

# July 6, 2021

A meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolferd presiding. Council members attending: Rick Kline, Don Raiger, Tom Keefer, Tyler Longenecker and Jeff Schott. Also attending: Mayor Joe Quairol, 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 Tom Keefer, seconded by Don Raiger, to approve the June 1, 2021 Council Meeting Minutes. Motion carried.**

**A motion was made by Rick Kline, seconded by Tom Keefer, to approve the Treasurers Report, month ending June 30, 2021. Motion carried.**

**SPECIAL GUESTS** – Stacy Schott addressed council by opening discussion on the 2022 Block Party. Stacy Schott proposed using future funds raised from Block Parties be used to beautify the borough square. Stacy asked permission to have a Block Party website, or use the current Jonestown Borough website for Block Party announcements. Colleen Gallo agreed, as long as no endorsements or sponsor announcements are put on the website; just general information. Discussion followed. **A motion was made by Tyler Longenecker, seconded by Jeff Schott, permitting Stacy Schott to utilize the Jonestown Borough website for the purpose of the Block Party. Motion carried.**

Tyler Longenecker reported the lighting estimate for 49 W. Market St. was approximately \$5,000.

**A motion was made by Tom Keefer, seconded by Tyler Longenecker, to approve earmarking proceeds, from future Block Parties, and depositing proceeds in the Infrastructure Fund for square beautification. Motion carried.**

**MAINTENANCE** – Rick Kline, Supervisor – (budget report attached to minutes) Rick Kline reported the following: Monthly expenses for May - \$270.51.

Rick Kline reported the new garage emergency lighting is complete.

Rick Kline is working together with Erik Harmon to create guidelines for street & sidewalk permit applications, & infrastructure project procedures.

Rick Kline requested advertising & selling the old bobcat. Discussion followed. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve Rick Kline advertising the old bobcat for sale. Motion carried.** Once bids are received to purchase the bobcat, Rick Kline will bring the information to council for approval.

**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** – Gutters are scheduled for installation on the rear of the maintenance garage next week (July 12th).

**West Chestnut Street - Possible DGLVR Application** – LHAI sent a concept & cost opinion for W. Chestnut St. to Lebanon County Conservation District for the possibility of a DGLVR Application. LCCD provided feedback on the potential grant application. Another township project application was received; being well qualified for the grant. LCCD completed funding with that township application, advising the Borough put a hold on applying, and keep LCCD grant funding in mind for 2022.

**West Blackberry Street CDBG Project** – Dan Lyons recently opened bids. New Enterprise Stone & Lime Co., Inc. was the apparent low bidder: base bid of \$218,820.00, which includes a 4" base course. The alternate bid was for \$201,434.00, which includes a 3" base course. Discussion followed. The given grant amount was approximately \$210,000.00. The Infrastructure Committee's recommendation was to accept the alternate bid from New Enterprise Stone & Lime Co. in the amount of \$201,434.00. The borough is not letting this project. The contract will be awarded by Lebanon County Redevelopment Authority. Discussion followed. **A motion was made by Tom Keefer, seconded by Rick Kline, to give approval for Lebanon County Redevelopment Authority to accept the alternate bid, in the amount of \$201,434.00, which includes a 3" base course. Motion carried.** Erik will contact Dan Lyons tomorrow.

**South Fisher Street Paving Project** – Bids were opened on 5/27/2021; the apparent lowest bidder was Construction Masters Services, LLC at \$31,038.00. A Notice of Intent to Award the project was issued to CMS, LLC. A request was made to approve executing the contract & issuing the Notice to Proceed, conditioned upon acceptance of the bonds. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve recognizing Construction Masters Services,**

LLC as the apparent low bidder (\$31,038.00), executing the contract & issuing the Notice to Proceed, conditioned upon acceptance of the bonds. **Motion carried.**

**A motion was made by Don Raiger, seconded by Jeff Schott, to approve funding for S. Fisher St. Paving Project, paid from the Liquid Fuels Fund instead council's original intent to pay project from Capital Improvements Fund. Motion carried.**

**Park Trails (Paving)** - LHAI prepared bid documents & bids were opened prior to this Council meeting. **A motion was made by Tom Keefer, seconded by Jeff Schott, to approve recognizing Woodland Contractors, Inc. as the apparent low bidder (phase I = \$26,917.00), conditioned upon review of the bid documents; paid from the Union Township Recreation Grant Fund. Any remaining costs to be paid from the Park Fund. Discussion. Motion carried.**

**131 Strawberry Street (Pavement Opening & Restoration)** - LHAI reviewed a pavement opening & restoration permit for 131 Strawberry St. and was on-site with the contractor to inspect the street opening prior to pavement restoration.

**Highland Drive Traffic Calming** – Erik Harmon is working with the Infrastructure Committee on Highland Drive Traffic Calming. LHAI prepared a conceptual design layout for a speed hump on Highland Drive.

Colleen Gallo reported (from last month's meeting) in regard to checking the deed on the cemetery at the Jonestown Elementary School. The cemetery is owned by the elementary school since 2001.

Mayor Quairolì reported, after meeting on Highland Drive with Erik Harmon, there are two issues that need addressed; traffic calming & water drainage issues. The Infrastructure Committee & Erik Harmon will continue working on the traffic calming & water drainage issues bringing recommendations to council. Discussion followed. Colleen Gallo reported Joan Keefer received liability information from the borough insurance company which stated: Traffic Calming Measures will be covered by liability coverage; subject to the terms of your policy including the limits, exclusions, & conditions. Discussion followed. Erik Harmon's understanding is it is to be certified by an engineer & in accordance with PennDOT's traffic calming handbook. Colleen Gallo agreed.

**MAYOR** – *Joe Quairolì* – Mayor Quairolì opened discussion in regard to council's input on the code enforcement violations forms. **A motion was made by Don Raiger, seconded by Nick Becker, to approve Joe Quairolì ordering code violation forms from KeyComp, at a cost not to exceed \$110.00; paid from the General Fund. Discussion. Motion carried.**

Mayor Quairolì suggested council look into having a rental property ordinance. This will be helpful when addressing the code enforcement violations to show who resides in rental properties.

Tom Keefer asked how long the dumpster was sitting at 157 E. Market St. Mayor Quairolì & Kim Longenecker will check.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo recommended council approve modifying Resolution # 2021-07, being amended as Nick Becker filling the appointed term as council member expiring 12/31/2021. **A motion was made by Don Raiger, seconded by Nick Becker, to approve modifying Resolution # 2021-07 being amended as Nick Becker filling the appointed term as council member expiring 12/31/2021. Motion carried.**

**SECRETARY** – *Joan Keefer* – A request was made for council to ratify a refund payment sent to LCCD on June 2, 2021 for Project Termination at Spring Ct. for drainage. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve ratifying a refund payment sent to LCCD on June 2, 2021 for Project Termination at Spring Ct. for drainage. Motion carried.**

**ASSISTANT SECRETARY** – *Kim Longenecker* - Update – Kim Longenecker updated council after contacting Humane Society to request an adoption event in 2022. The Humane Society told Kim future rates will possibly be increasing.

**MS4** – No Report.

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairolì & Rick Kline* – No report.

**GRANTS** – *Tyler Longenecker & Jeff Schott* – The Playground Expansion Grant was reviewed; but we did not hear an outcome at this time.

Kim Longenecker received information she needed to continue working on the Hotel Tax Grant. Funding is to be used on the Park Trails.

Erik Harmon will send mapping to Kim Longenecker for Martin Alley for the CDBG Income Survey Grant (Lebanon County Redevelopment Authority). Surveys were updated recently.

The American Rescue Plan Act was submitted. Discussion continued on storm drain issues.

**PARK & RECREATION** – *Tyler Longenecker - Council Representative* – Tyler Longenecker announced this will be his last meeting. Tyler is moving outside of the borough.

Tyler Longenecker gave suggestions for continuing the Park & Recreation Committee. Discussion followed.

Tyler Longenecker updated council on his interest to continue his involvement with the Anniversaries & Recreation Group. He will also plan to continue working on the Playground Grant.

**PERSONNEL** – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairol* – Robin Wolferd updated council on revisions made to the Employee Handbook, requesting approval. Tom Keefer requested taking a look at the employee handbook, before approving revisions. Discussion followed. This item will be placed on a future council meeting agenda.

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

**CODES & CODE ENFORCEMENT** – *Mayor Quairol* & *Tom Keefer* – Mayor Quairol updated council on code violations as follows:

- 333 W. Market St.; reviewed the plan of corrective actions needed by the property owner. Discussion followed.
- 133 E. Queen St.; cleaned & violations have been complied. The borough will pay invoice from the company that performed clean-up, & additional costs for Cleona Police patrol. A lien will then be placed on the property.
- 128 E. Market St.; a court hearing is scheduled next week. Mayor Quairol will attend the hearing. Discussion followed.

**ORDINANCE COMMITTEE** – *Jeff Schott & Mayor Quairol* – Jeff Schott reported the Ordinance Committee will review the Cleona Rental Ordinance next time they meet.

A request was made to approve having Colleen Gallo advertise the Snow Emergency Ordinance. Council agreed to further review the ordinance & place adoption on the September council meeting.

**NEW BUSINESS** – A request was made to ratify/approve the purchase two (2) American Flags mounted at 49 W. Market St. lot, at a cost of \$76.00, purchased at Home Depot. **A motion was made by Rick Kline, seconded by Don Raiger, to approve the purchase of two (2) American Flags mounted at 49 W. Market St. lot, at a cost of \$76.00, purchased at Home Depot. Motion carried.**

**OLD BUSINESS** – Discussion was open in regard to the possibility of having a single trash hauler in Jonestown Borough. Members of council decided to get more information on this & place it on August 3, 2021 council meeting agenda.

Upon motion and second, Council adjourned into Executive Session at 8:46 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer