

June 4, 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 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 7, 2019 Council Meeting Minutes. Motion carried.

A motion was made by Rick Kline, seconded by David Charest, to approve the Treasurer's Report for the month ending May 31, 2019. Motion carried.

SPECIAL GUESTS – The 'Volunteer of the Year' award was presented to the Jonestown Council of Churches.

PUBLIC COMMENT – David Charest donated to the Borough. He was absent the last few council meetings.

Former Mayor George Kaufman requested permission for the Lion's Club & Lebanon Valley Conservancy to plant native trees along the Swatara Creek, at the west end of the borough. **A motion was made by Tom Keefer, seconded by David Charest, to approve allowing the Lion's Club and Lebanon Valley Conservancy to plant native trees along the Swatara Creek, at the west end of the borough. Motion carried.**

Cleona Borough Mayor Larry Minnich reported to council in regard to the station system changes in Lebanon County EMS dispatch services being switched from old box cards to the new station system. The recommendation of the Ambulance Association was for each municipality to go to a maximum of 3 stations as opposed to 17 or 18 different ambulance companies on a dispatch card. Discussion followed. Robin Wolferd will have Mayor Quairola contact Mayor Larry Minnich to further discuss.

MAINTENANCE – *Rick Kline, Supervisor* – (includes monthly recorded budget expenses) – Rick Kline gave his report as follows:

Request approval to have North Lebanon Township grind the green waste pile. **A motion was made by Rick Kline, seconded by Don Raiger, to approve North Lebanon Township grind the green waste pile; at a cost not to exceed \$5,000.00. Motion carried.**

There was an attempt made to steal books from the book library in Park.

Request council ratify approval for A.H. Moyer's diagnostic work on Broad and Queen St.; pothole repairs. **A motion was made by Tom Keefer, seconded by David Charest, to ratify the approval to have A.H. Moyer do the diagnostic work on S. Broad St. and Queen St.; pothole repairs; not to exceed \$1,000.00, paid from the General Fund. Motion carried.**

Catch basing on W. Chestnut St. was cleaned out by North Lebanon Township, at a cost of \$650.00.

Storm drains are currently being inspected. Five were inspected; four are in need of repair.

Reviewed maintenance monthly expenses; \$288.00.

Report Mayor Joe Quairola has sprayed weeds around the borough office, and maintenance employees weeded half way around the borough office.

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

2017 Sidewalk Inspections (32 West Market Street) – Work was completed Friday, April 5, 2019 & inspection was Friday, April 12, 2019. Items were identified as needing repair & Erik Harmon is actively communicating with the property owner.

DCNR Grant – Park Trails – DCNR approved advertising for bids. A pre-bid meeting is scheduled Tuesday, June 11, 2019 @ 8:00 a.m. Bids will be opened on July 2, 2019.

East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant) – The project is substantially complete. A final inspection will be scheduled later this week/next week.

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2019 Paving Projects – Pre-construction meeting will be scheduled in the near future. The estimated change order, to widen the road 2 feet; including a rolled macadam curb, is ~\$8,500.00. Discussion followed. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve paying the additional expense to have Esther St. widened and to prepare necessary legal descriptions and documents; contingent upon Zion Church granting a 2 ft. easement, at a cost not to exceed \$10,000.00, paid from the General Fund. Motion carried.**

CoLA Water Main Replacement – LHAI attended the pre-construction meeting 5/21/19. Plans are to begin the project the end of next week. LHAI will perform a project area walk-through on 6/14/19.

Spring Court – LHAI will be preparing the DGLVR project funding application. Colleen Gallo stated, further issues with this project are to be given to her.

MS4 – The Borough's current MS4 waiver expires 3/20/2020. The Notice of Intent (NOI) and new waiver request are due by no later than 9/20/2019 (180 days prior to waiver expiration). The estimated cost for the NOI and updates on the storm sewer maps is \$1,350.00. The filing fee; "Commonwealth of Pennsylvania" = \$500.00. **A motion was made by David Charest, seconded by Tom Keefer, to approve having LHAI prepare the NOI and waiver request, including updates to the Borough's stormwater map. Motion carried.**

Discussion opened in regard to sending letters to residents & businesses on King St. before the start of the 2019 Paving Project.

