

March 18, 2019

Special Meeting

International Property Maintenance Code Implementation

A special meeting of the Jonestown Borough Council was held on the above date beginning at 6:00 PM with President Robin Wolferd presiding. The following members were in attendance: Rick Kline, Tom Keefer, Jeff Schott & Kathy Price. Also attending were Mayor Joe Quairol, Secretary; Joan Keefer & Assistant Secretary; Kim Longenecker.

BCi Code Compliance – International Property Maintenance Code

Chris Miller and Brad Douple, Compliance Officers from BCi Code Compliance, opened discussion in regard to the International Property Maintenance Code Implementation. Brad shared sample pamphlets/letters (attached to the minutes), as follows:

- What is the Borough Code Enforcement Division?
- Permits
- Common Occurrences
- Violation Letter
- Violation List
- Extension Letter
- Notice of Violation
- Property Condemnation Form/Posting Notices

Chris Miller continued with questions/discussion on the following:

1. How far along is Jonestown Borough Council in adopting the 2018 International Property Maintenance Code?
2. Have current Borough ordinances been reviewed by Council and compared to the 2018 IPMC?
3. Has Council made a decision in regard to appointing persons to the Appeals Board?
4. Fees set by Council by resolution; explanation of fee coverages given. Chris will discuss with Colleen Gallo to modify a fee schedule.
5. Council to make decision in regard to heat ranges (Oct. 1–April 30), screens in home windows (March 1–November 30) & grass height (6”) on all borough properties.
6. How many persons will serve on the Appeals Board? (3-3 yr. & 2-2 yr. terms as volunteers).
7. Fees for lifting condemnation (\$200 to lift + \$55 for inspection)
8. If a resident complies the first time, will they be charged fees?
9. Liens on properties.
10. Payment arrangements; 30 days to pay, or make arrangements to pay, or put a lien on the property. If defaults more than 60 days; goes directly to the solicitor.
11. Copies of reports/fees - insurance companies or anyone else asking for copies; recommendation to have a fee no less than \$25.00. Have everyone sign for reports copied; making BCi aware of the request.
12. Notice of Violation – sent certified mail or tracking on mailed notices.
13. Right to Know requests – Sent directly to the solicitor.
14. Compliance letters must be sent to a resident once they comply; anything active (not in compliance) must be sent to the solicitor.
15. If resident is granted an extension by BCi Compliance Officer, resident must comply by second deadline date given.

16. Jonestown Borough to print forms; Condemned, No Trespassing, No Mail Delivery, No Solicitation, Property Condemnation, STOP (no entry). Must have name & address of property owner on all forms, or not legal.
17. Invite Fire Department & EMA Coordinator to training.
18. Photo ID's – Brad Douple & Chris Miller must have a Jonestown Borough Photo ID.
19. BCi Compliance Officer's to attend Jonestown Borough meetings & give reports/updates. Council requested this be done quarterly.
20. Recommendation for borough to place an article on their website/newsletter in regard to adopting the 2018 IPMC. Post newsletter article on office window.
21. Neighboring Municipalities – Send a letter stating Jonestown Borough is adopting the 2018 International Property Maintenance Code to neighboring municipalities.
22. It will take 60 to 90 days to have the 2018 IPMC up and running. Borough will need to adopt the code and produce a resolution pertaining to fees.
23. Borough to purchase the 2018 International Property Maintenance Code Commentary books.
24. Borough to contact Chief Easter, North Lebanon Township Police, to inform him of the 2018 IPMC coming out. (BCi high risk situations)
25. Robin Wolferd stated the main contact for the Borough will be Kim Longenecker; Mondays from 4 p.m. to 7 p.m. was the specific time set for working on code enforcement.
26. Any 'Notice of Violation' given out *must* have an 'Appeals Notice' attached.

Discussion continued in regard to ordering the 2018 International Property Maintenance Code Commentary books, and possibly joining the International Code Council. Chris Miller will contact Colleen Gallo, Solicitor to continue the process for implementing the 2018 IPMC.

As per a request from Jeff Schott, at the April 2, 2019 Council Meeting, this statement was in addition:

Chris Miller stated the Borough is not obligated to adopt the entire IPMC, as the Borough may pick or choose to leave out some chapters of the 2018 IPMC. Minutes were then approved.

The meeting was adjourned at 7:47 p.m.

Respectfully submitted,
Joan Keefer,
Secretary