

January 28, 2019 Planning Workshop Committee Meeting Minutes

Call to Order @ 7:00 p.m. Planning Workshop Committee Meetings are advertised as performing general business.

Roll Call – In attendance – *Rick Kline, Don Raiger, Tom Keefer, David Charest, Robin Wolferd, Mayor Quairoli, Jeffrey Schott & Kathy Price.*

Approval of Meeting Minutes – A motion was made by Tom Keefer, seconded by David Charest, to approve the Planning Workshop Committee Meeting minutes from November 26, 2018. Motion carried.

Special Guests – Tracey Charest, Chairperson for the Park, Recreation & Events Committee gave council the list of Park Recreation & Events Committee activities for 2019 (attached to the minutes); requesting approval. Tracey requested permission for the PRE Committee to place planters in the borough in 2019. **A motion was made by Tom Keefer, seconded by Don Raiger, to approve the PRE Committee's events for 2019, and the committee's budget for 2019, not to exceed \$4,000; paid from the Park Fund. Motion carried.** Council approved giving keys to Tracey to the borough office and park concession stand.

The deadline for submitting articles for the Winter Newsletter is February 8, 2019.

Pastor Ken Dotterman proposed the J-Rock project, scheduled August 2, 2019 – August 4, 2019, in the Jonestown Park; holding a Family Fair on Sunday, August 4th, and providing a Certificate of Insurance to the Borough. Pastor Dotterman will meet with David Charest & Tom Keefer, to walk through the park on 4/29/2019, and make a list of projects to be completed. Discussion followed. Pastor Ken will also submit an article for the Borough Newsletter about the Wheels of Compassion program which helps families & elderly in need of assistance.

New Business – Robin Wolferd & Don Raiger plan to attend a Northern Lebanon School Board meeting & propose the approval of an increase in the Crossing Guards salary for the 2019-2020 school year. Discussion followed.

An approval was requested to hire Mark Grumbine as a Maintenance Worker; pending background clearances. **A motion was made by Tom Keefer, seconded by David Charest, to approve hiring Mark Grumbine as a Maintenance Worker; pending background clearances, at a rate of \$20.00/hour, with a 3% increase after 90 days. Motion carried.**

A motion was made by Jeffrey Schott, seconded by David Charest, to approve allowing Mark Grumbine to begin work on Tuesday, January 29, 2019; contingent upon receiving cleared background checks; and if clearances are not cleared, he will be dismissed immediately. Robin Wolferd and Don Raiger voted no. Motion carried.

Robin Wolferd opened discussion in regard to E. Hanover Township and Jonestown Borough having a municipal agreement to jointly employ a Borough Manager. Mr. Hetrick from East Hanover Township emailed a newly drafted job description to Robin Wolferd, and she will forward it to council for review. Discussion followed. The Personnel Committee will meet to further discuss the possibility of jointly hiring a borough manager, and bring recommendations back to council.

Robin Wolferd presented information to council, in regard to the assessed value of the property at 49 West Market St., to obtain future grants. If sold, the list price suggested was \$59,900. An Infrastructure Committee meeting is scheduled with Jon Fitzkee, Lebanon County Planning Department and Erik Harmon, L-H and Associates, Inc. on February 4, 2019, to discuss possible grants. Attending will be Mayor Quairoli, Rick Kline & Tom Keefer.

Discussion opened in regard to the 2019 road projects. Tom Keefer sent council an email with projects discussed at a recent infrastructure meeting. Tom Keefer stated he signed Mark Grumbine up to attend a Low Volume Dirt & Gravel Class. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve allowing Mark Grumbine to attend the Low Volume Dirt & Gravel Class, paying him an additional hour each day, to compensate for a 9 hour day; plus mileage to drive his vehicle to the seminar. Motion carried.** Discussion continued, on the possibility of paving/repairing/sealing streets; including King St., Blackberry St., Walnut St. and

E. Swatara Dr., and pursuing grants for various road projects. Council decided to further discuss road projects with Erik Harmon at Council meeting February 5, 2019.

Discussion was opened in regard to sending a letter of intent, regarding 6 municipalities, to explore options and possibilities that may exist for future cooperation between Life Lion EMS, drafted by Jennifer Harding, Swatara Township Manager, to Mr. Scott Buchle, Program Manager; Hershey Life Lion EMS. **A motion was made by Jeffrey Schott, seconded by Kathy Price, to approve sending the letter of intent, drafted by Jennifer Harding, to Mr. Buchle, Program Manager; Hershey Life Lion EMS. Motion carried.**

Susan Miller recently contacted the borough office requesting approval for St. Johns UCC to hold Movie Night on the following dates: June 15th, July 20th & August 17th, 2019, including use of the concession stand. **A motion was made by David Charest, seconded by Tom Keefer, to allow St. Johns UCC to hold Movie Night on the following dates: June 15th, July 20th & August 17th, 2019; including use of the concession stand. Motion carried.**

Approval for Doggie Spring Fling: **A motion was made by David Charest, seconded by Tom Keefer, to approve the Doggie Spring Fling & Doggie Egg Hunt event scheduled April 28, 2019, as requested by Glenna Felty. Motion carried.**

Approval for WellSpan Program: **A motion was made by Kathy Price, seconded by Don Raiger, to approve allowing WellSpan Lebanon "After School Program" (Stacy Ditzler) use of the pavilion on 7/5/19 & 8/15/19 (use of the restroom); charging no rental fee. Motion carried.**

Decision as to names listed on the Reed's Lock & Access Control Systems, Inc. Primus Key Duplication Signature Authorization Form: Names on the list: Rick Kline, Tom Keefer, Mark Grumbine, Craig Carl and Joan Keefer.

Council decided not to participate in the Lebanon Tire Collection in 2019 at the Lebanon Expo Center April 17, 2019.

Mayor Quairolì updated council on participating in a recycling program. The borough would need to register the collection, prepare the materials (shrink wrap), and hire an electronics processor. Council decided not to participate at this time.

Joan Keefer requested council approve having the secretary/treasurer pay the following list of bills, without prior approval from council, as long as they are consistent: Met-Ed - All accounts (Monthly), Met-Ed - Christmas Lights (Yearly January or February), Verizon Wireless-Cell Phones (Monthly), Touchtone Communications-Long Distance Phone (Monthly/receive electronically), Line Systems - Phone Service (Monthly/receive electronically), Sewer and Water Bills (Quarterly), Payroll Tax Bills (EFTPS, E-tides, PSAB UC, Local & State UC), Postmaster-Post Office Box (Yearly in December), Insurance (H.A. Thompson, SWIF & Hoaster) workers' comp., liability, bond & auto. **A motion was made by Tom Keefer, seconded by Don Raiger, to approve having the secretary/treasurer pay the following list of bills, without prior approval from council: Met-Ed-All accounts (Monthly), Met-Ed-Christmas Lights (Yearly January or February), Verizon Wireless-Cell Phones (Monthly), Touchtone Communications-Long Distance Phone (Monthly/receive electronically), Line Systems-Phone Service (Monthly/receive electronically), Sewer and Water Bills (Quarterly), Payroll Tax Bills (EFTPS, E-tides, PSAB UC, Local & State UC), Postmaster-Post Office Box (Yearly in December), Insurance (H.A. Thompson, SWIF & Hoaster) workers' comp., liability, bond & auto. Motion carried.**

Tom Keefer requested approval for lawn mower repairs at a cost of \$1,286.53. **A motion was made by David Charest, seconded by Rick Kline, to approve paying lawn mower repairs, at a cost not to exceed \$1,300.00. Motion carried.**

Tom Keefer requested approval to purchase/replace 14 stop signs (\$39.20/ea.) and 10 posts (total = \$231.00). **A motion was made by Rick Kline, seconded by David Charest, to approve purchasing/replacing 14 stop signs (\$39.20/ea.) and 10 posts (total = \$231.00), at a cost not to exceed \$900.00. Motion carried.**

Tom Keefer reported a sewer line was repaired in the park recently.

Tom Keefer reported a wall mount toilet in the park bathroom needs repaired/replaced.

Tom Keefer reported the concession stand door, damaged by vandals in 2018, was replaced today.

Tom Keefer reported contacting Brent McFeaters, Manager at Union Township, about the availability of the recreational funding through the Intermunicipal Agreement. Brent requested a letter be submitted showing a list of the itemized costs for the projects the borough requests funding for. Tom is getting an estimate for repairing the tennis courts, paving parts of the park trails; not covered by the grant (Erik Harmon is getting costs to pave the trails not covered by the grant), and possibly the cost of LED lighting in the park.

Rick Kline reported a tree in the park may have been removed by the sewer authority while making repairs. The tree will need to be replaced, as it is in memory of Dr. Light.

Tom Keefer reported the street light on the bridge at West Market Street is being replaced. Mark Grumbine and Craig Carl might need to be used for traffic control.

Joan Keefer stated the deed was received in the mail for the property located at 49 W. Market St.

Joan Keefer shared information with council about this year's election process.

Old Business – Don Raiger reported he and Erik Harmon met recently with the owner of the property at 32 W. Market St. in regard to sidewalk repairs. Erik explained to the owner how to comply when making sidewalk repairs. If the sidewalk is not repaired to compliance, Jonestown Borough will repair the sidewalk, and the property owner will be responsible for the costs.

Tom Keefer reminded council about the February 5th council meeting beginning at 6:00 p.m., to discuss the False Alarm & International Property Maintenance Code.

Tom Keefer updated council about the wiring installation for the park cameras. The maintenance department may be installing the wiring for the green waste yard camera.

Tom Keefer gave an update on street lights & LED park lights. They have been delivered, and are stored in the park concession stand. The street lights have not been installed. Discussion followed.

Don Raiger gave an update in regard to "JonestownPA.gov". Don will move forward with the domain.

Mayor Quairoli reported the False Alarm and Knox Box ordinances are completed.

Mayor Quairoli is making progress on the speed trailer signs.

Rick Kline gave an update on the property located 25 N. Fisher St. The property is for sale. Council decided to check with Colleen about recuperating borough costs for lawn maintenance.

Mayor Quairoli reported he will be contacting Chief Easter and Sergeant Leslie Barr, and requested council's input and concerns.

Council held discussion on code enforcement issues.

Upon motion and second, Council adjourned at 9:40 p.m.

Respectfully submitted,
Joan Keefer