

June 7, 2016

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with Vice President Robin Wolfert presiding. The following members were in attendance: Joel Lehman, Donnette Quairol, Tammy Blair and Roy Lefever. Also attending were Attorney Colleen Gallo, Erik Harmon, Engineer, Richie Deibert, Maintenance Lead and Joan Keefer, Secretary/Treasurer. Excused absence; President Dawn Sellers, Vince Sellers, and Junior Council Member Joe Kerstetter.

A motion was made by Donnette Quairol, seconded by Joel Lehman, to approve the Council Meeting Minutes from May 3, 2016. Motion carried.

A motion was made by Joel Lehman, seconded by Roy Lefever, to approve the Treasurer's Report for the month of May 2016. Motion carried.

SPECIAL GUESTS – Brad Rhoads, resident of Jonestown Borough, addressed council, seeking information for plans to build a garage on a corner lot. Brad contacted Lebanon County Planning & Zoning, and was sent to the Borough for the information. Brad had questions about the ordinance addressing front yard, yard rear & yard side. Colleen stated the project plans need to go through the Zoning Hearing Board, and suggested he go back to the courthouse to apply for a variance; including covering advertising costs. A hearing will be scheduled with the Jonestown Borough Zoning Board, for a final decision. Discussion followed.

Stacy Schott, Block Party Coordinator, was present and gave a report on the event. The preliminary money count, without expenses, is \$4,100.00. Stacy is hoping to have more volunteers for next year. A list of volunteers signed the 'sign up' sheet, at the Borough tent, during the Block Party. **A motion was made by Roy Lefever, seconded by Tammy Blair, to pay for trash collected & placed in the Perseverance's dumpster. Motion carried.** Stacy will contact Rob Taylor for a copy of the trash removal invoice. Robin requested Stacy write down her ideas for help needed, and bring the list to a Planning Workshop meeting for discussion. Council will help Stacy fulfill her 'needs list'. Discussion followed in regards to obtaining a 501 3C; so next year a raffle can be held at the Block Party. An account for the 250th Anniversaries Group has a balance in Jonestown Bank & Trust of approximately \$8,000. Colleen will check to see if the 250th Anniversaries Group is still a viable organization.

PUBLIC COMMENT – No report.

BOROUGH ENGINEER – Erik Harmon (*report attached to minutes*) - **DCNR Grant – Baseball Dugout Construction** – Erik reported the dugout construction is about 95% complete. A final inspection by Light-Heigel & Associates, Inc. is scheduled later this week. Erik suggested Joan contact DCNR about the reimbursement process, when Woodland Contractors sends the Borough an application for payment.

Streets & Sidewalks Ordinance – Erik gave status updates on the Streets & Sidewalks ordinance, Storm Water Management Fee ordinance & Credit Manual, and the Signs Ordinance. Colleen stated council was to take one last look at the Signs ordinance before forwarding it to County Planning and the Planning Commission. The Streets and Sidewalks ordinance, Storm Water Management Fee ordinance (which needs a few minor changes), Credit Manual, and the Signs ordinance were all to be advertised together, saving costs. Once council reviews the Streets and Sidewalks ordinance, Colleen will incorporate them all for advertising. Council decided to finish reviewing the ordinances at Planning Workshop.

Chestnut Street Growing Greener Project – The G. G. Planting event was held Saturday, May 14th. Attending volunteers were Dawn Sellers, Erik Harmon, Tyler Longenecker & Stacy Longenecker. Richie Deibert worked with the volunteers. Approximately 85% of the project was completed. The maintenance staff finished the event. A final report will be completed & submitted to DEP during June. DEP will then release the remaining 15% being held.

Lebanon County MS4 Chesapeake Bay Pollution Reduction Plan – Erik reported Lebanon County Clean Water Alliance (LCCWA) received a technical assistance grant from National Fish & Wildlife Federation to hire Center of Watershed Protection to perform preliminary work & calculations to set up a county wide pollution reduction plan; meeting upcoming MS-4 permit requirements. Erik & Vince Sellers attend LCCWA meetings. Benefits to the individual municipalities depends on whether or not the county wide plan moves forward. The Center of Watershed Protection is doing calculations and an analysis; needed to set up a pollution reduction plan for each MS-4 municipality. The Borough needs an estimated baseline pollutant load, which is the estimated amount of pollutants discharged out of the borough, into the waterway. This information shall be available for municipalities by mid-summer. Erik stated a benefit included, is that it's more economical working county wide, because you are not limited to your municipal boundaries, working with other watersheds. Discussion followed. Erik and Vince will continue attending meetings, & keep council updated.

CDBG Grant; J-1 Baseball Dugouts – The Borough was awarded a Community Development Block Grant from Lebanon County Redevelopment Authority, for constructing new handicap accessible dugouts and pedestrian walkway at the J-1

Jonestown Borough Council Minutes

June 7, 2016

Page 2 of 4

baseball field. A cooperation agreement will need to be signed & submitted. The estimated cost from Light-Heigel & Associates, Inc. for performing design consultant services for this project is \$3,850. **A motion was made by Joel Lehman, seconded by Roy Lefever, to execute the cooperation agreement between the County of Lebanon Redevelopment Authority and Jonestown Borough upon Colleen Gallo's review. Motion carried.**

A motion was made by Joel Lehman, seconded by Roy Lefever, to approve and accept the estimated cost from Light-Heigel & Associates, Inc. for performing design consultant services for the J-1 Baseball Dugouts project @ a cost of \$3,850. Motion carried.

Northern Lebanon School District; Curb Ramp Replacement – The contractor from Northern Lebanon School District (Eagle Excavating) is anticipating construction to begin mid-June for replacing the curb ramp at Hazel St. & S. Lancaster St. and curb ramp at Hazel St. and S. King St. Discussion followed.

MAINTENANCE – *Richie Deibert – (report attached to minutes)* – Richie requested council's decision for gating the green waste yard. Council discussed this at the planning workshop meeting, and had no final decision.

Richie requested council's decision to bury the time capsule from the 250th Anniversary. At this time council is waiting to place a few more items in the capsule.

Richie reported the borough was awarded \$5,000 from a Marcellus Shale Grant for Park trails. The grant has a 15% match.

MAYOR - Donnette Quairolis inquired if an affidavit of residency was received from George Kaufman. Council approved appointing George Kaufman as Mayor at the May Planning Workshop Committee meeting; subject to receiving an affidavit. Colleen suggested the affidavit be received within 24 to 48 hours. Council decided Joan Keefer contact him with council's decision to receive the affidavit by Thursday, June 9, 2016.

Joel Lehman suggested the Borough recognize Rebecca Boisvert, Valedictorian, Northern Lebanon High School Class of 2016, and at July's council meeting. Council requested Joan look into printing a certificate of recognition. Robin Wolford suggested ordering a plaque in recognition of Mayor Longenecker's years of service as Mayor. Council agreed to order a plaque. **A motion was made by Joel Lehman, seconded by Roy Lefever, to approve purchasing recognition items for former Mayor Longenecker and Valedictorian, Rebecca Boisvert; at a cost not to exceed \$150.00. Motion carried.**

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Colleen recommended council appoint another representative to the Northern Lebanon Recreation & Parks Committee, due to Mayor Longenecker resigning. Tammy Blair agreed to be the representative. **A motion was made by Roy Lefever, seconded by Joel Lehman, to appoint Tammy Blair as a representative to the Northern Lebanon Parks and Recreation Committee. Motion carried.**

Colleen Gallo gave an update to a pool on Fisher St., needing removed. Colleen will contact the owners of the property, and give them five days to have the pool removed. **A motion was made by Joel Lehman, seconded by Roy Lefever, to approve Colleen send a letter to property owners on Fisher St., requesting the pool be removed within five days. Motion carried.**

Colleen will not be attending the July council meeting. Attorney Andrew Race will be attending.

SECRETARY – *Joan Keefer* – Zion Lutheran Church, Jonestown, would like to hold a Rally Day in September. They are having a community service project, and asked council if there are projects, that need completed in the borough. Council decided Richie Deibert contact the representative from Zion's & set a project up in September.

An exit briefing form from F.E.M.A. was received, in regards to Winter Storm Jonas. The Borough needs to sign, and submit the form, to receive funding of \$6,745.62, for costs incurred during the storm. **A motion was made by Roy Lefever, seconded by Joel Lehman, to approve signing & submitting the F.E.M.A. exit briefing form. Motion carried.**

MS4 – discussed previously

INFRASTRUCTURE IMPROVEMENTS – *Dawn Sellers, Joel Lehman* – Joel Lehman recommended council make a decision to repair/replace the maintenance salt shed.

Jonestown Borough Council Minutes

June 7, 2016

Page 3 of 4

LOCAL BUSINESS – Dawn Sellers and Roy Lefever – No Report.

GRANTS – Vince Sellers – A request for proposal, for Lebanon County Community Development Block Grant Program – Fiscal Year 2016, invites municipalities to submit an application. The application is due by Monday, August 1, 2016. Erik explained 70% of the annual block grant funds must be used to benefit low and moderate income persons. Discussion followed. This item will be place on the Planning Workshop Committee meeting agenda for discussion.

PARK FACILITIES, GRANTS, RECREATION & EVENTS – Robin Wolferd, Tammy Blair and Joe Kerstetter – Discussion was open in regards to pavilion rental fees to renters residing inside the borough vs. fees to renters residing outside of the borough. Discussion followed. **A motion was made by Donnette Quairoli, seconded by Roy Lefever, to approve raising the pavilion rental fee to \$100.00; beginning January 2017. A roll call vote was taken:**

Joel Lehman – yes Donnette Quairoli - yes

Tammy Blair – yes Robin Wolferd – no

Roy Lefever – yes Motion carried.

CHRISTMAS LIGHTS – Richie received a contractor's estimate of \$15,000, to remove and replace proper wiring for the Christmas lights on 46 poles; running them down to a timer unit. Richie spoke to a Met-Ed representative yesterday, and said the borough needs to provide proof of liability insurance for two million dollars and waiver of liability insurance, stating the borough is responsible for the snowflake lights. The borough will be responsible for removing one single wire from the Met-Ed side of the street, from each pole, to the Verizon side. Met-Ed would charge up to \$1,000, to run new wiring. Colleen stated the borough will need to get three telephonic bids. Robin Wolferd read a letter, from Oriana Spittle, who volunteered to head a committee & resurrect an Evelyn Isele Memorial Christmas Lights Fund. Oriana requested council receive a bid from Hahnlen Electric. Discussion followed. **A motion was made by Joel Lehman, to approve allowing Oriana Spittle to head a committee for the Christmas Lights. After further discussion, Joel Lehman withdrew his motion.** Council decided to table this until July's council meeting; once estimates are received. Donnette Quairoli will contact Oriana Spittle.

PERSONNEL – Dawn Sellers, Robin Wolferd, and Donnette Quairoli – The personnel committee recently held a meeting, and Robin Wolferd requested an executive session following tonight's meeting.

COST REDUCTION AND FINANCES – Joel Lehman, Vince Sellers – No Report.

CODES & CODE ENFORCEMENT – Roy Lefever – Discussion was held about a property on Market Streets, in need of trimming weeds and grass. This issue was resolved.

OLD BUSINESS – In regards to codification of ordinances, Colleen suggested waiting, and make a decision once the ordinances council are working on, are completed. Council agreed.

In regards to the rental property ordinance, council decided not to pursue this, and take it off the agenda.

The signs ordinance was reviewed at the Planning Workshop Committee meeting, and will be placed on the agenda for June.

Council held discussion in regards to clearances for the J-Rock volunteers. This was also discussed at the Planning Workshop Committee meeting. No decision was made at this time.

The FEMA refund for Winter Snowstorm Jonas was opened for discussion. Council decided monies received would be placed in the General Fund; because the majority of the funds submitted were for payroll purposes.

Discussion was opened in regards to the street light conversion to LED lights, and the contract. Colleen recommended keeping this on the agenda for July, since Vince Sellers has information for council.

Council agreed to place reviewing Richie Deibert's five year plan on the Planning Workshop Meeting agenda.

NEW BUSINESS – In regards to planning the July 4th Event, Roy Lefever will contact Representative Russ Diamond to ask for his participation in reading of the Declaration of Independence.

Jonestown Borough Council Minutes

June 7, 2016

Page 4 of 4

Roy Lefever announced he is resigning from council. Colleen stated a letter needs submitted, and council will have 45 days to accept the resignation; from the resignation date on letter.

Upon motion and second, Council recessed into Executive Session at 8:50 p.m.

Council reentered regular session at 9:18 p.m.

A motion was made by Roy Lefever, seconded by Tammy Blair, to approve purchasing a space heater and surge protector for the borough office. Motion carried.

A motion was made by Donnette Quairoli, seconded by Joel Lehman, to approve contacting Mark Miller to schedule First Aid Training for borough employees. Motion carried.

A motion was made by Roy Lefever, seconded by Tammy Blair, to approve purchasing a small sharps container, red medical bags, and first aid kit for the borough building. Motion carried.

Upon motion and second, Council adjourned at 9:20 p.m.

Respectfully submitted, Joan Keefer, Secretary/Treasurer