

June 2, 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 Wolford presiding. Council attending: Rick Kline, Tyler Longenecker, Don Raiger, Tom Keefer, Kathy Price and Jeff Schott. 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 May 5, 2020 Council Meeting Minutes. Motion carried.

A motion was made by Tom Keefer, seconded by Rick Kline, to approve the Treasurer's Report for the month ending May 31, 2020. Motion carried.

SPECIAL GUESTS – None.

PUBLIC COMMENT – None.

MAINTENANCE – Rick Kline, Supervisor – (budget report attached to minutes) Rick Kline reported as follows:

- Request to ratify approval to purchase a service to spray weeds in park playground area; at a cost not to exceed \$400.00, paid from the Park Fund. Maintenance will spread the playground mulch. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve purchasing a service to spray weeds in the park playground area; at a cost not to exceed \$400.00, paid from the Park Fund. Motion carried.**

- Borough Maintenance Expenses for May 2020 - \$96.86

Tom Keefer reported the green waste yard gate was installed. Currently the electric is being connected.

Rick Kline asked Erik Harmon to meet in the park tomorrow for direction in placing a handicap seating area in front of the concession stand.

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, asking if council had questions on the base bid or alternate.

1. Maintenance Garage - Bids for the General Contract were opened Thursday, May 28, 2020. Results follows:

Woodland Contractors, Inc.

- ❖ Base Bid = \$60,252.00
- ❖ Alt. #1 = \$9,009.00
- ❖ Alt. #2 = \$6,745.00
- ❖ Alt. #3 = \$5,217.00

Premier Construction Group, Inc.

- ❖ Base Bid = \$127,715.00
- ❖ Alt. #1 = \$15,488.94
- ❖ Alt. #2 = \$15,741.13
- ❖ Alt. #3 = \$5,865.00

• Bids for the Electrical Contract were received.

- ❖ Dick Ellinger Electric, LLC = \$7,912.80
- ❖ Woodland Contractors, Inc. = \$11,130.00
- ❖ K.L. Tyndale, Inc. = \$11,801.00
- ❖ Mid Penn Electrical Services, Inc. = \$17,016.00

• One Bid for the Mechanical Contract was received.

- ❖ Woodland Contractors, Inc. = \$4,300.00

Explanation of General Contract Base Bid and Alternates:

- ❖ Base Bid – Includes all demolition, cleaning, repairs, & restoration work with exception of the reconstruction of the partitioned “workshop” room.
- ❖ Alt. #1 – Includes reconstruction of the partitioned “workshop” room.
- ❖ Alt. #2 – Includes costs to construct new overhead door & relocated man door on south side of front wall.
- ❖ Alt. #3 – Includes costs to repair a portion of concrete floor slab that has settled approximately 2 inches.

Erik Harmon spoke with the insurance claims agent today regarding the claim. It appears the Base Bid, Alt. #1, the Electrical, & the Mechanical will be covered in the claim. Alternates #2 & #3 will definitely not be part of the claim as they are betterments not related to fire damage. The claim agent should have the insurance claim decision reported to the Borough early next week. If the Borough finds the bids acceptable, Erik Harmon recommends the Borough move forward to award contracts, conditioned upon the insurance claim payment decision, and, in the case of the General Contract, receipt of the required bonds & certificate of insurance. Discussion followed. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve moving forward and accept Woodland Contractors, Inc. general contract bid with alternate #2 & alternate #3, & Dick Ellinger Electric, LLC electric contract bid. Out of pocket**

expenses for Jonestown Borough not to exceed \$5,000.00; paid from the Capital Improvement Fund, contingent upon the insurance claim payment, & receipt of required bonds/certificate of insurance from the general/mechanical & electrical contractor. **Motion carried.** Erik Harmon will hold off issuing Notice of Intent to award the bids until receipt of the insurance claim payment. Tom Keefer suggested not placing duct work in the maintenance garage, as the furnace in the garage is 30–40 years old, and may not last. His recommendation is to place electric heaters in the garage.

2. DCNR Park Trails - LHAI meets with Woodland Contractors Wednesday to review remaining punch list items.

3. South King Street Paving - LHAI has been communicating with Pennsy regarding placement of topsoil & seeding along west side of South King St. between Queen St. & Blackberry St. Pennsy has not yet provided completion date.

4. East Swatara Drive - Landis Deck completed additional seeding required, and recommends waiting to approve retainage payment to Landis Deck until July Council meeting; allowing grass time to grow. Mayor Quairoli reported a resident having trouble mowing the swale along E. Swatara Dr., & concerns on damaging his mowing equipment. Erik Harmon & Mayor Quairoli will look into ways to change that area, & bring recommendations to council.

5. City of Lebanon Authority – Market Street Water Main Replacement - The Authority's contractor (Arthur "Pat" Aungst, Inc.) completed most pavement restoration work last week. The last 4 patches along the curb in front of 36-48 W. Market Street were not completed. Rain began Friday afternoon while the contractor attempted to complete paving, so the contractor is planning to return Wednesday to finish remaining paving restoration. Light-Heigel was on-site to observe construction while all milling & paving occurred. Erik Harmon gave the sidewalk repair list to Mike Long earlier today.

Tom Keefer made council aware Izzy Ollar began working on the salt shed transformation (into a storage shed).

MAYOR – *Joe Quairoli* – Mayor Quairoli updated council on the following complaints received: Children sitting in the streets, near Creek View Dr. & Twin Creeks Dr. to play. Mayor Quairoli suggested sending a letter to residents in that area. Also, a noise complaint (loud music) & the noise volume of the children playing in the street.

Mayor Quairoli reported Cleona Police Department is ready to resume coverage in the Borough (traffic enforcement), & he turned these complaints over to Chief Farneski today.

Mayor Quairoli is scheduling a Code Enforcement Committee meeting with Chris Miller & Brad Douple on either Saturday, 6/13/2020 or Saturday, 6/20/2020.

Mayor Quairoli reported Attorney Harlan contacted him to set up a meeting with Attorney Colleen Gallo & the Code Enforcement Committee, and a resident on N. Lancaster St. Wednesday, June 10, 2020 @ 5:30.

Mayor Quairoli reported a concern from a resident about the cost of a \$35.00 green waste permit.

Mayor Quairoli, Robin Wolferd, Rick Kline and Tyler Longenecker will be meeting Thursday, June 4, 2020 to discuss opening Jonestown Park, according to CDC requirements. Discussion followed. A resident is interested in renting the pavilion on June 13, 2020. Mayor Quairoli will contact them after the meeting.

Tyler Longenecker suggested charging residents a 'single use' fee for the green waste yard, versus a yearly fee.

Tyler Longenecker opened discussion in regard to having Cleona Police called to attend to children playing in the streets. Mayor Quairoli replied he is making Cleona Police aware of the situation for when they perform their scheduled patrol through the borough.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* - Colleen Gallo reported two code enforcement hearings have been cancelled. Both enforcement violations were paid and brought into compliance.

Update on FIRM mapping/ordinance: Colleen Gallo reported the Planning Commission met. Her recommendation is schedule a hearing 15 minutes before the July 7th, 2020 Council Meeting. **A motion was made by Don Raiger, seconded by Robin Wolferd, to approve having Colleen Gallo move forward with preparing/advertising the Floodplain Ordinance hearing/adoption scheduled July 7, 2020, beginning @ 6:45 p.m. Motion carried.**

A request was made for approval for Colleen Gallo to move forward and prepare/properly advertise for July 7, 2020, the Pennsylvania Municipal Retirement System Pension Ordinance. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve Colleen Gallo moving forward to prepare and properly advertise for adoption of the Pennsylvania Municipal Retirement System Pension Ordinance. Motion carried.**

Colleen Gallo recommended when opening the Jonestown Park, signage be placed in the park stating cleaning is completed to CDC standards.

Joan Keefer asked council to assist in answering questions from an email received by Jamie George, County GIS/Transportation/Land Use Planner in regard to the FIRM map. Discussion followed. Council decided to have Joan Keefer forward the email to Erik Harmon for assistance in responding.

SECRETARY – *Joan Keefer* - Request from Stacy Schott, Jonestown Bank & Trust for council to consider accepting alternative forms of payment such as debit/credit cards. The program specifically designed for small offices of local government, and that may be beneficial. Joan Keefer will contact Stacy to check on dates to schedule a meeting with the Budget & Finance Committee.

A request was made for permission to allow River of Life Church of God hold their annual pig roast & picnic on Sunday, September 6, 2020; permitting a few members to stay in the Park overnight on September 5th to roast the pig. **A motion was made by Tom Keefer, seconded by Tyler Longenecker, to approve giving permission to the River of Life Church of God to hold their annual pig roast and picnic on Sunday, September 6, 2020; permitting a few members to stay in the Park overnight on September 5th to roast the pig. Motion carried.**

MS4 – No report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairolì & Rick Kline* – Don Raiger contacted Stephanie Harmon, Watershed Specialist, Lebanon County Conservation District, to give her information Rick Kline compiled after conducting a traffic study on Spring Court, March 11, 2020 (3:00 p.m. to 5:00 p.m.) Stephanie Harmon reported after a meeting (DGRLVR) with Quality Assurance Board/Lebanon County Conservation District Board, the Spring Court reconstruction project was approved to receive \$80,000.00. To proceed, approval is needed from council to complete a contract. The amount approved is roughly 50% of \$155,000.00; the requested amount for the project.

Tom Keefer reported applications are being accepted from the Redevelopment Authority of the County of Lebanon for CDBG grant funding in regard to paving East Blackberry St. Applications are due by July 31, 2020. Erik Harmon stated a resolution is necessary for the CDBG funding. This will be placed on the July 7, 2020 council agenda.

GRANTS – *Tyler Longenecker, Kathy Price & Jeffrey Schott* – Tom Keefer reported George Kaufman offered to ask Northern Lebanon Rotary if they are interested in allowing Jonestown Borough use of their 501C3 for corporate donations received by the borough. Tyler Longenecker stated he would like the 250th Anniversaries Group to be formed again for the year 2026; the borough's 265th anniversary. Tom Keefer will contact George Kaufman to check with the N.L. Rotary, and see if they have interest.

PARK, RECREATION & EVENTS – *Tyler Longenecker, Council Representative* – Tyler Longenecker requested approval to allow a food truck event in Jonestown Park on June 6th, 2020. 20% of the proceeds will go to the Park & Recreation Fund; contingent upon receiving all necessary insurance certificates from the vendors. Discussion followed. **A motion was made by Tom Keefer, seconded by Kathy Price, to approve a food truck event in Jonestown Park on June 6th, 2020, with 20% of the proceeds going to the Park & Recreation Fund; contingent upon receiving all necessary insurance certificates from the vendors, and having an understanding that no one drives on the newly paved park trails. Motion carried.**

Robin Wolferd reported Oriana Spittle contacted her requesting permission to have a church service in the Jonestown Park. Discussion followed. Robin Wolferd will find out what date they plan the event.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì* – No report.

COST REDUCTION AND FINANCES – *Don Raiger, Rick Kline & Tom Keefer* – Don Raiger requested council ratify the email approval for the purchase of a 2020 Graduation Banner. Don Raiger reported the Cost Reduction & Finance Committee will schedule to meet & review the EIT/Reality Tax revenue. **A motion was made by Tom Keefer, seconded by Don Raiger, to approve the purchase of the 2020 Graduation Banner. Motion carried.** Tom Keefer reported the committee is keeping close watch on the EIT & Reality Tax revenue weekly. Don Raiger stated the borough has been fortunate to date; but the committee will continue monitoring the revenues.

CODES & CODE ENFORCEMENT – *Mayor Quairolì & Tom Keefer* – Kim Longenecker asked Colleen Gallo the status of fines received for 2 properties on West Market St. Fines are to be paid within 30 days. Colleen Gallo will look into this & report back to Kim Longenecker.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairolì, Robin Wolferd, & Kathy Price* – In regard to the proposal for Codification Services/General Code, Don Raiger had no further report at this time.

Jeff Schott opened discussion on the ADA Handicap Accessible Policy. Jeff Schott emailed a policy to council today to review. Jeff Schott asked Erik Harmon for his input in regard to the number of spaces per block. Erik Harmon suggested instead of 2 per block, to come up with a ratio of land per block. Jeff Schott asked how many streets the borough has where handicap parking spaces will pertain to. Handicap spaces do not pertain to properties

having off street parking. Erik Harmon also made council aware of roads owned by PennDOT. The borough does not have authority to place spaces on Penn DOT roads. Robin Wolferd suggested the Ordinance Committee meet to further discuss the handicap policy. Discussion followed about necessary signage for handicap spaces.

There was no report on the Lock Box Ordinance.

NEW BUSINESS

Request for council to appoint Tracy Charest as Vacancy Board Chairman. Robert Meneses resigned 4/15/2020.

A motion was made by Tom Keefer, seconded by Tyler Longenecker, to appoint Tracy Charest as the Vacancy Board Chairman, due to the resignation of Robert Meneses (4/15/2020). Motion carried.

Request for council to appoint David Charest as second alternate to the Zoning Hearing Board, an additional position, recommended by Colleen Gallo. **A motion was made by Tom Keefer, seconded by Kathy Price, to appoint David Charest as second alternate to the Zoning Hearing Board. Motion carried.**

Tom Keefer asked council if they agree on offering mulch from the green waste yard to residents not living in the borough, because there is a large amount of mulch. Discussion followed. Council agreed to place this on the Jonestown Borough and Community Facebook page, to offer 'mulch only' to residents not living in the borough.

Robin Wolferd reported stepping down as administrator for the Jonestown Borough & Community Facebook page, and appointed Kim Longenecker as administrator. Robin Wolferd mentioned Stacy Schott stepped down from posting on the Jonestown Borough & Community page. Discussion followed in regard to persons permitted to post on the Jonestown Borough & Community Facebook page.

OLD BUSINESS – No report.

Upon motion and second, Council adjourned at 8:39 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer