

January 2, 2018 – Reorganizational Council Meeting

The regular/reorganization meeting of Jonestown Borough Council was held on the above date beginning 7:00 p.m. with Mayor Vince Sellers presiding. The following members were in attendance: Rick Kline, Renee Lehman, Tom Keefer, Jesse Markle, Robin Wolford, Roy Lefever and Melissa Reynolds. Also attending were Attorney Andrew Race, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert and Secretary/Treasurer; Joan Keefer. Excused Absence: None

Mayor Vince Sellers has recently been sworn in by Magistrate District Judge, Kim R. Wolfe, and took the Oath of Office for his elected position as Mayor.

Rick Kline, Renee Lehman, Tom Keefer, Jesse Markle and Melissa Reynolds took the Oath of Office for the elected position as Council Member, and were therefore sworn in by Mayor Sellers.

NOMINATIONS/ELECTIONS

Tom Keefer nominated Robin Wolford for the position of Council President. Nominations were closed. **A motion was made to elect Robin Wolford to the position of Council President by Tom Keefer, seconded by Jesse Markle. Motion carried.** Roy Lefever abstained because he was not be sworn in; no affidavit of residency.

There were no nominations made for the position of Vice President. Nominations will remain open until February 6, 2018 Council meeting. Roy Lefever is interested in the position of Vice President.

The meeting was then turned over to Council President Robin Wolford.

APPOINTMENTS

A motion was made to appoint Jesse Markle as the President Pro Temp by Robin Wolford, seconded by Renee Lehman. Motion carried.

A motion was made to appoint Richie Deibert as the Secretary Pro Temp by Renee Lehman, seconded by Jesse Markle. Motion carried.

A motion was made to appoint Joan Keefer to the position of Borough Secretary for 2018, and Borough Treasurer for 2018 by Renee Lehman, seconded by Jesse Markle. Motion carried.

A motion was made to appoint Anna Werni, Emerson Cain, Maria Higareda & Noreen Ramsey; Borough's school crossing guards for 2018, and Roxanne Gebhard as the 2018 alternate school crossing guard by Renee Lehman, seconded by Tom Keefer. Motion carried.

A motion was made to appoint Reilly, Wolfson, Attorneys at Law to the position of Borough Solicitor for 2018 by Tom Keefer, seconded by Renee Lehman. Motion carried.

A motion was made to appoint Light-Heigel & Associates, Inc. to the position of Engineer for 2018 by Renee Lehman, seconded by Tom Keefer. Motion carried.

A motion was made to appoint Lebanon County Planning Department as the Zoning Officer for 2018 by Renee Lehman, seconded by Tom Keefer. Motion carried.

**Jonestown Borough Council Minutes
January 2, 2018**

A motion was made to appoint Joan Keefer as the Open Records Agent for 2018, and Richie Deibert as the Open Records Agent Alternate by Tom Keefer, seconded by Jesse Markle. Motion carried.

A motion was made to appoint Jonestown Bank and Trust Company as the depository bank for 2018 by Renee Lehman, seconded by Tom Keefer. Motion carried.

A motion was made to appoint Garcia, Garman & Shea as the annual auditor by Renee Lehman, seconded by Tom Keefer. Motion carried.

A motion was made to appoint Robert V. Boltz, John R. Poff, and William Smeltzer, with Pat Brewer as the alternate to the UCC Board of Appeals for 2018 by Tom Keefer, seconded by Rick Kline. Motion carried.

A motion was made to appoint Keystone Municipal Collections as the current and delinquent earned income tax collector and delinquent utility tax collector by Tom Keefer, seconded by Renee Lehman. Motion carried.

A motion was made to appoint Robert Meneses for a one-year term ending December 31, 2018 as the Chair of Vacancy Board by Tom Keefer, seconded by Rick Kline. Motion carried.

A motion was made to appoint Robert England for a three-year term ending December 31, 2020 to the Planning Commission by Tom Keefer, seconded by Renee Lehman. Motion carried.

No motion was made to appoint two open three-year terms ending December 31, 2020 to the Zoning Hearing Board. Positions remain open.

No motion was made to appoint a one-year term ending December 31, 2020 as the Zoning Hearing Board Alternate. Position remains open.

A motion was made to appoint Keith Kilgore as Zoning Hearing Board Solicitor by Tom Keefer, seconded by Renee Lehman. Motion carried.

A motion was made to appoint Lebanon County Treasurer as 2018 Local Tax Collector by Tom Keefer, seconded by Renee Lehman. Motion carried.

A motion was made to appoint Jason Kern for a five-year term ending December 31, 2022 to the Northern Lebanon Sewer Authority by Tom Keefer, seconded by Renee Lehman. Motion carried.

No motion was made to appoint a Grant Writer. Position remains open.

A motion was made to appoint Justin Reynolds as EMA Local Coordinator by Tom Keefer, seconded by Rick Kline. Motion carried.

A motion was made to appoint Jeff Werner, Alternate – Ken Shirk as EIT/TCC Board Members, Northern Lebanon Municipalities by Tom Keefer, seconded by Renee Lehman. Motion carried.

DECEMBER MINUTES/TREASURER'S REPORT

A motion was made by Tom Keefer, seconded by Jesse Markle, to approve the December 5, 2017 Council Meeting Minutes. Motion carried.

A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve the Treasurer's Report for the month ending December 31, 2017. Motion carried.

SPECIAL GUESTS – Meghan Yousefian approached council requesting permission to have a basketball event, to raise funds for donating to drug awareness in honor of her brother who passed away from a drug overdose. The event is planned for April 28, 2018 from 8 AM to 6 PM. The event will consist of various speakers, concessions, games, bounce houses, raffles, a band & a DJ. All funds raised get donated to drug programs in the area. **A motion was made by Melissa Reynolds, seconded by Tom Keefer, to approve the request from Meghan Yousefian to hold a basketball event on April 28, 2018 from 8 AM to 6 PM. Motion carried.**

PUBLIC COMMENT – Joel Lehman addressed council in regards to vehicles driving on the open field in the park located along S. Mill St. and damaging/digging up the field. Discussion followed. Council decided to bring their thoughts to the next council meeting.

MAINTENANCE – *Richie Deibert* – Roy Lefever thanked Richie Deibert for a job well done in regards to clearing off the roads after snow.

Richie requested council approve the expense for repairing the pick-up truck; not to exceed \$500.00; paid from the General Fund; vehicle maintenance. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve the expense for repairing the pick-up truck; not to exceed \$500.00; paid from the General Fund/ vehicle maintenance. Motion carried.**

Richie distributed and explained a Park Plan for 2018, and a Market Street Square Traffic Calming Report to council (copies attached to minutes). Richie stated after conversation with Robin Wolferd, they both agreed that council should have this information to take to the Planning Workshop Committee meetings for review/discussion. Discussion followed.

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

2017 Sidewalk Inspections – Erik Harmon gave council an update to the 2017 sidewalk inspections. Discussion followed. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to extend the sidewalk repairs to the property owners located at 37 N. Lancaster St. and 146 W. Market St., until April 30, 2018. Motion carried.**

MAYOR – Mayor Sellers opened discussion in regards to road repair/construction plans, and inquired with Erik as to the time frame for starting the process. The first project he spoke about was sharing the costs with Swatara Township to place a topcoat on N. Mill St. Swatara Township would prepare the bids and the cost would be 50/50. The total approximated cost is \$30,000.00; which will be paid from the Liquid Fuels Fund.

The second project Mayor Sellers spoke about was W. Chestnut and E. Chestnut Street paving. Andrew Race recommended once Swatara Township prepares the bids, and receives a contract, Jonestown Borough would review the contract. Discussion continued in regards to the Mill St. project; review of documents, etc. **A motion was made by Jesse Markle, seconded by Renee Lehman, to approve moving forward with the Mill Street road project; subject upon the Borough reviewing the bid documents and contract. Motion carried.**

At this time, no other road projects are planned for 2018. Council decided to save funds for future road projects.

**Jonestown Borough Council Minutes
January 2, 2018**

Mayor Sellers opened discussion in regards to the possibility of calling a Snow Emergency in 2018; plowing the roadway vs. plowing curb to curb. Roy Lefever will contact the local Market St. businesses to see how they would like the plowing to be done. He will bring the information back to Richie, Council and Mayor.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Andrew Race was replacing Colleen Gallo this evening. Andrew Race distributed the letter received from East Hanover Twp. to council members (attached to minutes). Discussion followed. A meeting will be set up in the near future to further discuss the letter.

Mayor Sellers mentioned the monies Jonestown Borough saved in their 2016 costs to the Jonestown Fire Company workers compensation insurance, compared to the 2017 NLFES worker's compensation payment, will be passed onto the NLFES.

SECRETARY – *Joan Keefer* – Joan checked with the new council members in regards to attending the PSAB Newly Elected Council Members training seminar. Melissa Reynolds plans to attend training at the February 2, 2018 and February 3, 2018 course.

Joan reported to council of the opening of the new grant round for Recycling Program Development & Implementation Grant under Section 902 of Act 101. Greater Lebanon Refuse Authority announced this was reauthorized, with no sunset date. Discussion followed.

Joan received the agreement, for signing, from the Lebanon County Treasurer's office. This was an agreement stating the increase of costs for the tax bills. The cost increased to .50 per tax bill. Council previously approved this agreement, and Joan Keefer will sign the agreement, and send it to Lebanon County Treasurer.

Joan requested approval from council in regards to paying invoices before the due date, monthly, without prior approval, as long as the amount due is consistent with previous invoices. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve paying invoices, before the due date monthly, without prior approval, as long as the amount due is consistent with previous invoices. Motion carried.**

Joan stated the deadline for articles to be placed in the 2018 Winter Newsletter will be February 6, 2018. Mayor Sellers requested placing an article in the newsletter to look for replacements for the Zoning Hearing Board (and alternate), and the grant writer opening.

MS4 – No report.

INFRASTRUCTURE IMPROVEMENTS – *Dawn Sellers, Joel Lehman* – Richie updated council in regards to Met-Ed replacing street lights that were out, prior to the LED replacement. Discussion followed.

LOCAL BUSINESS – *Roy Lefever* – No report.

GRANTS – *Mayor Sellers* – Mayor Sellers updated council in regards to being awarded a grant for the Jonestown Park Trails in the amount of \$33,500.00. Discussion followed. Renee Lehman told council about a grant received by Union Township, in the amount of \$36,000.00 for a parking lot. Mayor Sellers would like to see a cardboard recycling dumpster in the borough. Renee volunteered to contact Amy at the Greater Lebanon Refuse Authority for more information in regards to getting a recycle bin in the green waste yard for cardboard.

PARK, RECREATION & EVENTS – *Tom Keefer* – No Report.

**Jonestown Borough Council Minutes
November 7, 2017**

PERSONNEL – *Robin Wolferd* – Robin Wolferd stated the Personnel Committee held a meeting, and there is a chain of commands to follow. The first person to contact is Robin Wolferd, Council President, then Mayor Vince Sellers, then the Vice President, and finally a council member.

COST REDUCTION AND FINANCES – No Report.

CODES & CODE ENFORCEMENT – *Mayor Sellers & Roy Lefever* – Roy Lefever spoke about a truck/trailer parked in the borough. Richie asked council what process they want him to go through when he sees code enforcement violations in the borough. Mayor Sellers told Richie if it is happening one time, to keep a watch to see if it remains an ongoing event before writing a code violation. Mayor Sellers needs copies of the violations Richie writes up each time. Robin encourages residents to fill out a complaint form located on the Borough website, in order to keep track of issues that are ongoing, and need to have something done about. Andrew Race recommended files be kept in order to make things easier for litigation.

ORDINANCE COMMITTEE – *Mayor Sellers, Robin Wolferd* – No Report.

NEW BUSINESS – In regards to the S. Lancaster St. Bridge Replacement letter rec'd 12/15/17; municipal roadway detour agreement for signing, council will have Colleen Gallo review the letter, and bring recommendations to council. Discussion followed.

Discussion was opened in regards to speeding concerns on Rose Lane. Robin contacted the resident who had concerns of speeding on Rose Lane. At this time, she did not hear back from him. Discussion followed.

Council recommended record be kept on Richie Deibert's allowed budget expenses, and have him present the record to council monthly.

Roy Lefever asked for an update on the Jonestown Borough Contacts list. Joan Keefer will email an updated list to council.

OLD BUSINESS – Pump Station 3 – Force main relocation/KPI Technology update will be kept on the agenda. Chapter 7 of the International Property Maintenance Code regarding fire safety to council will be kept on the agenda.

City of Lebanon's requirement of carbon monoxide detectors for rental units will be kept on the agenda.

Planting trees in the Park. Rental & Richie's costs vs. having a Nursery do (kept under old business until springtime)

Cost estimate to plant 6 trees in the park will be kept on the agenda until spring/2018.

Mayor Sellers updated council in regards to the nuisance ordinance on 25 N. Fisher St. property. Discussion followed. Mayor Sellers will contact the owner, and have them clean up the property.

Seal coat Safe Routes to School path, to remain on agenda until spring of 2018.

Update on continued monitoring pipe P-12 from the low-volume road maintenance program on W. Chestnut St. will be kept on the agenda.

Update on decision as to filing the engineer plans for projects will remain on the agenda. Tom Keefer will contact Richie and discuss filing the plans.

**Jonestown Borough Council Minutes
November 7, 2017**

Tom Keefer updated council on the salt shed repairs. Richie stated he and Craig Carl were going to fix the wall, until Craig injured his shoulder. Tom stated council formally approved repairs to the salt shed. A stone base was to be installed, along with block walls. Tom previously spoke to Boger Concrete, and had everything set up to repair the salt shed. Richie was going to place a stone base down and let Boger Concrete know so they could continue with the wall. Tom and Richie will further discuss the salt shed repairs. This item will remain on the agenda until spring.

Tom Keefer stated he spoke to Jim Darkes from the NLCA, and he had a request. A sewer line is going to be replaced on N. Fisher Street in April 2018. Jim Darkes requested the Borough consider waiving the permit and performance bond fees. Tom will forward the email he received from Jim Darkes to the solicitor to review. **A motion was made by Renee Lehman, seconded by Jesse Markle, to approve waiving the bonding and permit application fees; contingent upon council's review. Motion carried.**

Council discussed the "Welcome to Jonestown" sign repairs. This has been tabled until spring 2018. Discussion followed in regards to the condition of the sign.

Robin Wolferd opened discussion and reviewed the positions on the Jonestown Borough Council Member Assignments and Committees. Council members volunteered, and were assigned for several positions under the assignments and committees. Discussion followed.

Tom Keefer stated a resident was concerned about people being at the Laundromat in the middle of the night (approximately 2:00 a.m.), and making noise, keeping them awake. Discussion followed. Andrew Race suggested contacting the owner and having him re-post 'no loitering' signs outside the Laundromat.

Council recessed into executive session at 9:20 p.m.

Council re-entered into regular session at 9:45 p.m.

Upon motion and second, Council adjourned at 9:45 p.m.

Respectfully submitted,
Joan Keefer,