

July 7, 2020 Council Meeting

A WebEx 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, Tyler Longenecker, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending were 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 Kathy Price, seconded by Tom Keefer, to approve the June 2, 2020 Council Meeting Minutes. Motion carried.

A motion was made by Tom Keefer, seconded by Rick Kline, to approve the amended May 5, 2020 Council Meeting Minutes. Motion carried. Amended minutes included the addition of council's approval of 2/24/2020 Planning Workshop Meeting minutes.

A motion was made by Tom Keefer, seconded by Rick Kline, to approve the Treasurer's Report for the month ending June 30, 2020. Motion carried.

SPECIAL GUESTS – Two guests joined the WebEx meeting.

PUBLIC COMMENT – No comment at this time.

MAINTENANCE – Rick Kline, Supervisor – (budget report attached to minutes) Rick Kline reported as follows: Monthly expenses for June - \$ 126.45

Request for council to ratify the approval of handicap seating/painting in front of the concession stand in Jonestown Park; at a cost not to exceed \$80.00; paid from the Park Fund. **A motion was made by Rick Kline, seconded by Tom Keefer, to ratify the approval to place handicap seating/painting in front of the concession stand in Jonestown Park; at a cost not to exceed \$80.00, paid from the Park Fund. Motion carried.**

Request to ratify purchase of dome lids for the trash cans in the park at a cost not to exceed \$600.00; paid from the Park Fund. **A motion was made by Rick Kline, seconded by Jeff Schott, to ratify the approval to purchase dome lids for the trash cans in the park; at a cost not to exceed \$600.00, paid from the Park Fund. Motion carried.**

Rick Kline checked with Jim Darkes, Northern Lebanon County Authority, about borrowing their bush hog to trim weeds. They agreed to allow the borough to borrow the bush hog.

Park playground has been mulched; previously approved for \$1,655.00; actual cost was \$1,224.00.

Request approval to purchase paint for crosswalks at a cost not to exceed \$500.00. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve purchasing paint for the crosswalks; at a cost not to exceed \$500.00; paid from the General Fund. Motion carried.**

Rick Kline opened discussion on crack sealing roads. Council agreed to table this for the Planning Workshop Committee meeting.

The maintenance employees have started working summer hours: 6 AM -2:30 PM (Mark Grumbine & Craig Carl). Glenn Kneasel will be working hours: 7 AM to 2:30 PM. Discussion followed. Council decided to have the maintenance employees adjust their hours in order to have someone working until 3:00 p.m. daily.

Rick Kline opened discussion in regard to keeping the garage doors locked at the park pavilion, now that Lebanon County is in the green phase (COVID-19). Council agreed keeping pavilion garage doors locked, unless rented, as per Colleen Gallo's recommendation.

Robin Wolferd stated concerns about the boat launch area will be discussed under 'New Business' in tonight's meeting.

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 communicated with Dan Ashe, insurance claim agent with IRM, regarding the fire claim amount & additional information to justify the amount.

The Notice of Intent to Award was sent to Woodland Contractors for the general contract; base bid plus alternates two & three. Erik Harmon is waiting to receive the bond & certificate of insurance, before the borough can execute. The electrical contract has been executed. It is anticipated that pre-construction meeting will occur late in July. The mechanical bid will not be fully covered by the insurance. The quote for the mechanical work; duct work in the maintenance garage is \$4,300, & the insurance will pay \$2,150. Erik Harmon requested council decide on what they plan to do with the heating duct work. Council is waiting to decide on what to do with the heat in that building. Colleen Gallo recommended tabling this until the next council meeting on 8/7/2020.

DCNR Park Trails - LHAI met with Woodland Contractors Wednesday, June 3rd to review remaining punch list items. Erik Harmon emailed Lori Yeich from DCNR to schedule final inspection.

South King Street Paving - The borough was holding retainage on this project until Pennsy completed placing topsoil & seeding along the west side of S. King St. between Queen St. & Blackberry St. Light-Heigel recommends the retainage be released, & final payment; \$1,898.80 be issued to Pennsy. **A motion was made by Don Raiger, seconded by Rick Kline, to approve releasing the retainage to Pennsy Supply, in the amount of \$1,898.80; paid from the General Fund. Motion carried.**

East Swatara Drive - Landis Deck was on-site, completed additional seeding required, & LHAI recommends issuing final payment of \$500.00 as per the application for payment was received. **A motion was made by Tom Keefer, seconded by Jeff Schott, to approve issuing the final payment of \$500.00 to Landis Deck, as per the application for payment was received in the General Fund. Motion carried.**

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Runkel Property / Swale along East Swatara Drive - Woodland Contractors provided an estimate of \$1,700.00 to regrade & reseed the swale along the south side of E. Swatara Dr. at the Runkel property. The property owner stated the swale is difficult to maintain with their lawn tractor. Colleen Gallo recommended since this area is Borough Right-of-Way, the borough must maintain or explore maintenance in keeping the intent of a swale. **A motion was made by Tyler Longenecker, seconded by Jeff Schott, to approve paying \$1,700.00 to Woodland Contractors to regrade the swale along E. Swatara Dr., pending on the property owner signing a waiver (hold harmless release agreement) in regard to possible ponding being created on the property; paid from the General Fund. Motion carried.** Discussion continued.

City of Lebanon Authority – Market Street Water Main Replacement - The Authority's contractor (Arthur "Pat" Aungst, Inc.) completed all of the pavement restoration work. LHAI met with the contractor on two (2) separate occasions to review the punch list for the curb & sidewalk restoration work & performed a final inspection after the work was completed. Most of the work has been completed & is acceptable; but Erik Harmon continues reviewing a few properties. Tom Keefer will help review the properties.

Highland Drive Street Opening Permit - LHAI contacted the permittee regarding the pavement restoration work that needs completed per the permit. Erik Harmon contacted the owner of the company, and will continue reaching out to them. Colleen Gallo suggested sending a letter requesting they contact us within a specific amount of time, or the bond will be pulled to have the final pavement restoration completed. Council agreed.

MAYOR – *Joe Quairol* – Mayor Quairol reported a wedding, cancelled due to COVID-19, has been rescheduled for August 1, 2020.

Mayor Quairol reported he has a meeting set up with Sergeant Rager, Cleona Police Dept., to set up a patrol schedule & traffic enforcement schedule in the borough. Mayor Quairol updated council on an incident developing in Twin Creeks Development. The Cleona Police will check on this issue.

Mayor Quairol stated complaints being received about a fence built at the rear of a property on E. Market St. Access to other properties has been blocked by the fence. Mayor Quairol is waiting for a call back from Lebanon County Planning office to see if a permit was issued, & will meet with neighboring residents tomorrow.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Attorney Colleen Gallo has been involved in the following items of interest to the Borough:

Floodplain Ordinance & Mapping

Colleen Gallo prepared & properly advertised Ordinance # 2020-2 (revised Floodplain Ordinance & Map) for council to consider adopting. **A motion was made by Don Raiger, seconded by Kathy Price, to approve adopting Ordinance # 2020-2; proposed and revised Floodplain Ordinance and Map. Motion carried.**

Colleen Gallo prepared & properly advertised Ordinance # 2020-3 for council to consider adopting. Pennsylvania Municipal Retirement System, Pension Ordinance Adoption Agreement. **A motion was made by Jeff Schott, seconded by Rick Kline, to approve adopting Ordinance # 2020-3; Pennsylvania Municipal Retirement System, Pension Ordinance Adoption Agreement. Motion carried.**

SECRETARY – *Joan Keefer* – Joan Keefer requested approval from council to pay an invoice dated 6/30/2020 from Jono Hardware in the amount of \$55.45, for maintenance supplies. **A motion was made by Rick Kline, seconded by Kathy Price, to approve paying an invoice received from Jono Hardware dated 6/30/2020, in the amount of \$55.45, for maintenance supplies. Motion carried.**

MS4 – No report.

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

GRANTS – *Tyler Longenecker, Kathy Price & Jeffrey Schott* – A request was made for council to approve & submit the application & resolution # 2020-8 for the CDBG funding request to Lebanon County Redevelopment Authority, to pave & re-construct E. Blackberry St. from S. Lancaster St. to S. Mill St. **A motion was made by Tom Keefer, seconded by Jeff Schott, to approve & submit the application & Resolution # 2020-8 for the CDBG funding request to Lebanon County Redevelopment Authority, to pave & re-construct E. Blackberry St. from S. Lancaster St. to S. Mill St. Motion carried.**

Spring Court DGLVR – Don Raiger reported further information is expected sometime in September, 2020.

PARK, RECREATION & EVENTS – *Tyler Longenecker, Council Representative* – Approval request was made for Future All-Star Tournaments to use the Spittle Field for weekend baseball tournaments, once Lebanon County moves into the green (COVID-19). A schedule will be worked out with the tournament coach & Chuck Fager. **A motion was made by Tyler Longenecker, seconded by Tom Keefer, to approve Future All-Star Tournaments use of the Spittle Field for weekend baseball tournaments, once Lebanon County moves into the green (COVID-19). Motion carried.**

Approval request for a food truck event in Jonestown Park August 15, 2020. 20% of the proceeds goes to the park and rec fund. This is contingent upon receiving all necessary insurance certificates & information needed from the vendors. **A motion was made by Tyler Longenecker, seconded by Kathy Price, to approve a Food truck event in Jonestown Park on August 15, 2020 with 20% of the proceeds going to the Parks & Rec fund, contingent upon receiving all necessary insurance certificates & information needed from the vendors. Motion carried.**

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairol* – Request to ratify the approval to pay the Crossing Guards an end of the school year bonus; not to exceed a total amount of \$400.00. **A motion was made by Kathy Price, seconded by Tyler**

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Longenecker, to ratify the approval to pay the Crossing Guards an end of the school year bonus; not to exceed a total amount of \$400.00. Motion carried.

Robin Wolferd reported she and Mayor Quairolì scheduled to meet with the crossing guards on July 21,, 2020 to distribute all the paperwork & review crossing guard procedures.

COST REDUCTION AND FINANCES – *Don Raiger, Rick Kline & Tom Keefer* – Don Raiger reported, if council agrees, he will apply for a Speedway gas card for Jonestown Borough. Hutters Gas, which the borough uses, will be out of service for a while. **A motion was made by Rick Kline, seconded by Don Raiger, to approve applying for a Speedway gas card for Jonestown Borough. Motion carried.** Each maintenance employee will have access to a card. Council may decide in the future to add additional names to the account.

Don Raiger reported a committee meeting will be scheduled in the future.

Don Raiger reported the EIT & Realty tax revenue looks good.

CODES & CODE ENFORCEMENT – *Mayor Quairolì & Tom Keefer* – Mayor Quairolì reported having a code enforcement meeting with Brad Douple, Chris Miller, Tom Keefer, Joan Keefer and Kim Longenecker. The borough has been divided into zones, and Brad Douple will continue enforcing the IPMC (International Property Maintenance Code) throughout all the zones. Mayor Quairolì updated council on a few code incidents.

Colleen Gallo replied to Mayor Quairolì in regard to the possibility of receiving a Right-to-Know request in regard to code violations/permits. Her recommendation was to wait until the actual paperwork is submitted.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairolì, Robin Wolferd, & Kathy Price* – The ordinance committee plans to meet before the next Planning Workshop Committee meeting July 27, 2020.

NEW BUSINESS – Robin Wolferd opened discussion in regard to the current incidents at the Boat Launch. Council decided to pull the picnic tables & trash cans from the area (COVID-19), as recommended by Colleen Gallo. Discussion continued. Mayor Quairolì will contact the Cleona Police & PA State Police, & ask them to do routine patrols at the boat launch. A sign will be placed at the boat launch stating the only activity allowed is loading & unloading of watercraft ‘only’. The borough will place road closed blockades at the road entrance to keep vehicles from parking in the area; except for loading/unloading watercraft. The sign will also read swimming & all other activities are prohibited. Mayor Quairolì suggested he order a sign for that area. **A motion was made by Tyler Longenecker, seconded by Kathy Price, to approve Mayor Quairolì ordering/purchasing a sign, not to exceed \$400.00, stating the boat launch area is for loading/unloading watercraft only. All other activities prohibited. No swimming. Motion carried.** Discussion continued. The community sign will also be updated.

OLD BUSINESS – Rick Kline reported street sweeping is planned for late August, 2020. Discussion followed. Council agreed not to perform street sweeping this year.

Discussion was opened in regard to grass clippings blown out onto the streets. An article was placed in two previous borough newsletters about grass on the streets, and rules/ordinances residents are to follow.

Upon motion and second, Council adjourned at 8:55 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer