

# July 11, 2017

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with President Dawn Sellers presiding. The following members were in attendance: Tom Keefer, Jesse Markle, Roy Lefever and Robin Wolferd. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert. (Dismissed @ 9:25 p.m.), and Joan Keefer; Secretary/Treasurer. Excused Absences: Todd Anderbery, Joel Lehman & Junior Council Member, Nicholas Markle.

**A motion was made by Roy Lefever, seconded by Jesse Markle, to approve the Council Meeting Minutes from June 6, 2017. Motion carried.**

**A motion was made by Robin Wolferd, seconded by Tom Keefer, to approve the Treasurer's Report for the month ending June 30, 2017. Motion carried.**

**SPECIAL GUESTS** – No report.

**PUBLIC COMMENT** – A representative from the Jonestown Fire Police was present to report donations given to them, from helping at borough events, is to be sent to the North Lebanon Fire & Emergency Services. It will then will be earmarked by NLFES to help buy equipment for the Fire Police. Rob Taylor, Fire Chief, requested permission to have apparatus on display at the Lebanon Area Fairgrounds. Colleen Gallo suggested this event be added to the annual list of events the fire company is involved. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve North Lebanon Fire and Emergency Services displaying apparatus at the Lebanon Are Fairgrounds; being covered under workman's compensation insurance. Motion carried.**

Rob Taylor opened discussion in regards to the borough considering an ordinance for rental properties. Council requested Rob attend a borough ordinance committee meeting to discuss this further. Colleen suggested looking at a particular section of the International Property Maintenance Code, to possibly consider adopting the section under fire prevention. Discussion continued about property inspections/inspectors.

**JUNIOR COUNCIL** – No Report

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

**CDBG Grant – J-1 Baseball - Dugouts** – Erik did not have an update on the schedule to fix the ADA trail. Lebanon County Redevelopment Authority has been informed the Borough would like an opportunity to coordinate the schedule/timing of the repairs.

**Low Volume Road Maintenance Program – West Chestnut Street Storm Sewer & Paving** – Construction began the week of June 19<sup>th</sup>. Shop drawings have been reviewed by LHAI and the contractor. Approximately 80% of the storm sewer has been installed. Erik updated council on a water service line, water lateral and a sewer lateral needing work. The 1<sup>st</sup> application for payment on 7/5/17 was submitted, and LHAI recommended payment be made in the amount of \$52,016.01. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve submitting payment to A. H. Moyer, Inc. in the amount of \$52,016.01. Motion carried.** The borough received \$100,000.00 up-front funds from Lebanon County Conservation District. The remaining funds will not be received until after the project completion and final inspections. A request was made for approval to ratify the expenses from Light-Heigel & Associates, Inc., ranging between \$4,200 and \$6,000, to perform the W. Chestnut St. Project inspections. **A motion was made by Tom Keefer, seconded by Roy Lefever, to ratify the approval for the expenses from Light-Heigel & Associates, Inc., ranging between \$4,200 and \$6,000, to perform the W. Chestnut St. Project inspections. Motion carried.** The W. Chestnut St. Storm Sewer & Paving project plans are to be completed the beginning of August.

**2017 Paving Projects** – The contract was executed and a copy returned to the contractor. It is anticipated that the pre-construction meeting will be held during the week of August 21<sup>st</sup>. Erik will send an email to council when the meeting is scheduled.

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**2017 Sidewalk Inspections** – Draft enforcement notices and advisory notices were emailed to council for review. Notices will be mailed later this week. Two types of letters were sent: mandatory repairs being needed, and advisory letters.

**DCNR Grant Application 2017 – Park Trails** – LHAI received a request from DCNR for minor revisions/additions to the plan for the grant application. These revisions were made and a PDF copy was emailed to Lori Yeich at DCNR.

Council held discussion in regards to sending notices out for the delinquent Storm Water fees. Notices for 2016 and 2017 will be sent together.

**MAINTENANCE** – *Richie Deibert* – A request was made to approve grinding the green waste yard, at a cost not to exceed \$2,500. **A motion was made by Roy Lefever, seconded by Jesse Markle, to approve grinding the green waste yard, at a cost not to exceed \$2,500. Motion carried.**

Richie opened discussion in regards to seal coating the Safe Routes to School trail in the Park. Council decided to keep this item under Old Business for further discussion.

Richie reported the pipe located on S. Walnut and W. Blackberry is failing upstream from where it was repaired before. Council decided to have it fixed temporarily by maintenance.

Richie received a letter from Penn DOT regarding construction of the S. Lancaster St. Bridge. Richie was advised to submit a letter of response to Penn DOT, even if none of our facilities are affected. Upon review of the plans, Richie and Erik came up with the following: ask Penn DOT to sign an agreement taking responsibility for the pipe outfall, as it pertains to the MS4, and check to see if the pipe outlet will conflict with the Master Plan to create a trail/nature path in the future. The Borough has a recreational easement through Lot #213 for that very purpose. Discussion continued on possible options. Erik and Richie will work together on the response letter.

Richie reported a hole opened up at the southwest storm drain on S. Broad St. and N. Fisher St. Council decided to have maintenance make the repair.

In regards to an estimate to replace trees in the park, council will keep this under old business on their agenda.

Richie opened discussion in regards to replacing trees in the W. Chestnut St. rain garden. Richie tried contacting Steve from Aqua-Niche, leaving multiple messages and sending emails, with no replies. Council decided to have Riche and George Kaufman work together on pruning the trees for now.

A request was made for council to ratify their approval to spend \$28,938.00 to purchase a dump truck. **A motion was made by Jesse Markle, seconded by Roy Lefever, to ratify their approval to purchase a dump truck, at a cost of \$28,938.00. Motion carried.**

Mayor Sellers opened discussion in regards to disbursing Liquid Fuels funds for projects in 2017. Council decided to spend up to \$78,000.00 from the Liquid Fuels fund. Payment for the Broad St. Paving project will be paid from this fund. Council would also like to use \$15,000.00 towards the W. Chestnut St. project from Liquid Fuels.

Richie reported the lawn mower came back today, costing approximately \$2,000 to repair. The other mower has issues, as well. Council decided to approve this expense at the August 1, 2017 council meeting, once an invoice is received.

**MAYOR** – Mayor Sellers updated council on the workers compensation percentages and fees for each of the municipalities (report attached to the minutes). Percentages were based on population in each municipality, and each municipality will be saving on their workers compensation costs. Mayor Sellers requested council approve passing the borough savings of workers compensation insurance to the fire company. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve passing the borough's difference in savings for 2017, on workman's compensation insurance fees, along to the fire company. Dawn Sellers voted no. Motion carried.** Dawn Sellers reported an amount is to be determined.

H.A. Thompson is the brokerage service involved in the application process for the worker's compensation insurance. An invoice for services in the amount of \$500.00 was sent to Jonestown Borough. Mayor Sellers

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requested approval to pay the invoice and then send invoices to E. Hanover Twp. and Union Twp. **A motion was made by Tom Keefer, seconded by Robin Wolford, to approve paying the H.A. Thompson brokerage fee invoice of \$500.00 and sending invoices to E. Hanover Twp. and Union Twp. for their third of the costs. Motion carried.**

Discussion continued about using a broker for the workman's comp insurance. This will be put under old business for August's council meeting.

Mayor Sellers requested giving a donation to the Fire Company for all the work they did for recent events held in the borough. **A motion was made by Roy Lefever, seconded by Robin Wolford, to approve writing a donation check for \$750.00 to the Jonestown Fire Company, for their services at the Jonestown Borough events; paid from the Park Fund. Motion carried.**

Mayor Sellers personally thanked Colleen Gallo for the donation to the fireworks from Reilly, Wolfson, Sheffey, Schrum & Lundberg.

**SOLICITOR** – Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg – No report.

**SECRETARY** – Joan Keefer – No report.

**MS4** – No further report.

**INFRASTRUCTURE IMPROVEMENTS** – Dawn Sellers, Joel Lehman – No report

**LOCAL BUSINESS** – Dawn Sellers, Roy Lefever – No report

**GRANTS** – Mayor Sellers – Mayor Sellers requested council's approval to seek a grant for playground equipment. Council approved.

**PARK FACILITIES, GRANTS, RECREATION & EVENTS** – Mayor Sellers, Tom Keefer – Council approved River of Life Church of God having a pig roast, and being in the park the night before renting the pavilion to roast a pig for their picnic September 3, 2017.

**A motion was made by Tom Keefer, seconded by Roy Lefever, to approve the Park, Recreation & Events Committee to have a Christmas tree lighting event and a New Year's Eve Celebration event; requested by the committee. Motion carried.**

Tom Keefer requested permission to donate to the Northern Lebanon Alumni Band. The Alumni Band then passes the donation to a student continuing their education in music, as a scholarship.

**A motion was made by Roy Lefever, seconded by Tom Keefer, to approve a donation of \$250.00 to the Northern Lebanon Alumni Band; requested by the committee; paid from the Park Fund. Motion carried.**

**PERSONNEL** – Dawn Sellers & Robin Wolford – The committee will plan to meet. Discussion continued in regards to more hours given to the secretary. Colleen Gallo said anything more than 30 hours is considered full time employment. **A motion was made by Roy Lefever, seconded by Jesse Markle, to approve giving Joan Keefer 4 extra hours per week, until the next council meeting. Tom Keefer abstained from voting. Motion carried.**

**COST REDUCTION AND FINANCES** – Joel Lehman, Todd Anderbery – No report

**CODES & CODE ENFORCEMENT** – Mayor Sellers & Roy Lefever – No report

**ORDINANCE COMMITTEE** – Mayor Sellers, Robin Wolford & Dawn Sellers – Council decided to place the Storm Water Ordinance & Storm Water Credit Manual – Council's review and comments (fee structure) on the August agenda. If council decides to abolish the storm water fees for 2018, an ordinance is necessary.

**NEW BUSINESS** – Discussion was opened in regards to abolishing the Planning Workshop Committee meetings. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve abolishing the**

**Planning Workshop Committee meetings. Dawn Sellers, Robin Wolferd and Jesse Markle voted no. Motion not carried.** Council decided to cancel the Planning Workshop meeting in July 2017.

Tom Keefer opened discussion in regards to council volunteering at the JOY food pantry Monday evenings for about 1 hour. Robin Wolferd, Mayor Sellers, Jesse Markle and Tom Keefer were interested in volunteering.

**OLD BUSINESS** – Discussion was opened in regards to replacing Joe Kneasel on the Planning Commission committee. Council decided to wait to finalize.

Mayor Sellers updated council on the Fortna Parking Lot. No decisions were made. Mayor Sellers will provide a copy of a study to Mr. Fortna's engineer.

Council held further discussion in regards to abolishing or revising the Storm Water fees for 2018. The deadline to decide is August of 2017. Four commercial properties are due to apply for credits because their 4 year deadline is up. Colleen recommended granting an extension if council wants to further discuss this at their budget meetings. **A motion was made by Robin Wolferd, seconded by Tom Keefer, to approve extending any credits applied until October 31, 2017. Motion carried.**

**A motion was made by Robin Wolferd, seconded by Tom Keefer, for approval 'not' to continue with the mowing grass reduction and wildflower meadow in the Park; carried over from the June 6, 2017 meeting. Motion carried.**

Robin Wolferd opened discussion in regards to renting out the concession stand in the park. Roy Lefever will contact Tyler Longenecker and inquire about the rental fee payment of \$25.00 and payment for the concessions purchased from the borough in the amount of \$30.00.

Upon motion and second, Council adjourned at 10:27 p.m.

Respectfully submitted,  
Joan Keefer,  
Secretary/Treasurer