bernard Boltz (Chairman), Jim Darkes (Plant Superintendent) and Carl Bachman (Jonestown Borough Board Appointee), from the Northern Lebanon County Authority updated council on two projects that will take place, in the Borough, in 2018. They made a request to council to waive permit fees and bond costs. Colleen Gallo requested Jonestown Borough be added to their Certificates of Insurance. A project on N. Fisher St. will begin mid-summer 2018. The second project is a force main replacement on S. Lancaster & S. Mill Streets, will begin in mid-September/October 2018, and will take approximately 60 days to complete. The S. Lancaster St. bridge replacement project will begin in 2019. Discussion followed. Jim Darkes will be in contact with Tom Keefer after meeting with the NLCA engineer.

Jennifer Turner, Benefits Advisor from Aflac presented information to council about employee owned policies.

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Gary Messinger, President of the Northern Lebanon Little League, and Sam Bates, Little League Coach requested permission to use the Little League baseball field in 2018. Opening day is April 21, 2018. Gary and Sam will work out a schedule to use of the field, and coordinate use of the field with Chuck Fager, who requested using the field one day per week. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve allowing Gary Messinger and Same Bates from the Northern Lebanon Little League use of the J-1 field by coordinating days/times with Chuck Fager. Motion carried.**

Tracey Charest, Chairperson of the Park, Recreation & Events Committee proposed the events schedule to council for review. Council agreed to add Melissa Reynolds and Tracey Charest as administrators to the Jonestown Borough and Community Facebook page.

PUBLIC COMMENT – No report.

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

2017 Sidewalk Inspections – Erik Harmon gave an update on the progress of the sidewalk inspections. A 2nd notice was sent by certified mail to an owner on W. Market St.

NLCA Force Main Relocation/Ed Spittle Field Parking Lot & Driveway – Erik reported Light-Heigel's official recommendation is for the borough to provide comment on NLCA's proposal; consulting with the Solicitor when developing comments. A resolution must be adopted for the proposed route of the relocated sanitary sewer force main. Council will need to decide whether they agree granting a right of way for the authority to construct a line at the proposed location. Discussion followed. **A motion was made by Tom Keefer, seconded by Roy Lefever, not to adopt the resolution until a satisfactory right of way agreement has been entered. Motion carried.**

MAYOR – Mayor Sellers reported Supreme Trucking agreed to donate \$5,000 towards fireworks in the Park for 2018. The Park, Recreation & Events Committee was not planning to have the fireworks event this year. Discussion followed. Mayor Sellers will contact Supreme Trucking. A final decision was not made at this time.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law – Colleen reviewed the letter received from East Hanover Township in regards to a plan to fund Northern Lebanon Fire and Emergency Services. Robin updated council on NLFES plans for purchases in the future. Discussion followed. Colleen suggested scheduling a meeting with East Hanover and Union Townships to discuss a plan for allocation of funding. Tracey Charest, NLFES financial planner, updated council NLFES's proposed budget. Robin reported Renee Lehman is willing to prepare a 50/50 match state grant for the NLFES. **A motion was made by Roy Lefever to approve Renee Lehman prepare a 50/50 match state grant for the NLFES. Motion rescinded.** Discussion followed in regards to costs involved in the grant. Funds from the grant will be for new uniforms and vehicle lettering. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve Renee Lehman prepare a 50/50 match state grant for the NLFES, to provide funds for new uniforms and vehicle lettering. Motion carried.**

Colleen Gallo gave an update on the property located at 25 N. Fisher St. This property may be sold soon. Colleen recommended the borough send an invoice for mowing services performed in 2017.

SECRETARY – Joan Keefer – Joan distributed Statement of Financial Interest forms for council to complete.

Joan reported the savings/difference in 2017, on workman's compensation insurance fees for the fire company vs. what the borough pays now, after the merge, is \$3,198.13. Council requested Joan check to see if they had already approved passing the savings along to the fire company. She will report back to council.

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A request was made to approve scheduling CPR, First Aid and Blood Borne Pathogens classes for three employees (2 maintenance & 1 secretary). The class will schedule the first or second week of August 2018 @ a total cost of \$225.00, which includes 3 hours of training, books and supplies. Mark Miller from Miller Consulting will perform the training. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve scheduling CPR, First Aid and Blood Borne Pathogens classes for three employees (2 maintenance & 1 secretary). Motion carried.**

A request to complete the call list for the Borough building alarm system was made. Council decided to place Robin Wolferd, Roy Lefever, Tom Keefer and Jesse Markle on the call list. A procedure for the alarm system will be sent to these council members.

A request was made to assign signatories to Jonestown Bank & Trust for the Jonestown Borough accounts. **A motion was made by Roy Lefever, seconded by Tom Keefer, to assign Robin Wolferd, Jesse Markle, Melissa Reynolds and Joan Keefer as signatories to Jonestown Bank & Trust for the Jonestown Borough accounts. Motion carried.**

Joan asked council members who would like to receive the magazine subscription for PA State Association of Borough's Borough News. **A motion was made by Jesse Markle, seconded by Tom Keefer, to assign Robin Wolferd, Jesse Markle, Melissa Reynolds and Joan Keefer as signatories to Jonestown Bank & Trust for Jonestown Borough's accounts. Motion carried.**

Greater Lebanon Refuse Authority requested authorizing the payment of a stipend to the appointed representative to the GLRA Board in accordance with the following schedule:

1) The payment of \$35 for attending the monthly meeting of the Board of the GLRA. 2) The payment of \$50 for the Board Member elected to the position of Chair of the GLRA & attending the Board mtg. 3) The payment of \$30 for attending a Committee Meeting outside of a Board Meeting. 4) The payment of \$15, in addition to payment for attending the Board Meeting, for attending a Committee Meeting held either directly before or following the Board Meeting. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve authorizing the payment of a stipend to the appointed representative to the Board of the GLRA in accordance with their schedule. Motion carried.**

Northern Lebanon Rotary Club would like to purchase a bundle of 10 evergreens for the Borough to plant where they choose from the Lebanon County Conservation District's Tree & Plant Sale. Council decided to order Concolor Fir trees.

Met-Ed sent a request for council to sign a right-of-way for the installation of three poles, five anchors and requisite tree removals on Borough property along S. Mill St. & Lancaster St. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve executing the agreement for Met-Ed's right-of-way for the installation of three poles, five anchors and requisite tree removals on Borough property along S. Mill St. and Lancaster St. Motion carried.**

Joan contacted a representative from H.A. Thompson in regards to hanging chain from pole to pole along the south field in the park, along S. Mill St. Discussion followed.

MS4 – No report.

INFRASTRUCTURE IMPROVEMENTS – *Roy Lefever, Tom Keefer & Rick Kline* – Tom Keefer updated council on Met-Ed replacing the street lights with LED lighting. This project is to begin in the springtime.

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LOCAL BUSINESS – *Roy Lefever & Melissa Reynolds*– Roy Lefever updated council to preferences local businesses have for borough maintenance plowing snow.

GRANTS – *Mayor Sellers & Renee Lehman* – Robin Wolferd updated council on the Chestnut St. Grant. Everything is up to date.

PARK, RECREATION & EVENTS – *Melissa Reynolds* – A request was made to approve the Band (Ben Mauger's VJB) to play at the Block Party on May 26, 2018 @ a cost of \$450.00. **A motion was made by Jesse Markle, seconded by Rick Kline, to approve hiring Ben Mauger's VJB Band to play at the Block Party on May 26, 2018 @ a cost of \$450.00. Motion carried.**

Parks & Rec Committee requested approval for the list of events in 2018. **A motion was made by Roy Lefever, seconded by Jesse Markle, to approve Parks, Recreation & Events Committee's list of 2018 events presented by Tracey Charest. Motion carried.**

PERSONNEL – *Robin Wolferd, Jesse Markle, Rick Kline & Mayor Sellers* – A request was made to approve advertising for a part-time office helper and a substitute crossing guard, at a cost not to exceed \$225.00. **A motion was made by Rick Kline, seconded by Roy Lefever, to approve advertising for a part-time office helper and a substitute crossing guard; at a cost not to exceed \$225.00. Motion carried.**

COST REDUCTION AND FINANCES – *Renee Lehman* – No Report.

CODES & CODE ENFORCEMENT – *Mayor Sellers & Roy Lefever* – No Report.

ORDINANCE COMMITTEE – *Mayor Sellers, Robin Wolferd & Renee Lehman* – Robin requested placing ordinances needing updated on the Planning Workshop Committee meeting agenda. They are: Insurance Billing Ordinance, International Property maintenance code, chapter 7 ordinance and the false alarm ordinance. Colleen stated the insurance billing ordinance may be able to be done by resolution.

NEW BUSINESS – Jesse Markle updated council on attending the Northern Lebanon School Board meeting in regards to sharing costs of all four crossing guards. Discussion followed.

A request was received to donate to Lebanon County Agricultural Farmland Preservation Matching Funds Campaign (Angie Foltz contacted borough office on January 8, 2018).

Discussion was held in regards to speeding concerns on Rose Lane. This will be taken off the agenda.

The borough office received a request from 811 PA One Call System, Inc. to sign a Proclamation stating April 2018 as Safe Digging Month. **A motion was made by Tom Keefer, seconded by Rick Kline, to authorize signing the Proclamation stating April 2018 as Safe Digging Month, per 811 PA One Call System, Inc. Motion carried.**

The False Alarm Ordinance, Insurance Billing Ordinance & International Property Maintenance Code will be placed on the Planning Workshop Committee Meeting (January 22, 2018) agenda.

OLD BUSINESS –

Discussion was held in regards to the S. Lancaster St. Bridge Replacement letter rec'd 12/15/17; municipal roadway detour agreement for signing. Colleen recommended signing the agreement and suggested videotaping

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the condition of borough roads (W. Market from the Swatara Creek to Lancaster St.), coordinating with Penn DOT, before bridge construction.

Construction is estimated to take about 30 weeks. **A motion was made by Jesse Markle, seconded by Tom Keefer, to authorize signing the roadway detour agreement. Motion carried.** Jesse Markle will contact the superintendent of Northern Lebanon School District to inform them of the detour.

The following items will remain on the agenda until springtime:

Planting trees in the Park. Rental & Richie's costs vs. having a Nursery do

Update on repairing damages on W. Chestnut St; not to exceed \$600

Cost estimate to plant 6 trees in the park.

Seal coat Safe Routes to School path

Continued monitoring pipe P-12 from the low-volume road maintenance program on W. Chestnut St.

Update on decision as to filing the engineer plans for projects

Salt Shed repairs

"Welcome to Jonestown" sign repairs. George Kaufman & Tom Keefer

Upon motion and second, Council adjourned at 9:50 p.m.

Respectfully submitted,
Joan Keefer,