

January 2, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date beginning 7:00 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 Andrew Race, Engineering Representative; Erik Harmon and Secretary/Treasurer; Joan Keefer.

DECEMBER MINUTES/TREASURER'S REPORT

A motion was made by Rick Kline, seconded by David Charest, to approve the December 4, 2018 Council Meeting Minutes. Motion carried.

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

SPECIAL GUESTS – Holly Dolan, MAT, MCHES, Director of Education and Outreach, Lebanon Family Health Services thanked council for participating in the Young Lungs at Play program and presented them with the Young Lungs at Play signs for Jonestown Park. A picture was taken with Holly and council members for a press release.

Sam Bates, VP of Little League Baseball, was present to request scheduling of 'opening day' for the Northern Lebanon Little League program. Sam asked if he was able to schedule opening day on April 27, 2019, as long as it does not interfere with the Drug Awareness 3V3 Basketball Event previously scheduled. Council agreed, as long as Sam contacts Meghan Yousefian, and it does not interfere with the Drug Awareness 3V3 Basketball Event.

PUBLIC COMMENT – No Report

REAPPOINTMENTS - A motion was made by Dave Charest, seconded by Don Raiger to approve the following 2019 appointments:

- Joan Keefer to the position of Borough Secretary/Treasurer for 2019, Tom Keefer abstained.
- 2019 Borough Crossing Guards – Roxanne Gebhard, Virginia Bomgardner, Noreen Ramsey & Maria Higareda, Alternates: Sharon Heck & Jennifer Snader
- 2019 Borough Depository Bank – Jonestown Bank & Trust Company
- 2019 Solicitor – Reilly Wolfson, Attorneys at Law
- 2019 Engineer – Light-Heigel & Associates, Inc.
- 2019 Annual Auditor – Garcia, Garman & Shea PC
- 2019 Zoning Officers – Lebanon County Planning Department
- Keystone Municipal Collections; 2019 - current & delinquent EIT Collector
- 2019 Tax Collector - Lebanon County Treasurer's Office
- UCC Board of Appeals; 2019 – Robert V. Boltz, John R. Poff, and William Smeltzer. Alternate: Pat Brewer
- Joan Keefer as 2019 Borough Right to Know Officer, Tom Keefer abstained, and Kim Longenecker as alternate Right to Know officer.

Motion carried.

MAINTENANCE – Rick Kline, Supervisor – Rick Kline read a note to council that was put in the office drop box, requesting use of the Borough bucket truck. Council was not familiar with the person who signed the note, and no contact information was written on the note. No decision made.

Rick Kline stated the outside spot lights timers need to be set correctly.

Rick Kline reported the flag in the Park was raised by an unknown person.

Rick Kline reported the road closed partitions, placed on S. Mill St. during recent flooding, were moved to the side of the road by an unknown person.

Rick Kline reported the mulch in the green waste yard may be taken to a farm or Honey Bear Orchard. Council agreed.

Rick Kline requested purchasing 14 stop signs. Erik Harmon stated this was placed on the budget previously, to bring signs into compliance. Rick will get more information on new stop signs.

Rick Kline opened discussion in regard to the concession stand needing organized. Discussion followed.

Rick Kline stated the bucket truck will be ready for use in taking down the snowflake lights this weekend.

A motion was made by Rick Kline, seconded by David Charest, to accept a resignation from Ronald Sutton, Maintenance Lead, as of 12/23/2018. Motion carried.

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

Erik Harmon asked council if they made a decision as to paving projects in 2019. Chestnut Street is one paving project planned for 2019. Andrew Race and Erik Harmon explained prevailing wage to council. Andrew Race recommended contacting Penn DOT to get a better explanation on prevailing wages for paving projects funded by Liquid Fuels. Tom Keefer stated the Infrastructure Committee will schedule a meeting to plan 2019 paving projects, and bring recommendations to the next Planning Workshop Committee meeting. Erik commented February is not too late to start bidding paving projects. Plans are to put the following projects out to bid in February 2019: Park Trails Project, North Broad St. Culvert Project, and any other paving projects council decides on for 2019.

NLCA – Erik Harmon reported a problem with a sewer line in the Park. When a NLCA contractor was digging, they found a sag in the line. Discussion followed. NLCA plans to repair the line.

CDBG Chestnut Street – Erik Harmon requested approval to prepare construction plans for the CDBG Chestnut St. Project, with technical specifications for the Lebanon County Redevelopment Authority. **A motion was made by Tom Keefer, seconded by David Charest, to approve having Light-Heigel, Inc. prepare the construction plans (with technical specifications) for the Lebanon County Redevelopment Authority; CDBG Chestnut Street Project. Motion carried.**

MAYOR – Joe Quairolì – No Report

SOLICITOR – Andrew Race; Reilly, Wolfson Attorneys at Law – Andrew Race reported a sidewalk inspection/compliance is in litigation, and a summons was served. Colleen will continue keeping council informed.

Andrew Race requested council approve **Resolution # 2019-1**; assigning council members to be employees at will, or as needed to perform plowing/maintenance duties. Discussion followed. Andrew stated since Mayor Quairolì is not at this meeting to sign the resolution, it cannot be approved. The resolution will be placed on the Planning Workshop Committee meeting agenda.

SECRETARY – Joan Keefer – No Report

MS4 – No Report

INFRASTRUCTURE IMPROVEMENTS – Mayor Quairolì, Tom Keefer & Rick Kline – Tom Keefer gave an update on the lights; Park & Street. He will check with the maintenance department to see if the lights have been delivered.

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

GRANTS – Don Raiger & Jeffrey Schott – No further discussion on the Chestnut Street Grant and Park Trail Grant; addressed previously.

PARK, RECREATION & EVENTS – David Charest, Kathy Price & Tracey Charest; Chairperson - The PRE Committee event schedule will be given to council, for approval, at the next Planning Workshop Committee meeting.

Tom Keefer opened discussion in regard to the park tennis courts being in need of repairs. Erik Harmon recommended contacting Lori Yeich to see how to go about making any changes (children's play area in the court) to the tennis courts. David Charest will have Tracey Charest contact Lori Yeich for more information. Discussion continued in regard to re-surfacing/re-purposing the tennis courts.

PERSONNEL – Robin Wolferd, Rick Kline & Mayor Quairolì – Robin Wolferd requested approval for Kim Longenecker' additional hours beginning January 2019, by adding Thursday hours of 12:00 p.m. to 3:00 p.m., totaling 12 hours per week.

A motion was made by Rick Kline, seconded by David Charest, to approve extending Kim Longenecker' hours from 9 hours per week to 12 hours per week. Motion carried.

Robin requested an executive session following this meeting in regard to personnel.

Robin opened discussion about council considering hiring a multi-municipal Manager. Erik Harmon stated East Hanover was considering hiring a multi-municipal Manager, approximately one year ago, who would share duties with more than one municipality. Discussion followed. Andrew Race recommended council place this on the Planning Workshop Committee agenda, for further discussion.

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COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – Robin gave an update on the funding workshop meeting for Lebanon First Aid and Safety Patrol. Municipalities are waiting for an audit copy, from FASP, to review. Two municipal meetings will be scheduled in the future, and two ambulance services will be attending each meeting.

Discussion was opened in regard to applying for a Borough credit card. Andrew Race recommended Credit Card Use Policy, if council decides to have a credit card. Discussion followed. **A motion was made by Don Raiger, seconded by Rick Kline, to approve having Colleen Gallo and Andrew Race investigate an acceptable use policy and contacting Jonestown Bank & Trust to inquire about getting a credit card. Motion carried.** Joan Keefer will contact JBT to find out the process for obtaining a credit card and bring the information back to council.

Discussion was opened in regard to establishing a fund for Infrastructure/Improvements, continued from the Planning Workshop Committee meeting on 11/26/18. Robin requested a motion be made to establish a fund for Infrastructure/Improvements, for the amount of the tax increase in the 2019 budget. **A motion was made by Don Raiger, seconded by Jeffrey Schott, to approve establishing a fund for Infrastructure/Improvements, for the amount of the tax increase in the 2019 budget. Motion carried.**

CODES & CODE ENFORCEMENT – *Mayor Quairol, Rick Kline & Tom Keefer* – Rick Kline asked if there was any violation being addressed for an unattached trailer, parked on South Broad St. Code Enforcement will look into this violation.

ORDINANCE COMMITTEE – *Mayor Quairol, Robin Wolferd & Rick Kline* – The Ordinance Committee will continue working on the Conduct of Special Events Ordinance. Robin will look for a past email in regard to the ordinance, and forward it to the committee members.

Mayor Quairol amended/prepared the False Alarm Ordinance & International Property Maintenance Code & Knoxbox. Robin stated the committee will continue preparing ordinances for council's approval.

NEW BUSINESS – Robin Wolferd opened discussion in regard to sending a thank-you/recognition to Mr. & Mrs. Fortna for their donation; property located 49 W. Market St. **A motion was made by Kathy Price, seconded by Tom Keefer, to approve sending a plant and card to Mr. & Mrs. Fortna in recognition of their donation; property located 49 W. Market St. Motion carried; Motion rescinded.** Kathy Price amended the motion as follows:

A motion was made by Kathy Price, seconded by David Charest, to approve sending a plant and card to Mr. & Mrs. Fortna in recognition of their donation; property located 49 W. Market St; at a cost not to exceed \$150.00. Motion carried.

Tom Keefer continues researching costs on key fobs for the borough doors.

Tom Keefer gave the cost estimate for meeting room chairs, as not to exceed \$2,000.00 for 13 chairs. **A motion was made by David Charest, seconded by Tom Keefer, to approve purchasing 13 meeting room chairs, at a cost not to exceed \$2,000.00. Motion carried.**

OLD BUSINESS – No report

Council recessed into executive session at 8:45 p.m.

Council re-entered into regular session at 9:32 p.m.

A motion was made by Rick Kline, seconded by Tom Keefer, to establish a Maintenance Position; in replacement of the Maintenance Lead Position. Motion carried.

A motion was made by Jeffrey Schott, seconded by Kathy Price, to approve hiring Gary Kneasel for plowing and salting on an 'as needed' basis, at a pay rate of \$20.00 per hour. Motion carried.

A motion was made by Rick Kline, seconded by Jeffrey Schott, to approve Tom Keefer as replacing Rick Kline for the interview process in hiring a maintenance worker. Motion carried.

Robin Wolferd placed Don Raiger on the Personnel Committee.

A motion was made by Rick Kline, seconded by David Charest, to approve Tom Keefer as interim maintenance supervisor, for the month of January 2019. Motion carried.

Upon motion and second, Council adjourned at 9:39 p.m.

Respectfully submitted,

Joan Keefer,

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