

June 5, 2018 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date beginning at 7:00 p.m., with President Robin Wolferd presiding. The following members were in attendance: Rick Kline, Tom Keefer and Melissa Reynolds. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert and Secretary/Treasurer; Joan Keefer. Absent: Jesse Markle & Roy Lefever.

MEETING MINUTES/TREASURER'S REPORT

A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve the May 1, 2018 Council Meeting Minutes; amending the spelling of one word. Motion carried.

A motion was made by Rick Kline, seconded by Melissa Reynolds, to approve the Treasurer's Report for the month ending May 31, 2018; amending the ending balance date to the Park Trails Grant Fund to June 1, 2018. Motion carried.

SPECIAL GUESTS – Jim Darkes from the Northern Lebanon County Authority, requested council sign the sewer easement agreement for the force main relocation. The exhibit will be updated, providing as built specifications per metes and bounds, on the completion of the project. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve signing the sewer easement agreement, per as built specifications per metes and bounds, for the NLCA force main relocation project. Motion carried.** Colleen Gallo will have the agreement notarized. Jim Darkes updated council on the N. Fisher St. project.

Holly Dolan presented Lebanon Family Health's "Young Lungs at Play" program. Council held discussion, and believed the program was approved in the past. Joan will check the minutes to see if it has been approved, then, if it has, Robin will sign the policy.

PUBLIC COMMENT – No report.

MAINTENANCE – *Richie Deibert* – Richie reported the skid loader is in need of repair. The skid loader has leaking hoses and pump lag. Richie stated the cost to fix the skid loader is upwards of \$4,500.00, depending on what is causing the pump lag issue. Discussion followed. Council decided to place this on the Planning Workshop agenda for discussion. Council would like to check the costs of repairs to the skid loader in the past 5 years, and review them at Planning Workshop Meeting.

Richie inquired if the banners in town are to be kept up, or taken down. At the last Planning Workshop meeting this was discussed, and council decided to take the worn banners down, and check to see what businesses are no longer in business, to take them down, as well. Roy Lefever, Rick Kline and Tom Keefer volunteered to take care of the banners.

Richie reported on possibly widening Esther Drive. This road is damaged due to more travel on the road since E. Swatara Drive was closed. The maintenance department can patch some of the areas on the road by the end of the month. The cost to widen and patch the road is \$6,700.00; which includes equipment rental. Council decided to table this issue until the next Council meeting in July. Discussion followed.

Richie presented an estimate to purchase sand for the Park volleyball court. Proposal is for a 60' x 32' area, at ¾ inches thick. 28 tons are required at a cost of \$700.00. Tom Keefer reported finding a cost of \$70/ton delivered from Volleyball USA. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve the purchase of beach sand; not to exceed \$2,000.00, paid from the Park Fund. Motion carried.**

Richie gave an estimate he received to purchase no parking dusk-dawn signs for the Park. Three signs cost \$58.50. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve the purchase of 3 signs at a cost of \$58.50; paid from the General Fund. Motion carried.**

Richie reported the 'Welcome to Jonestown' sign has been ordered. Mayor Sellers will contact the property owner before the sign is installed.

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Richie reported on sealing the Safe Routes to School path, in the Park, as costing \$2,000.00. Council decided Richie use his budgeted allowance to pay for sealing the SRTS paths in the Park. **A motion was made by Tom Keefer, to approve purchasing material to seal the SRTS path, out of the maintenance budgeted allowance. Motion rescinded.** No formal action is necessary for spending on budgeted items.

Richie reported on the crosswalk and curb painting; which doesn't include traffic control. Richie requested approval for \$4,100.00 to paint all crosswalks, 2 stop bars and the crosshatched areas. Richie reviewed the costs for painting; Color –Safe, through Transpo Industries vs. Liquid Thermoplastic Paint and rental from SealMaster. Discussion followed. Council decided to table their decision until the Planning Workshop meeting.

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

NLCA Force Main Relocation/Ed Spittle Field Parking Lot & Driveway – Discussed earlier in the meeting.

2017 Sidewalk Inspections – Erik reported on two properties that have not yet completed sidewalk repairs. Colleen recommended giving the owners one month to complete repairs. Council agreed.

Richie opened discussion in regard to trees overhanging the streets needing trimmed. He estimated it will take the maintenance department approximately 6 hours to trim the borough trees. Council made no decision.

Richie reported a van is still parked on Martin Alley. Mayor Sellers will contact Scot to follow up on code enforcement issues. Discussion followed on various code enforcement issue concerns.

MAYOR – Mayor Sellers updated council in regard to Mr. Fortna's future parking lot plans. Erik stated the plans must meet requirements of the Lebanon County Stormwater Ordinance, which requires managing the water volume on site. A BMP is required. Discussion followed. Mayor Sellers stated there will be other expenses in owning this property; taxes, maintenance and county inspections. Erik suggested going to the county office & apply for a waiver. Erik suggested looking into a grant first to see if we can get funding; then check about getting a waiver.

Growing Greener Grant applications are open until July 13, 2018. Erik updated council on the grant process. Erik suggested contacting Jineen Boyle to check on a grant for public parking in the Market St. square area.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law – Colleen stated she will send an email update to council within the next few days on the property located at 25 N. Fisher St.

Colleen updated on filling the council member vacancy, due to the resignation of Renee Lehman. Discussion followed. Council needs to appoint a member tonight or schedule a special meeting, which must be advertised, before next Friday. Council will continue to search for a council member.

Erik Harmon stated he will not be attending the July 3, 2018 Council meeting. John Poff will be taking his place.

SECRETARY – Joan Keefer – Joan reported the 2017 audit paperwork was received. The auditor engagement letter was ready for signing, for services in 2018 – 2019.

Joan requested a signature for the 904 Recycling Grant from DEP, received from Greater Lebanon Refuse Authority. Robin signed the grant paperwork.

Joan requested approval to amend the May Planning Workshop Committee meeting minutes. Tom Keefer reported on the lights in the Jonestown Park; not the Met-Ed lights. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve the May 2018 Planning Workshop Committee meeting minutes as amended. Motion carried.**

Joan requested approval to ratify planting pine trees, donated by NL Rotary, in Jonestown Park. **A motion was made by Tom Keefer, seconded by Rick Kline, to ratify the approval to plant the pine trees, donated by NL Rotary, in Jonestown Park. Motion carried.**

Joan requested a signature for the letter to amend Project Coordinator for the Park Trails Grant, from Mayor Sellers to Melissa Reynolds. The letter was signed.

Mayor Sellers recently gave the North Lebanon Township Police Department a Borough Contact Listing paper.

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MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Roy Lefever, Tom Keefer & Rick Kline* – Discussion was held in regard to the LED street lights, and cost savings. Rick Kline will contact Met-Ed's representative for information.

Robin Wolferd opened discussion on guidelines given to council, by Andrew Race, for Facebook posts and a decision on how the message boards are used by groups, organizations, etc. Robin stated council decided to use the limited public forum, at the last Planning Workshop meeting. Andrew provided an explanation on limited public forum. **A motion was made by Melissa Reynolds, seconded by Rick Kline, to approve using the limited public forum, provided by Andrew Race, for Facebook. Motion carried.**

LOCAL BUSINESS – *Roy Lefever & Melissa Reynolds* – No report.

GRANTS – *Mayor Sellers* – No report.

PARK, RECREATION & EVENTS – *Melissa Reynolds* – Discussion was held in regard to vandalism in Jonestown Park. The Insurance Company will be contacted, and a claim will be made for the vandalism, once estimates are received.

Tom Keefer gave council a presentation on replacing the Park light with LED bulbs.

Discussion and decision to separate the committees and funding for the committees was opened. Tom Keefer requested changing the Park, Recreation & Events to Park & Recreation as one committee/funds, and Events/Entertainment as one committee/funds. This will be discussed at the next Planning Workshop Committee meeting.

PERSONNEL – *Robin Wolferd, Jesse Markle, Rick Kline & Mayor Sellers* – No report.

COST REDUCTION AND FINANCES – Robin gave an update on the meeting with Tim Kline from Jonestown Bank & Trust in regard to re-financing the borough mortgage. Discussion followed. Council decided to pay off the total of one of the mortgage loans, at a cost not to exceed \$44,000.00. **A motion was made by Rick Kline, seconded by Melissa Reynolds, to approve paying off the 2nd mortgage; not to exceed \$44,000.00, from the Capital Improvements Fund, and apply the \$216.00 monthly payment to the 1st mortgage loan. Motion carried.** This will be applied to the 2019 budget. Discussion continued in regard to paying an additional \$800.00 per month on the mortgage, from the savings from LED street lights. Council will discuss this at their budget meetings in 2018.

The funding for the NLFES discussion will be placed on the Planning Workshop Committee meeting agenda. Robin Wolferd will invite Rob Taylor to that meeting. The Fire Company is applying for a grant. Plans are to move the building of a new fire station in Greenpoint across the street from where it now stands, up a year, & purchase a fire engine one year later. NLFES may request \$60,000.00 a year earlier. Discussion followed.

Jonestown Borough budgeted donations will be placed on the Planning Workshop Committee meeting agenda.

Discussion was opened in regard to having the fire company take care of cleaning off the boat ramp. They will use this as training.

CODES & CODE ENFORCEMENT – *Mayor Sellers & Roy Lefever* – Mayor Sellers reported the Jonestown Legion will be cleaning up the 'dump site' on their property.

ORDINANCE COMMITTEE – *Mayor Sellers & Robin Wolferd* – Council will continue working on ordinances. Colleen Gallo will email council information.

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Council continued discussion on the council member vacancy. **A motion was made by Melissa Reynolds, seconded by Tom Keefer, to approve advertising a public special meeting to be held on Wednesday, June 13, 2018, to appoint a council member. Motion carried.**

NEW BUSINESS – Discussion was opened in regard to security in the Borough office. Choice Communications gave a quote on a door/call box/buzzer system. Discussion followed. Tom Keefer will contact Kerry Rohland, from Cleona Borough, to see what system they use.

OLD BUSINESS – Repairs needed on W. Chestnut St. where a resident damaged the macadam ‘bump’ curbing, was discussed. Council decided to direct Richie to repair the bump, using his funds; and not invoice the resident.

Council opened discussion on purchasing additional security cameras. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve purchasing 3 additional cameras; paid from the General Fund. Motion carried.**

Council continues searching for an EMA Coordinator.

Council held further discussion in regard to code enforcement.

Tom Keefer will continue researching the costs to replace Borough owned street lights with LED bulbs.

Robin Wolford contacted the Northern Lebanon Rotary Club to inquire if they prefer the pavilion doors remain open or closed. The Rotary would like the doors to remain open. Discussion followed. Council will discuss this at the Planning Workshop Committee meeting.

The following items will remain on the agenda until springtime:

- Planting trees in the Park. Rental & Richie’s costs vs. having a Nursery do.
- Cost estimate to plant 6 trees in the park.
- Seal coat Safe Routes to School path
- Continued monitoring pipe P-12 from the low-volume road maintenance program on W. Chestnut St.
- Salt Shed repairs

Upon motion and second, Council adjourned at 10:04 p.m.

Respectfully submitted,
Joan Keefer, Secretary

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