

July 5, 2016

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: Vince Sellers, Joel Lehman (dismissed @ 8:07PM), Donnette Quairol, Roy Lefever and Robin Wolferd. Also attending were Attorney Andrew Race, Erik Harmon, Engineer, Richie Deibert, Maintenance Lead, Joan Keefer, Secretary/Treasurer and Junior Council Member Joe Kerstetter. Excused absence; Tammy Blair.

A motion was made by Roy Lefever, seconded by Joel Lehman, to approve the Council Meeting Minutes from June 7, 2016. Motion carried.

A motion was made by Robin Wolferd, seconded by Joel Lehman, to approve the Treasurer's Report for the month ending June 30, 2016. Motion carried.

SPECIAL GUESTS – On behalf of council, Dawn Sellers; Council President, presented a certificate of award to Rebecca Boisvert, 2016 Valedictorian at Northern Lebanon High School. Joel Lehman was speaker during the presentation.

PUBLIC COMMENT – No report.

BOROUGH ENGINEER – *Erik Harmon (report attached to minutes)* – Erik recognized council for the thank-you he received after volunteering to help with the Chestnut Street rain garden planting event.

DCNR Grant – Baseball Dugout Construction – Dugout construction is complete. The final inspection occurred today. A letter will be mailed to the contractor later this week and a few minor clean-up items identified during the inspection, along comments will be included in the letter. Joan Keefer stated an application for payment was received from Woodland Contractors, and a statement arrived in the mail today. A request for payment was made to pay Woodland Contractors, after the final inspection, in the amount of \$43,217.00.

A motion was made by Joel Lehman, seconded by Roy Lefever, to approve paying Woodland Contractors, upon final inspection, the Borough's match amount from the Parks & Recreation Fund; deplete the Community Dugout Fund account, and have the remaining balance borrowed and paid from the Capital Improvements Fund; to be reimbursed, back into the Capital Improvements Fund, from the Growing Greener 2012 reimbursement, once received. Motion carried.

Streets & Sidewalks Ordinance – The draft revised Streets & Sidewalks Ordinance was emailed to council February 20th. Once comments are received from council, Light-Heigel & Associates, Inc. will revise the ordinance. Council revised a portion of the ordinance at the Planning Workshop Committee meeting, and once finished, they will send it to Erik.

Storm Water Management Fee Ordinance & Credit Manual – Erik requested an update on the status. Council has not reviewed the Storm Water Management Fee Ordinance & Credit Manual at this time. Erik will re-send this to council, so all have copies.

Signs Ordinance – Dawn reported the signs ordinance has been approved by council, and Colleen is working on it at this time.

Chestnut Street Growing Greener Project – Erik and Joan will be meeting with the DEP representative this Thursday morning @ 9:30 a.m. to review the final paperwork. The final report has been completed.

Lebanon County MS4 Chesapeake Bay Pollution Reduction Plan – Erik reported Vince Sellers has been representing the borough, and attending meetings and corresponding by email with Julie Schneider (Center for Watershed Protection). Erik provided Julie with information she needed in regards to the Borough's existing constructed BMP's, the street sweeping; which can be credited, and future planned BMP's.

2016 Curb & Sidewalk Inspections – Erik reported the inspections for sidewalks is completed every four years. This year is the fourth year from the last inspection. Richie Deibert volunteered to complete inspections this year. Erik provided him with literature about the process. Plans are to do the inspections in September or October of this year. Discussion followed. A member of council may plan to attend the inspections. Light-Heigel & Associates, Inc. is available to assist the borough with the inspections and enforcement notices.

CDBG Grant; J-1 Baseball Dugouts – Erik sent an email to council, including different options for construction of the dugouts. Erik suggested staying within the construction budget for the grant award of \$33,000. The size of the proposed dugouts was discussed. Construction plans and specifications will be completed by the end of the week. **A motion was**

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made by Roy Lefever, seconded by Vince Sellers, to construct a 24' dugout with 18' of benches for the J-1 baseball field to come close to the amount of \$33,000. The engineer's fees will be paid from the Park Fund. Motion carried.

Northern Lebanon School District; Curb Ramp Replacement – The contractor from Northern Lebanon School District is starting construction this week to replace the curb ramp at Hazel St. & S. Lancaster St.; and the curb ramp at Hazel St. & S. King St. Discussion followed. Erik will look at the borough ordinance, and give council an idea of the costs incurred, check the fee structure and bring information back to council. After further discussion, Council decided to continue to work on the Curbs and Sidewalks Ordinance at the Planning Workshop Committee meetings.

MAINTENANCE – *Richie Deibert – (report attached to minutes)* – Richie Deibert reported J-Rock saved the borough approximately \$4,000 in labor on all of their hard work and effort they did in the Jonestown Park. A request for approval to place signs at the entrance of the playground, in recognition of the project, was made by J-Rock. **A motion was made by Vince, Sellers, seconded by Roy Lefever, to approve purchasing/placing a plaque up on the arches of the playground entrance, at a cost not to exceed \$100.00; paid from the Park Fund. Motion carried.**

Richie gave council an update on the Christmas Lights. Met-Ed stated they must install all of the hardware needed, to install the Christmas lights, at an estimated cost of \$800 per pole. The borough has 46 poles and the total amount is approximately \$36,800. Discussion followed in regards to moving forward with this project. Richie will contact Met-Ed's supervisors to follow up with the costs estimate.

In regards to the proposed mural at the corner of W. Market St. & N. Broad St., Richie received an estimate of \$15,000 to repaint the property wall. Vince Sellers will contact the property owner to discuss project costs.

In regards to the Hazel St. Pole Replacement project to widen the street, start date will be July 14, 2016. Richie stated this project will take 2 days of work. Erik reported Woodland Contractors gave an estimate two years ago of approximately \$8,000; or with an overlay on top, for about \$15,000. Discussion followed. Council decided to wait until next year for starting this project. Richie will place this on his schedule for the agenda January 2017.

In regards to playground inspections, a representative from the Borough's insurance company was here to do a review, and recommended a follow-up inspection be performed on the playground structures. Twelve recommendations were given to Richie for addressing; eight being safety issues. Six have already been addressed. Two still need addressed, and a final report needs completed. One of the other recommendations was for Richie to attend playground inspector training. This is a one day, on-line free seminar. Council decided to have Richie bring further information about the seminar back to them.

Richie reported the maintenance garage door is broken, and requested approval to fix it. An estimate from Shenk Doors, to have it repaired was \$1,266. **A motion was made by Roy Lefever, seconded by Vince Seller, to approve having the door repaired by Shenk Doors; at a cost not to exceed \$1,500.00; paid from the General Fund. Motion carried.**

Further discussion continued about the wall mural project. Richie mentioned the possibility of a contractor he spoke to, performing the work, and donating his labor; contingent upon placing a temporary sign at the property. Vince and Richie will check into this further and report back to council.

Council held discussion in regards to the condition of the banners in the borough. A decision was made to table this until Tammy Blair was available to join in the discussion.

MAYOR – Andrew Race stated Jonestown Borough does not have a Mayor at this time. Andrew stated a resolution has been prepared, and Colleen Gallo's recommendation was for council to approve former Mayor George Kaufman's resignation. The Borough will then have 45 days to appoint a new Mayor. **A motion was made by Vince Sellers, seconded by Roy Lefever, to approve resolution 2016-5, and accept the resignation from former Mayor George Kaufman. Motion carried.** Council decided to wait to appoint a Mayor at this time. Discussion followed.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – A resident entered a defense in regards to a Storm Water fee which requires Andrew Race to attend a hearing. Andrew recommended council approve a representative from the borough to attend the hearing. Council decided to have Joan Keefer, Borough Secretary/Treasurer attend the

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hearing. **A motion was made by Roy Lefever, seconded by Vince Sellers, to approve having Joan Keefer attend and represent the Borough at the hearing for the Storm Water Fee. Motion carried.** Andrew reported seven civil judgements were left unattended. One of them has paid, and Andrew asked council to decide how they wish to proceed. These judgements can be filed in the court of common pleas, where action can be taken; as a lien on the property. Council decided to table their decision until August to see if more payments are received. Discussion followed.

SECRETARY – *Joan Keefer* – Joan reported Stacy Schott plans to attend the July Planning Workshop Committee meeting to discuss her list of possibilities for the 2017 Block Party.

Discussion was opened in regards to a request for the 5K financials being sent by email, which Joan received today. Copies of the financials were printed, and distributed to council. The next Parks, Recreation and Events Committee meeting is scheduled for Wednesday, July 27th @ 7:00 p.m. Dawn stated volunteers are needed for the committee. **A motion was made by Roy Lefever, seconded by Donnette Quairol, to allow granting up to \$2,000.00 for expenses in moving forward with plans for the 5K Race on Labor Day. Motion carried.**

An email was received, and sent to council, in regards to Union Township receiving donations from industries in their municipality for use in Park and Recreation. A donation fund was set up by Union Township for the donations. Erik stated Union Township decided, since they are no longer a part of the Northern Lebanon Parks and Recreation Commission, these monies were to be distributed to other municipalities in the county. Council decided to submit a letter to Union Township requesting donation for \$20,000 towards playground equipment, \$47,000 towards ballfield lights, and \$10,000 towards walking trails in the park. **A motion was made by Vince Sellers, seconded by Roy Lefever, to approve having Joan Keefer compose a letter of request to Union Township for the following funds: playground equipment; \$20,000, ballfield lights; \$47,000 and park walking trails; \$10,000. Motion carried.** Joan will type the letter and send it to council for approval.

A request was made to approve the additional expense of \$10.90 for fees charged to purchase a Visa gift card for Stacy Schott. **A motion was made by Roy Lefever, seconded by Donnette Quairol, to approve the additional expense of \$10.90 for fees charged to purchase a Visa gift card for Stacy Schott. Motion carried.**

MS4 – Previous discussion in Engineers report.

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

LOCAL BUSINESS – *Dawn Sellers and Roy Lefever* – No Report

GRANTS – *Vince Sellers* – In regards to the Lebanon County Community Block Grant, which was discussed at the Planning Workshop Committee meeting, council decided not to pursue the grant, and possibly apply next year. This will be placed on the agenda in the spring of 2017 for council to discuss. Discussion followed.

The contract to execute the Marcellus Shale Grant needed approval from council. **A motion was made by Roy Lefever, seconded by Donnette Quairol, to approve executing the Marcellus Shale Grant contract. Motion carried.**

PARK FACILITIES, GRANTS, RECREATION & EVENTS – *Robin Wolferd, Tammy Blair and Joe Kerstetter* – A pavilion renter requested permission to enter the park before dawn to set up and begin a pig roast Sunday before Labor Day, September 4th. **A motion was made by Roy Lefever, seconded by Donnette Quairol, to approve allowing a pavilion renter permission to enter the park to begin a pig roast, before dawn, Sunday, September 4, 2016. Motion carried.**

CHRISTMAS LIGHTS – No further report

PERSONNEL – *Dawn Sellers, Robin Wolferd, and Donnette Quairol* – A request was made for executive session, on personnel issues, follow the meeting.

COST REDUCTION AND FINANCES – *Joel Lehman, Vince Sellers* – No report

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

OLD BUSINESS – Roy Lefever is rescinding his resignation announcement from last month's council meeting.

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In regards to an estimate for repairing the heat in the municipal building, Donnette is waiting to hear back from a contact for a quote. If she does not hear from them by tomorrow, she will contact them and send an email to Joan with the estimate.

In regards to the street light conversion, Vince stated until recommendations are received from the PUC, this issue is on hold.

In regards to gating the green waste yard; council decided to have Richie come up with the wording for a sign, and present it to council. This expense will be paid out of Richie's expenses.

In regards to burying the time capsule from the 250th Anniversary, Dawn will check with former Mayor George Kaufman on any additional items to be placed in the capsule, and then plan to have it buried. Discussion followed.

In regards to repairing/replacing the salt shed, Erik stated the design will have to be finished in a way where run-off from the facility is done properly. Thoughts of where the vehicle will be loaded must be taken into consideration. The borough is under the county storm water ordinance, and roof area and pavement area, at a certain point, is going to turn into storm water management, possibly adding additional costs. Discussion followed. Council decided to have Richie get estimates for the next council meeting. Richie will check with Erik on MS-4 requirements, and check amongst other municipalities to see what they have done.

NEW BUSINESS – Robin Wolford reported the first scheduled CPR training class (\$55.00/employee), that was to be held at the Carpenters training center, has been cancelled and re-scheduled at the borough office building on July 14th. The blood borne pathogens/hazcom class (\$100/all 3 employees) is scheduled for July 12th. The CPR certification is good for two years. After initial training is complete for the blood borne pathogens training, continued online training is available.

Council recognized Josiah Kerstetter will be leaving to join the Navy on July 13, 2016. Council members thanked him for his service as Junior Council Member.

Council recessed into executive session at 9:40 p.m.

Council re-entered regular session at 10:44 p.m.

A motion was made by Donnette Quairolì, seconded by Roy Lefever, to approve paying an invoice to Jono Hardware, which was received after end of month bills were already paid. Motion carried.

Council adjourned at 10:46 p.m.

Respectfully submitted,
Joan Keefer, Secretary/Treasurer