Tom Keefer opened discussion about the application process for a CDBG Grant, to pave Blackberry St. **A motion was made by Tom Keefer, seconded by David Charest, to approve having LHAI begin the application process for the funding for Blackberry Alley, through a CDBG Grant. Motion carried.** An income survey must be completed on all properties that border Blackberry St.

MAYOR – *Joe Quairolì* – No report; absent.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo requested council authorize advertisement of the IPMC (International Property Maintenance Code) ordinance and to prepare resolutions for the July 2, 2019 council meeting. **A motion was made by David Charest, seconded by Kathy Price, to approve Colleen Gallo advertise the IPMC (International Property Maintenance Code) ordinance and prepare the resolutions for July 2, 2019 council meeting. Jeff Schott opposed. Motion carried.**

Colleen Gallo reported she will not be at the July 2, 2019 meeting. Andrew Race will attend meeting 7/2/19.

SECRETARY – *Joan Keefer* – Approval request to purchase a 2018 IPMC Book, & a 2018 IPMC Commentary; pdf version, for Borough office. **A motion was made by Don Raiger, seconded by David Charest, to approve purchasing a 2018 International Property Maintenance Code book for the Borough office. Motion carried.**

MS4 – No further report.

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

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

GRANTS – *Don Raiger, Kathy Price & Jeffrey Schott* – No further report.

PARK, RECREATION & EVENTS – *Kathy Price & Jamie Carl; Chairpersons, & David Charest* – Kathy Price gave her report as follows:

Request to sell ornaments; 250 @ total cost of \$680.00, or 100 @ total cost of \$300.00. **A motion was made by Jeff Schott, seconded by Don Raiger, to approve purchasing ornaments @ a cost not to exceed \$750.00; paid from the Park Fund. Motion carried.**

Reviewed volunteer schedule for Hershey Park. Volunteers raise money for the Park Fund by volunteering.

Thanked all who volunteered helping at the Doggie Easter Egg Event.

Opened discussion in regard to Small Games of Chance license, and selling tickets at events.

Invited Robin Wolferd & Don Raiger to Park, Rec. & Events Committee meeting, to review event procedures.

Next event, Hershey Zoo Animal Day, will be held 6/15/19 at the bandstand, beginning @ 3:00 p.m. Kathy requested council members volunteer. Mastronardi Produce will donate fruit for the children's snack bags. July 21, 2019 is National Ice Cream Social in Jonestown Park.

A cable, from playground equipment broke. Discussion followed.

Robin Wolferd opened discussion on a miss-understanding at an event, recently held in the Park.

Making donations, or funding events, outside the approved budget, must first be brought to council for approval. Council agreed the Facebook page is to be kept for Borough events only.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairol* – Robin Wolferd reported a meeting was held with East Hanover Township last night. They agreed on a salary & hours for possibly hiring a manager to work at Jonestown Borough & East Hanover Twp. The hours decided upon were 70% of time spent working at East Hanover, and 30% of time working at Jonestown Borough. The next meeting is July 9, 2019. They will begin working on a job description. A time frame, to complete the hiring process, is January 2020. Robin Wolferd reported Kim Longenecker will now attend monthly Borough Council meetings.

COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – Don Raiger reported the budget was recently reviewed. The budget committee will meet quarterly to review the budget. Discussion followed.

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

ORDINANCE COMMITTEE – *Mayor Quairol, Robin Wolferd, Don Raiger & Kathy Price* – The ordinance committee met recently to complete the solicitation ordinance. Snow emergency, street sweeping and a social media ordinance are next to review/complete. Once these ordinances are completed, they will be advertised & presented to council for approval. North Lebanon Police Department may enforce the borough's local ordinances. Tom Keefer requested a mailbox ordinance. The committee will add this to the list.

NEW BUSINESS – Robin Wolferd reviewed the process for handling money/paperwork, returning keys, & completing a form requested by the auditors, from borough events. Kim Longenecker and Joan Keefer will work on completing a policy for event procedures. Council discussed purchasing an office safe.

Erik Harmon explained the Pennsylvania's Phase 3 Watershed Implementation Plan. At this time, it is in the public comment period. Erik Harmon identified some comments that would be worthwhile filing, and will provide them to the borough office.

OLD BUSINESS – Don Raiger gave an update on the borough website.

Council reviewed items to be kept on the agenda, and items to be removed. Planting trees in the park will take place in fall of 2019.

Kathy Price reported the Block Party was a success.

Upon motion and second, Council adjourned at 8:33 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer