

July 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 Wolferd presiding. Council in attendance were: Rick Kline, Don Raiger, Tom Keefer, David Charest, Jeff Schott and Kathy Price. Also attending were Mayor Joe Quairolì, Attorney Andrew Race, Engineering Representative; Erik Harmon, Assistant Secretary/Treasurer; Kim Longenecker & Secretary/Treasurer; Joan Keefer.

APPROVAL - MINUTES/TREASURER'S REPORT

A motion was made by Tom Keefer, seconded by David Charest, to approve the June 6, 2019 Council Meeting Minutes. Motion carried.

A motion was made by Kathy Price, seconded by Jeff Schott, to approve the Treasurer's Report for the month ending June 30, 2019. Motion carried.

SPECIAL GUESTS – Joseph Bowman, Borough resident, asked questions in regard to placing a fence on his property, near a storm drain. Andrew Race informed Mr. Bowman filing for a variance goes to the Zoning Hearing Board. Mr. Bowman already contacted Mr. Hetrick, Lebanon County Planning and was told he needs an easement from the Borough. The storm drain located in Mr. Bowman's yard is not a Borough storm drain; so an easement needs to be in place, agreeing to entrance onto Mr. Bowman's property for access to the storm drain, if necessary.

BID OPENING – Erik Harmon opened the bids for the George H. Kaufman Community Park Pathway Rehabilitation. There is a base bid, an alternate #1 bid; additional paving taken from the concession stand, north, towards the pavilion, just north of the tennis courts, & an alternate #2 bid; the installation of a metal railing at the ADA parking area. Results are as follows:

- ✓ Woodland Contractors, Inc.; Base = \$64,031.65; Alt. #1 = \$13,268.00; Alt. #2 = \$2,450.00; Total = \$79,749.65
- ✓ Miller Brothers Construction, Inc.; Base = \$163,970.75; Alt. #1 = \$16,984.22; Alt. #2 = \$2,601.00; Total = \$183,555.97
- ✓ Construction Masters Services; Base = \$86,556.95; Alt. #1 = \$14,437.50; Alt. #2 = \$7,850.00; Total = \$108,844.45

Discussion followed. **A motion was made by David Charest, seconded by Kathy Price, to approve paying 50% of the additional cost of \$10,000.00 from the Park & Recreation Fund, and the remaining 50% paid from the General Fund, if additional funding is not granted by DCNR, conditioned upon final review. Motion carried.**

A motion was made by David Charest, seconded by Tom Keefer, to recognize, & award Woodland Contractors, Inc. as the apparent low bidder, for the base bid amount only; conditioned upon final review of all documents by Light Heigel & Associates, Inc. & Reilly Wolfson Attorneys at Law. Motion carried.

PUBLIC COMMENT – No report.

MAINTENANCE – Rick Kline, Supervisor – (budget report attached to minutes) Rick Kline reported as follows: Request approval to sign the Commonwealth of Pennsylvania Department of Transportation, Municipal Winter Traffic Services (5-year) Agreement. **A motion was made by Rick Kline, seconded by David Charest, to approve signing the Commonwealth of Pennsylvania Department of Transportation, Municipal Winter Traffic Services (5-year) Agreement. Motion carried.**

Monthly maintenance expenses for the month of June = \$174.72

Caution tape was placed around the park trails under construction. Next week trenching & installing drain pipes will be completed. Maintenance will use rented excavator to repair pipe at the corner of S. Broad St. & W. Queen St. Maintenance installed a Road Flooded sign on S. Mill St., just off of S. Lancaster St.

Seven stop signs have been replaced. There are 7 more that need replaced.

Rick addressed a complaint received about the green waste yard. An inspector & Rick walked around the yard & park trail. Rick is waiting for a report from the inspector, who didn't think there would be any problems.

Robin opened discussion about a previous complaint about a wetland area along Spring Court. Discussion followed. DEP recently reported that mowing & weed whacking along the area is allowed. Andrew Race recommended Mayor Quairolì address this with the resident who submitted the complaint, & let them know the borough received

the message, landowner was contacted by DEP, and landowner is complying with DEP's instructions. If there are any further problems, the resident is make the borough aware.

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

2017 Sidewalk Inspections (32 West Market Street) - Work was completed on Friday, April 5, 2019, & a final inspection was on Friday, April 12, 2019. The following items were identified during inspection: Curbs need cleaned up; so there is a smooth, uniform surface along the top & face. Road surfaces, damaged during removal/replacement of curb, need repaired. The curb repair work was completed the week of June 3, 2019. LHAI continues to communicate with the property owner regarding the road restoration.

DCNR Grant – Park Trails - Bids were opened & reviewed the beginning of this meeting. No further report.

East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant) - Project is substantially complete. During final inspection the contractor was made aware of items that needed to be corrected. The contractor is currently working on correcting these items; a final re-inspection will occur directly after the repair work is complete.

2019 Paving Projects – A pre-construction meeting was held on 6/20/19 for the Pennsy Supply project. Work is tentatively scheduled to start the week of July 15th. The Borough should decide whether they would like construction inspection services from LHAI. Discussion followed. **A motion was made by Tom Keefer, seconded by David Charest, to approve having a representative from Light-Heigel & Associates, Inc. perform inspection on the 2019 paving project, as necessary. Motion carried.**

Chestnut Street Paving (CDBG Funding) - LHAI attended the pre-construction meeting on 7/1/2019. Work is tentatively scheduled to start in late September. The Borough should decide whether they would like construction inspection services from LHAI. **A motion was made by Tom Keefer, seconded by David Charest, to approve utilizing Light-Heigel & Associates, Inc. services to perform inspection on the East Chestnut St. paving project. Motion carried.** Erik recommended the Borough consider targeted mailing to residents along this project area. Council agreed.

City of Lebanon Authority – Market Street Water Main Replacement - John Poff performed a project area walk-through on 6/14/19. These results will be provided to the Borough by the end of this week. LHAI met with City of Lebanon Authority & the contractor on 6/26/2019 to review the sidewalk openings and restoration. The Authority agreed to extend the replacement sidewalk limits to the nearest edge or joint/crack when said edge/joint/crack is within five (5) feet of the sidewalk cut. This had been listed as one of the permit conditions when LHAI reviewed CoLA's application for road and sidewalk openings. Tom Keefer will contact Mike Long from the Authority to follow up. Discussion followed.

NLCA Sanitary Sewer Force Main Relocation - The Authority's engineer requested a final punch list from the Borough. LHAI performed final inspection & produced a punch list of items that need addressed. Erik will work with the Infrastructure Committee to send a letter to KPI, after reviewed by Mayor Quairolì. Discussion followed.

Blackberry Street Paving – CDBG Application - Dan Lyons reminded Erik the applications for funding requests are due by 8/31/2019. If the Borough intends to apply for funding the income surveys need to be completed prior to the application deadline. The Redevelopment Authority requests being informed of our intent to apply by July 31, 2019. If so, the income surveys are due by the end of July. Erik 51% of residents must meet the low to moderate income criteria on the grant surveys to qualify for the grant. Council decided to send survey letters along with the surveys to the residents living along Blackberry St. The grant may be divided into two separate grants; an E. Blackberry St. grant and a W. Blackberry St. grant, depending on how the surveys turn out, the costs of the project, & available grant funding. The municipality is responsible for engineering fees.

MAYOR – Joe Quairolì – Mayor Quairolì met with the Ambulance and the Fire Companies today to discuss housing for ambulance services.

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Mayor Quairolì contacted County Planning in regard to a code enforcement violation received verbally by tenants of an apartment in the borough. Mayor Quairolì reviewed the process for code violations. A form first needs filled out to have verification for possible prosecution. The form is then given to Code Enforcement to proceed.

SOLICITOR – *Andrew Race; Reilly, Wolfson Attorneys at Law* – Request for Council’s approval for Ordinance # 2019-1; Ordinance adopting the International Property Maintenance Code of 2018 of the International Code Council. **A motion was made by David Charest, seconded by Tom Keefer, to adopt Ordinance # 2019-1; Ordinance adopting the International Property Maintenance Code of 2018 of the International Code Council. Jeff Schott opposed. Motion carried.**

Request for Council’s approval for Resolution # 2019-2; Resolution appointing BCi Code Compliance as Borough Code Officers. **A motion was made by David Charest, seconded by Tom Keefer, to adopt Resolution # 2019-2; Resolution appointing BCi Code Compliance as Borough Code Officers. A roll call vote was taken, and results were as follows: Rick Kline – yes, Don Raiger – yes, Tom Keefer – yes, David Charest – yes, Robin Wolferd – yes, Jeffrey Schott – no & Kathy Price – no. Five (5) council members voted yes. Two (2) council members voted no. Motion carried.**

Request for Council’s approval for Resolution # 2019-3; Resolution appointing the Appeals Board members & terms (3-3 yr. & 2-2 yr.), as volunteers. Board members: Three yr. terms: Erik Harmon, Mayor Joe Quairolì, and Former Mayor Tyler Longenecker. Two yr. terms: Alternates; Kathy Price & Izzy Ollar. **A motion was made by David Charest, seconded by Tom Keefer, to adopt Ordinance # 2019-3; Resolution appointing the Appeals Board members & terms (3-3 yr. & 2-2 yr.), as volunteers. Board members: Three yr. terms: Erik Harmon, Mayor Joe Quairolì, and Former Mayor Tyler Longenecker. Two yr. terms: Alternates; Kathy Price & Izzy Ollar. Motion carried.**

Request for Council’s approval for Resolution # 2019-4; Resolution stating the rates & fines structure for the 2018 IPMC; fine range of first offense = \$150.00 - \$300.00 per violation, per unit, per day, second offense = \$300 - \$500 per violation, per unit, per day, third subsequent offense or violation as a fine of \$500 - \$1,000 per violation, per unit, per day; and in addition, the cost of inspection at \$55.00 per hour, and legal expenses for Jonestown Borough and court costs @ \$175.00 per hour, if the violation involves the Borough Solicitor. **A motion was made by David Charest, seconded by Tom Keefer, to adopt Resolution # 2019-4; Resolution stating the rates & fines structure for the 2018 IPMC. Jeff Schott opposed. Motion carried.** Jeff Schott; excused @ 8:38 p.m.

SECRETARY – *Joan Keefer* – Joan asked if there is a need to order additional 2018 IPMC books. At this time, no books need ordered.

Joan gave an update on the progress of the P.L.G.I.T account.

MS4 – No report.

INFRASTRUCTURE IMPROVEMENTS – *Mayor Quairolì, Tom Keefer & Rick Kline* – Tom Keefer contacted Nolts Paving for an estimate to place a macadam bump outside the maintenance garage.

Tom Keefer got estimates from CM High to install a pole and electric underground installed, at the 49 W. Market St. borough property. The initial price to install a pole and provide a 200 amp service is \$1,750.00. Met-Ed’s cost will be anywhere from \$0 - \$100.00. A price to get from the meter head, down the pole, underground to its destination (close to the proximity of the tree) and a box with an outlet, is \$2,000.00. The price to have the additional second pole installed is \$750.00. Tom reported \$8,292.00 is in the Christmas Lights account. It is possible to use these funds towards the costs to install electric and poles. Tom is waiting on a price to install a tree. **A motion was made by Don Raiger, seconded by David Charest, to approve moving forward, using the Christmas Lights Fund, to pay to install the poles and electric at 49 W. Market St. Motion carried.**

Discussion continued about J-Rock volunteers placing benches and flower pots on the sidewalk at 49 W. Market St. David Charest will contact Pastor Ken Dotterman to make plans for the J-Rock volunteering event.

LOCAL BUSINESS – *Mayor Quairolì, Don Raiger & Kathy Price* – No report.

GRANTS – *Don Raiger, Kathy Price & Jeffrey Schott* – A grant meeting is scheduled for Monday, July 8, 2019.

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PARK, RECREATION & EVENTS – *Kathy Price & Jamie Carl; Chairpersons, & David Charest* – Kathy Price reported as follows: Upcoming events are Ice Cream Day & Zoo America on July 21, 2019. These two events have been combined to one. The Fall Festival is scheduled for September 28, 2019 from 5:00 p.m. to 9:00 p.m. The Tree Lighting Ceremony is scheduled for November 30, 2019 from 6:00 p.m. to 8:00 p.m. The Halloween Dance has been cancelled this year, in hopes it will be held in 2020. The N.L. Alumni Band concert is scheduled for August 16, 2019 beginning @ 7:00 p.m.

Robin Wolferd stated all volunteers need to have their child abuse clearances completed. Kathy will post this on the Jonestown Borough & Community Facebook page.

Discussion was opened in regard to placing the year (2019) on the ornaments that will be ordered this year. Council decided not to put a date on the ornaments. George Kaufman volunteered to help sell ornaments at BG's Market.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì* – A meeting is scheduled for July 9, 2019 with East Hanover Twp. in regard hiring one manager for both municipalities.

COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – The committee will schedule a meeting to plan the 2020 budget.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, David Charest & Tom Keefer* – No report.

ORDINANCE COMMITTEE – *Mayor Quairolì, Robin Wolferd, Don Raiger & Kathy Price* – Mayor Quairolì updated council on ordinances reviewed and completed.

Robin Wolferd stated anyone witnessing a code violation needs to complete a form from the borough office first. Council was informed not to address code violation issues on their own.

Kathy Price asked if the borough is responsible for issues regarding businesses (for example), a resident almost fell at a business. Andrew Race stated this issue would be dealt with by the business/property owner.

Mayor Quairolì suggested scheduling a meeting. The committee scheduled to meet on July 17, 2019.

NEW BUSINESS – Tom Keefer reported the installation of the key fobs begins next week. Discussion followed.

A message was received from Pastor Kaitlyn, Zion Lutheran Church, to provide volunteers for September 15, 2019 after 12:30 p.m. to work, as in the past. Joan Keefer will contact Pastor Kaitlyn and let her know someone will contact her in the future with more information.

Tom Keefer reported having volunteers for coating the tennis courts in August.

Tom Keefer reported the banners will be taken down this Saturday, July 5, 2019 @ 7:00 p.m.

OLD BUSINESS – No report.

Upon motion and second, Council adjourned at 9:09 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer