

# January 5, 2021

A WebEx meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolford presiding. Council members attending: Rick Kline, Tyler Longenecker, Don Raiger, Jeff Schott and Kathy Price. Also attending: Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Assistant Secretary/Treasurer; Kim Longenecker & Secretary/Treasurer; Joan Keefer.

**APPROVAL - MINUTES/TREASURER'S REPORT** - A motion was made by Rick Kline, seconded by Don Raiger, to approve the December 1, 2020 Council Meeting Minutes. Motion carried.

A motion was made by Rick Kline, seconded by Don Raiger, to approve the amended November 23, 2020 Council Planning Workshop Meeting Minutes. Motion carried. Minutes were amended as follows: The employee handbook shall state; Holiday's will be paid to employees who are scheduled to work on the day of the holiday.

A motion was made by Robin Wolford, seconded by Rick Kline, to approve the Treasurers Report, month ending December 31, 2020. Motion carried.

## **REAPPOINTMENTS**

Robin Wolford requested a motion to approve the following appointments as one motion:

Appoint 2021 Borough Secretary/Treasurer as Joan Keefer. Appoint 2021 Borough Assistant Secretary/Treasurer as Kimberly Longenecker. Appoint 2021 Borough Crossing Guards – Virginia Bomgardner, Sharon Heck & Maria Higareda, Alternates: Jennifer Snader, Donna Bickel & James Leach. Appoint 2021 Borough Depository Bank as Jonestown Bank and Trust Company. Appoint 2021 Solicitor as Reilly Wolfson, Attorneys at Law. Appoint 2021 Engineer as Light-Heigel & Associates, Inc. Appoint 2021 Annual Auditor as Garcia, Garman & Shea PC. Appoint 2021 Borough Appointed Auditors as Paul Bird; 4 yr. term, Jamie Carl; 2 yr. term & Donnette Quairoli; 6 yr. term. Appoint 2021 Zoning Officers as Lebanon County Planning Department. Appoint Keystone Municipal Collections; 2021 - current & delinquent EIT Collector. Appoint 2021 Tax Collector as Lebanon County Treasurer's Office. Appoint UCC Board of Appeals; 2021 as John R. Poff, William Smeltzer & Pat Brewer; Alternate: Rick Horst. Appoint Joan Keefer as 2021 Jonestown Borough Right to Know Officer & Kim Longenecker as alternate. Appoint Rob England, Planning Commission Board Member; term expires December 2023 – 3 yr. term. Reappoint Todd Anderberry, Zoning Hearing Board Member; term expires December 2023 – 3 yr. term. Reappoint Keena Wolford, Zoning Hearing Board Alternate; term expires December 2021 – 1 yr. term. Reappoint David Charest, Zoning Hearing Board 2nd Alternate, term expires December 2021 – 1 yr. term. Reappoint Tracy Charest, Vacancy Board Chairman, term expires December 2021 – 1 yr. term. Reappoint Keena Wolford, Vacancy Board Alternate, term expires December 2021 – 1 yr. term. Reappoint David Charest, Vacancy Board 2nd Alternate, term expires December 2021 – 1 yr. term. Reappoint James Schotzberger, TCC Representative, term expires December 2021 – 1 yr. term. **A motion was made by Don Raiger, seconded by Robin Wolford, to approve the following appointments as one motion: Appoint 2021 Borough Secretary/Treasurer as Joan Keefer. Appoint 2021 Borough Assistant Secretary/Treasurer as Kimberly Longenecker. Appoint 2021 Borough Crossing Guards – Virginia Bomgardner, Sharon Heck & Maria Higareda, Alternates: Jennifer Snader, Donna Bickel & James Leach. Appoint 2021 Borough Depository Bank – Jonestown Bank and Trust Company. Appoint 2021 Solicitor – Reilly Wolfson, Attorneys at Law. Appoint 2021 Engineer – Light-Heigel & Associates, Inc. Appoint 2021 Annual Auditor – Garcia, Garman & Shea PC. Appoint 2021 Borough Appointed Auditors – Paul Bird; 4 yr. term, Jamie Carl; 2 yr. term & Donnette Quairoli; 6 yr. term. Appoint 2021 Zoning Officers – Lebanon County Planning Department. Appoint Keystone Municipal Collections; 2021 - current & delinquent EIT Collector. Appoint 2021 Tax Collector - Lebanon County Treasurer's Office. Appoint UCC Board of Appeals; 2021 – John R. Poff, William Smeltzer & Pat Brewer; Alternate: Rick Horst. Appoint Joan Keefer as 2021 Jonestown Borough Right to Know Officer & Kim Longenecker as alternate. Appoint Rob England, Planning Commission Board Member; term expires December 2023 – 3 yr. term. Reappoint Todd Anderberry, Zoning Hearing Board Member; term expires December 2023 – 3 yr. term. Reappoint Keena Wolford, Zoning Hearing Board Alternate; term expires December 2021 – 1 yr. term. Reappoint David Charest, Zoning Hearing Board 2nd Alternate, term expires December 2021 – 1 yr. term. Reappoint Tracy Charest, Vacancy Board Chairman, term expires December 2021 – 1 yr. term. Reappoint Keena Wolford, Vacancy Board Alternate, term expires December 2021 – 1 yr. term. Reappoint David Charest, Vacancy Board 2nd Alternate, term expires December 2021 – 1 yr. term. Reappoint James Schotzberger, TCC Representative, term expires December 2021 – 1 yr. term. Motion carried.**

**SPECIAL GUESTS** – None

**PUBLIC COMMENT** – None

**MAINTENANCE** – *Rick Kline, Supervisor – (budget report attached to minutes)* Rick Kline reported as follows: Monthly expenses for December = \$ 61.53.

**BOROUGH ENGINEERING REPRESENTATIVE** – *Erik Harmon (report attached to minutes).* During the past month Light-Heigel & Associates, Inc. (LHAI) has been involved in the following items of interest to the Borough:

**Maintenance Garage**

- LHAI received, and has reviewed Woodland Contractor's Application for Payment #3. Based upon the work completed, LHAI recommends payment in the amount of \$9,040.65 conditioned upon receipt of current certified payroll records. **A motion was made by Rick Kline, seconded by Robin Wolferd, to approve submitting payment application #3 to Woodland Contractors in the amount of \$9,040.65. Motion carried.** Erik Harmon reported the overhead garage doors are back ordered, and will arrive sometime in February. Discussion followed. In regard to renting the pavilion in 2021, once any reservations are requested, the borough will discuss the options.

**Spring Court DGLVR Project** - LHAI assisted the Borough in the preparation of a letter to be sent to the residents of Spring Court. After the letters were completed, they were mailed to the residents. LHAI will move forward with the engineering and provide the property owners with the information on how it will be impacting their driveways (in borough right of way), giving them the opportunity to approach council with their concerns.

**Park Planning Meeting** - LHAI attended the Park & Rec Committee meeting on 12/11/2020, to discuss the planning and design ideas for a potential DCNR application.

**NLCA Street Opening** Application - LHAI received an application from NLCA for a sewer lateral repair at 50 South Mill Street. LHAI has not yet completed a technical review but approval of this permit application could be conditioned upon the review comment letter prepared by LHAI. Council agreed to allow LHAI to approve the permit application. In regard Northern Lebanon Authority's bond, Jonestown Borough council requested/agreed to be placed on the bond as an additional insured.

**MAYOR** – *Joe Quairolì* – No report.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo updated council about the letter she sent to the company who did the street opening project on Highland Drive. Things are now moving forward quickly.

**SECRETARY** – *Joan Keefer* – Joan Keefer requested approval to have the secretary/treasurer pay the following list of invoices, without prior approval from council (if amount due is consistent with previous invoices): ***Telesystem*** – Phone Service (Monthly), ***Touchtone*** – Long Distance phone (Monthly), ***Verizon Wireless*** – Cell Phones (Monthly), ***USDA*** – Mortgage (Monthly; electronically), ***Postmaster*** – Post Office Box (Yearly/December), ***Postage/Petty Cash*** – Code Enforcement/office postage, ***Sewer Bills*** - (NLCA); pd. quarterly, ***Water Bills*** - (COLA); pd. quarterly, ***Kapp/Merchandise Advertising*** – quarterly for newsletters, ***CTI Network, Inc.*** – website hosting, ***Payroll Tax Bills*** - (EFTPS, E-tides, PSAB UC, Local & State UC), ***WEX – Vehicle Fuel*** – due beginning of month, ***Lowe's*** – Credit card/maintenance purchases/due early in month, ***Eagle Secure Solutions*** - Annual subscription/Microsoft 365 Standard & Basic, ***Met-Ed*** – All accounts (Monthly) & Met-Ed – Christmas Lights (Yearly January or February), ***Insurances*** - HA Thomson, SWIF, PIRMA, AmTrust N. America, Inc.) Workers' comp., liability, bond & auto. **A motion was made by Rick Kline, seconded by Don Raiger, to approve having the secretary/treasurer pay the list of invoices presented to them above, without prior approval from council, if amount due is consistent with previous invoices. Motion carried.**

Joan Keefer asked which council members want to receive the PSAB Magazine subscriptions in 2021. The decision was to get a subscription for the office and Kathy Price. A free subscription is also provided to Jonestown Borough.

A request was made for council to approve the Humane Society Stray Housing Agreement 2020 -2021. **A motion was made by Don Raiger, seconded by Robin Wolferd, to approve the Humane Society Stray Housing Agreement for 2020 -2021.** Tyler Longenecker requested open discussion. **Motion carried.**

Joan Keefer asked Colleen Gallo for her recommendation in regard to updating the resolution for the fire company by amending the name to Northern Lebanon Fire & Emergency Services (NLFES) for approving participating in all borough ancillary activities; carnivals, parades, rubber duck races, block parties, fireworks and traffic control, parking, emergency & non-emergency assistance for approved Borough events under the workers compensation. **A motion was made by Rick Kline, seconded by Don Raiger, to approve updating the resolution for the fire company by amending the name to Northern Lebanon Fire & Emergency Services (NLFES) for approving participating in all borough ancillary activities; carnivals, parades, rubber duck races, block parties, fireworks and traffic control, parking, emergency & non-emergency assistance for approved Borough events under workers compensation. Motion carried.**

**MS4** – No Report.

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairolì & Rick Kline* – A pole was installed today, in regard to the permit submitted by Met-Ed to install a pole at 9 West Market St. (in grass east of store)

**GRANTS** – No Report.

**PARK & RECREATION** – Tyler Longenecker requested council ratify the email approval to purchase a gift card, in the amount of \$40.00; paid from the Christmas Lights Fund, for ‘Santa’ attending the tree lighting event. **A motion was made by Don Raiger, seconded by Robin Wolferd, to ratify the email approval to purchase a gift card, in the amount of \$40.00; paid from the Christmas Lights Fund, for ‘Santa’ attending the tree lighting event. Motion carried.**

Tyler Longenecker requested a motion to approve Light-Heigel to assist the Park & Recreation Committee with the playground grant execution, site plan and relevant meetings not to exceed \$2500; paid from the General Fund. **A motion was made by Tyler Longenecker, seconded by Don Raiger, to approve Light-Heigel to assist the Park & Recreation Committee with the playground grant execution, site plan and attend relevant meetings, at a cost not to exceed \$2500; paid from the General Fund. Motion carried.**

Tyler Longenecker requested council’s approval for the Anniversaries & Recreation Group to do a \$1,500.00 Go Fund Me Campaign for funding to place lights on the poles at 49 W. Market St. for the tree lighting ceremony, and to get quotes from Dauphin Electric, and follow through to have the lights installed. Discussion followed. Council agreed to have the Anniversaries & Recreation Committee get a quote for installing the lights, to present to council first. After receiving a quote, the committee may ask for approval from council. Discussion followed.

**PERSONNEL** – Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì – The committee plans to meet at the borough building to review the Crossing Guard resumes’, and finish the revisions to the employee handbook.

**COST REDUCTION AND FINANCES** – Don Raiger, Rick Kline & Tom Keefer – No Report.

**CODES & CODE ENFORCEMENT** – Mayor Quairolì & Tom Keefer – The Code Enforcement Committee plans to schedule 2021 meetings. This will remain on the February 2, 2021 Council Meeting Agenda.

No update at this time in regard to the Repeat Offender Fee & Maintenance or Technology Fee vs. Increasing Rate (effective 1/1/2021 new cases only)

**ORDINANCE COMMITTEE** – Jeff Schott, Mayor Quairolì, Robin Wolferd, & Kathy Price – Jeff Schott suggested having regular monthly ordinance committee meetings. Jeff will send a few tentative dates to the committee, and would like them to choose a permanent schedule for meetings, such as Thursday of the 2<sup>nd</sup> week of each month.

**NEW BUSINESS** – A request was made to ratify the email approval to give the resident at 157 E. Market St. permission to place a dumpster in front of his home, contingent upon sticking to the timeline given (1/8/2021–1/22/2021), & keeps the snow cleaned up around the dumpster. **A motion was made by Rick Kline, seconded by Tyler Longenecker, to approve the resident at 157 E. Market St. permission to place a dumpster in front of his home, contingent upon sticking to the timeline given (1/8/2021–1/22/2021), & keeps the snow cleaned up around the dumpster. Motion carried.**

A request was made to ratify the email approval to have Erik Harmon attend a Park & Recreation Committee meeting in the park, as the committee is having a site meeting, concerning the playground grant; at a cost not to exceed \$200.00. **A motion was made by Don Raiger, seconded by Robin Wolferd, to approve having Erik Harmon attend a Park & Recreation Committee meeting in the park, as the committee is having a site meeting, concerning the playground grant; at a cost not to exceed \$200.00. Motion carried.**

A request was made to ratify the email approval agreeing upon waiving the \$50.00 application fee for a street opening permit submitted by Northern Lebanon County Authority. **A motion was made by Rick Kline, seconded by Don Raiger, to approve agreeing upon waiving the \$50.00 application fee for a street opening permit submitted by Northern Lebanon County Authority. Motion carried.**

Robin Wolferd inquired if a resident needs a permit to begin a business in their home. Colleen Gallo said to contact Lebanon County Planning, as they are Jonestown Borough’s Planning and Zoning Officers. Erik Harmon suggested checking with Lebanon County Planning to see if the resident applied for a building permit.

Council held discussion in regard to the open seats on 2021 Primary Election Ballot.

**OLD BUSINESS** – A brief discussion was held in regard to the zoning at Jonestown School.

Council decided to continue holding virtual meetings. This was added to the advertisement sent to the Daily News/meetings advertised for 2021

There was no update to recycling in Jonestown Borough.

Upon motion and second, Council adjourned at 8:05 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer