

January 4, 2016

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with newly appointed President Dawn Sellers presiding. The following members were in attendance: Vince Sellers, Donnette Quairoli (arrived @ 7:10 PM), Joel Lehman (dismissed @ 8:10 PM), Tammy Blair, Roy Lefever and Robin Wolferd. Also attending were Mayor Tyler Longenecker, Attorney Colleen Gallo, Engineer, Erik Harmon, Maintenance Lead, Richie Deibert, Secretary/Treasurer, Joan Keefer and Junior Council Member Joe Kerstetter.

BOROUGH ENGINEER – Erik Harmon (report attached to minutes)

DCNR Grant – Baseball Dugout Construction – A “Notice of Intent to Award” was sent to Woodland Contractors.

Marcellus Shale Grant – Erik reported Light-Heigel & Associates, Inc. provided assistance to the Borough in development of the cost estimate used with the funding application.

Liquid Fuels Documents – Erik reported Light-Heigel & Associates, Inc. reviewed the Liquid Fuels documents associated with the public bid process for 2016 paving projects.

Signs Ordinance – The signs ordinance has been revised and a copy has been attached to Erik’s report.

Storm Water Management Fee – Credit Manual Revisions – Erik reported the only change to the Storm Water Management Fee is instead of having the credit application fees and credit renewal application fees included in the manual itself, it is referenced that those fees will be set by resolution by Borough council themselves. The streets and sidewalks ordinance, and the trees and shrubs ordinance are continuing to be worked on. Council is to review and approve the storm water credit manual & signs ordinance at the next meeting for advertising. Discussion followed.

The newly elected officials took the Oath of Office performed by Mayor Longenecker.

NOMINATIONS/ELECTIONS – Mayor Tyler Longenecker

Roy Lefever nominated Dawn Sellers for position of Council President. Nominations were closed. **Council unanimously voted to appoint Dawn Sellers to position of Council President. Motion carried.**

Joel Lehman nominated Robin Wolferd for position of Council Vice President. Nominations were closed. **Council unanimously voted to appoint Robin Wolferd to position of Council Vice President. Motion carried.**

The meeting was turned over to the newly appointed Council President, Dawn Sellers.

APPOINTMENTS

A motion was made to reappoint Robert Meneses as Vacancy Board Chairman for 2016 by Joel Lehman, seconded by Roy Lefever. Motion carried.

A motion was made to appoint Joan Keefer to the position of Borough Secretary/Treasurer for 2016 by Roy Lefever, seconded by Tammy Blair. Motion carried.

A motion was made to appoint, Anna Werni, Carol Nye, Emerson Cain and Fran Phillips as the Borough’s school crossing guards for 2016, and Emily Myallis, Dolores Neyer and Robert Hillegas as the 2016 alternate school crossing guards by Roy Lefever, seconded by Robin Wolferd. Motion carried.

A motion was made to appoint Roy Lefever as President Pro Tem by Joel Lehman, seconded by Robin Wolferd. Motion carried.

A motion was made to appoint Richie Deibert as Secretary Pro Tem by Joel Lehman, seconded by Tammy Blair. Motion carried.

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A motion was made to appoint Reilly, Wolfson, Sheffey, Schrum and Lundberg to the position of Borough Solicitor for 2016 by Roy Lefever, seconded by Tammy Blair. Motion carried.

A motion was made to appoint Light-Heigel & Associates to the position of Engineer for 2016 by Tammy Blair, seconded by Roy Lefever. Motion carried.

A motion was made to appoint Joe Kerstetter as the Junior Council Member for 2016 by Roy Lefever, seconded by Robin Wolferd. Motion carried.

A motion was made to appoint Lebanon County Planning Department as the Zoning Officer for 2016 by Joel Lehman, seconded by Tammy Blair. Motion carried.

A motion was made to appoint Jonestown Bank and Trust Company as the depository bank for 2016 by Joel Lehman, seconded by Robin Wolferd. Motion carried.

A motion was made to appoint Joan Keefer to the position of Borough Open Records Agent for 2016, with Richie Deibert, Maintenance Lead, as the alternate, by Roy Lefever, seconded by Joel Lehman. Motion carried.

A motion was made to reappoint Jeff Pittenger to a three-year term ending December 31, 2018 to the Zoning Hearing Board by Roy Lefever, seconded by Robin Wolferd. Motion carried.

A motion was made to reappoint Jerry Hayden as Zoning Hearing Board Alternate for 2016 by Tammy Blair, seconded by Robin Wolferd. Motion carried.

A motion was made to reappoint Stacy Longenecker to a three-year term ending December 31, 2018 to the Planning Commission by Roy Lefever, seconded by Robin Wolferd. Motion carried.

A motion was made to appoint Keystone Municipal Collections as the current and delinquent earned income tax collector and as the delinquent utility tax collector for 2016 by Joel Lehman, seconded by Roy Lefever. Motion carried.

A motion was made to appoint Lebanon County Treasurer as the local tax collector for 2016 by Robin Wolferd, seconded by Joel Lehman.

A motion was made to appoint Garcia, Garman & Shea PC as annual auditor by Joel Lehman, seconded by Robin Wolferd. Motion carried.

A motion was made to reappoint Robert V. Boltz, John R. Poff, and William Smeltzer, with Pat Brewer as the alternate to the UCC Board of Appeals for 2016 by Roy Lefever, seconded by Tammy Blair. Motion carried.

A motion was made by Joel Lehman, seconded by Roy Lefever, to approve the Minutes of the December 1, 2015 Meeting. Motion carried.

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A motion was made by Joel Lehman, seconded by Roy Lefever, to approve the Treasurer's Report for the month of December 2015. Motion carried.

Joan Keefer distributed reports on weddings performed by Mayor Longenecker, and a financial report for Constable, Scot Adams. Discussion followed.

SPECIAL GUESTS – No Report.

PUBLIC COMMENT – No Report.

MAINTENANCE – *Richie Deibert – (report attached to minutes)* - Richie opened discussion in regards to future road repairs. Richie requested council approve moving forward with paperwork for advertising for bids on a 2016 Paving/Patching Project on North Mill Street and on North Broad Street. The approximate cost for this paving project is \$56,000.00.

A motion was made by Joel Lehman, seconded by Tammy Blair, to approve moving forward with paperwork for advertising for bids on a 2016 Paving/Patching Project on North Mill Street, and on North Broad Street. Motion carried.

A lengthy discussion continued in regards to future road paving/patching projects and/or possible grants.

Richie opened discussion on the Marcellus Shale Grant in regards to park trail (Stormwater) paving/repairs. Two project ideas were a result of Richie and Erik's meetings; a long term vs. short term project. Long term would be beneficial to do storm water management and pave a section of the trail from the concession stand to the entrance of the lower parking lot, at an approximate cost of \$31,516.00. Short term would be to just pave a section of trail at an approximate cost of \$16,250.00. The grant is a 50% match.

A motion was made by Joel Lehman, seconded by Roy Lefever, to approve moving forward with the Marcellus Shale Grant application, signing the documents, for the short term project to pave a section of the park trail, at a cost of approximately \$16,250.00, with a 50% match from the Borough. Motion carried.

Joel Lehman reported to council he will be sending them an email in regards to LED lighting. This will be placed on February's agenda.

MAYOR – No Report.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Council requested an executive session following the meeting, in regards to personnel.

SECRETARY – *Joan Keefer* – Discussion was open for changing signatories at Jonestown Bank & Trust.

A motion was made by Roy Lefever, seconded by Robin Wolferd, to approve changing signatories at Jonestown Bank & Trust; removing Beth Heckman and adding Dawn Sellers. Motion carried.

Joan will contact the bank and make this request.

Joan requested council ratify approving NLCA (Northern Lebanon County Authority) to continue having their board meetings at the Jonestown Borough meeting room in exchange for continued relief of the sanitary sewer charges.

A motion was made by Robin Wolferd, seconded by Tammy Blair, to ratify approving NLCA (Northern Lebanon County Authority) to continue having their board meetings at the Jonestown Borough meeting room, in exchange for continued relief of the sanitary sewer charges. Motion carried.

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Joan requested council give prior approval for paying the listing of bills distributed, as in the past, by Secretary/Treasurer; including adding Richie Deibert's health insurance stipend (\$200).

A motion was made by Robin Wolferd, seconded by Tammy Blair, to authorize the Secretary to pre-pay bills from Met-Ed, Verizon, Touchtone Communications; long distance phone, Line Systems; phone service, Sewer & Water, Payroll Tax, Postmaster – Post Office Box (yearly in December) and Tax Collector's payroll, without prior approval and before the due date, so long as the amounts due are consistent with prior month's bills; adding Richie Deibert's health insurance stipend of \$200.00. Motion carried.

Joan gave council the deadline for articles to be placed in the Jonestown Borough Newsletter as February 1, 2016. Discussion followed.

Joan informed council on the DLCBA meeting scheduled on January 26, 2016.

Joan asked council who would be taking care of sending out the Stormwater invoices this year. Discussion followed.

A motion was made by Roy Lefever, seconded by Robin Wolferd, to approve Light-Heigel & Associates, Inc. preparing the storm water invoices, at a cost not to exceed \$1,000.00. Invoices are to be paid to Jonestown Borough. Motion carried.

MS4 – No further discussion.

INFRASTRUCTURE IMPROVEMENTS – *Dawn Sellers, Joel Lehman* - No Report.

LOCAL BUSINESS – *Dawn Sellers and Roy Lefever* – Dawn Sellers suggested scheduling a meeting.

GRANTS – *Mayor Longenecker, Vince Sellers* – No Report.

PARK FACILITIES, GRANTS, RECREATION & EVENTS – *Mayor Longenecker, Robin Wolferd, Tammy Blair and Joe Kerstetter* – No Report.

CHRISTMAS TREE & LIGHTS - *Mayor Longenecker, Donnette Quairol* – Richie reported the designer/engineer from Met-Ed will come inspect the poles. Then Met-Ed and the electrical contractor will meet to come up with a solution for displaying Christmas lights on poles.

PERSONNEL – *Dawn Sellers, Mayor Longenecker, Robin Wolferd, and Donnette Quairol* – Executive session will follow the meeting.

COST REDUCTION AND FINANCES – *Joel Lehman, Vince Sellers* – 2016 Storm Water fees will be collected at the Jonestown Borough office.

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

OLD BUSINESS – Mayor Longenecker opened discussion in regards to tree trimming in the Borough. Richie will compile information on a trees and shrubs ordinance and this will be placed on the February 2nd agenda.

A brief discussion continued on amending the ordinance to ban smoking in the Jonestown Park totally, and amending the Streets and Sidewalks Ordinance

A brief discussion was held on a rental property ordinance.

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NEW BUSINESS – Discussion was opened in regards to purchasing a bucket with teeth for the skid loader. This will be placed on the February 2nd agenda.

Upon motion and second, Council recessed into Executive Session at 8:38 p.m.

Council reentered regular session at 9:09 p.m.

A motion was made by Roy Lefever, seconded by Vince Sellers, to approve changing the personnel manual to allow full-time employees to accumulate up to ten sick days. Motion carried.

Upon motion and second, Council adjourned at 9:10 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer