

March 2, 2021

A WebEx meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolferd presiding. Council members attending: Rick Kline, Tyler Longenecker, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending: 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 Rick Kline, to approve the amended January 2021 Treasurer's Report as presented. The amended Financial Statement; month ending January 31, 2021 General Fund Account did not include check #'s 12452–12463 = \$5,488.74). Ending balance for General Fund amended from \$222,903.57 to \$217,414.83. Motion carried.

A motion was made by Tom Keefer, seconded by Rick Kline, to approve the February 2, 2021 Council Meeting Minutes. Motion carried.

A motion was made by Tom Keefer, seconded by Don Raiger, to approve the Treasurers Report, month ending February 28, 2021. Motion carried.

SPECIAL GUESTS - Nate Carpenter joined the meeting requesting approval to have the Jonestown Memorial Day Parade on Monday, 5/31/21 @ 9:00 AM. A motion was made by Rick Kline, seconded by Jeff Schott, to approve Nate Carpenter to have the Jonestown Memorial Day Parade on Monday, May 31, 2021 beginning at 9:00 a.m. Motion carried.

Kristy Hollinger joined the meeting to request approval for Jonestown E-Free Church to have the J-Rock Event on May 21, 22 & 23, 2021. The J-Rock volunteers will be working in the Jonestown Park on many projects, have a worship service, carnival, & various activities. A motion was made by Tom Keefer, seconded by Tyler Longenecker, to give approval to Kristy Hollinger for Jonestown E-Free Church to have the J-Rock Event in Jonestown Park on Friday (6 PM – 8 PM), Saturday & Sunday (All Day); May 21, 22, & 23, 2021. Motion carried. Tyler Longenecker is the contact person for the borough. Discussion followed about possible projects.

PUBLIC COMMENT – No Public Comment.

MAINTENANCE – Rick Kline, Supervisor – (budget report attached to minutes) Rick Kline reported on the following items:

- Monthly expenses for February - \$ 12.44.
- Street Sweeping 2021 request to contract NL Township in April = \$2,500 (paid \$2,210 in 2019). A motion was made by Rick Kline, seconded by Tom Keefer, to approve having North Lebanon Township perform street sweeping in April 2021; at a cost not to exceed \$2,500. Motion carried.
- Request monitoring pipe P-12; low volume road maintenance program on W. Chestnut St.; pump trap. Contract N.L. Township = \$700 for April (paid \$650 in 2019). A motion was made by Rick Kline, seconded by Tom Keefer, to approve monitoring pipe P-12; low volume road maintenance on W Chestnut St. (pump trap); at a cost not to exceed \$700. Motion carried.
- Ratify email approval to replace clutch on golf cart at a cost not to exceed \$650.00; paid from General Fund (P&R-1454.250; maintenance, repair equipment). A motion was made by Rick Kline, seconded by Tom Keefer, to approve replacing clutch on golf cart at a cost not to exceed \$650.00; paid from General Fund (P&R-1454.250; maintenance/repair equipment). Motion carried.
- Brush Hog – Request/discussion to purchase brush cutter.
 1. Bobcat 72" Brush cat = \$7,355 (Bobcat of York)
 2. Titan 72" Brush cutter = \$3,400 (Wenger's of Myerstown) Pending verification it will work. Maintenance Employees will check this on Friday. Council decided to table this item until the April council meeting.
- Line Painter - Request purchasing line painting machine
 1. Line Lazer 3400 = \$8,320 (Daniel B. Krieg, Inc.)
 2. Line Lazer 3400 = \$3,950 (SealMaster)A motion was made by Rick Kline, seconded by Don Raiger, to approve purchasing a line painter from Sealmaster; at a cost not to exceed \$3,950.00. Motion carried.
- Rick sent email 3/25 about purchasing a dump truck tarp system.
 1. Electric tarp system (installed) = \$1,788 (Levan Bodies, Fleetwood PA.)
 2. Electric tarp system (installed) = \$2,810 (Lancaster Truck Bodies, Lancaster PA.)

A motion was made by Rick Kline, seconded by Tom Keefer, to approve purchasing a dump truck tarp system from Levan Bodies, at a cost not to exceed \$1,788.00. Motion carried.

- Snow Removal – The maintenance department continues working on snow removal throughout the borough.

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:

Maintenance Garage – Payment Application #4 rec'd; current payment due = \$27,620.30. LHAI has not reviewed payment application #4 in comparison to work completed. Gutters are included on payment application; but have not been installed. Approval of this payment would be conditioned upon review by LHAI & receipt of current certified payroll records. Council decided to add this to March 22, 2021 Planning Workshop Committee meeting agenda.

Spring Court DGLVR Project – The field survey work was completed, and the preparation of design concepts is ongoing. LHAI will meet with Mayor Quairoli, Rick, Tom, & the Solicitor to determine the best approach in moving forward with affected property owners. Erik Harmon will give an update on the meeting at April's council meeting.

West Blackberry Street CDBG Project – Plans & bid documents are being prepared. The field survey was completed; LHAI is preparing construction plans & bid documents. A PennDOT Highway Occupancy Permit (HOP) is required for reconstruction of curb ramps along S. Lancaster St., which may cause a delay in preparing bid documents & advertising. LHAI requests approval to submit the Penn DOT HOP application & the required "Applicant's Authorization for Agent to Apply for Highway Occupancy Permit." **A motion was made by Tom Keefer, seconded by Rick Kline, to approve submitting the Penn DOT Highway Occupancy Permit application & the required "Applicant's Authorization for Agent to Apply for Highway Occupancy Permit." Motion carried.** Erik Harmon will send the form/forms to the borough office for printing, and have Robin Wolford, Council President, sign the forms.

MAYOR – *Joe Quairoli* – Mayor Quairoli reported mailing letters out for attending the Route 72 bridge replacement detour project meeting. Plans are to schedule a meeting on Thursday, March 18th or Thursday, March 25th.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo is working with Brad Douple on a filed complaint for 32 W. market St.

Colleen Gallo opened discussion in regard to council authorizing Cleona Borough Police Department to investigate ordinance violations and/or criminal matters upon request of Council or Mayor. **A motion was made by Jeff Schott, seconded by Tom Keefer, to authorize Cleona Borough Police Department to investigate ordinance violations and/or criminal matters upon request of Council or Mayor. Motion carried.**

SECRETARY – *Joan Keefer* – Joan Keefer requested council's approval to appoint Wendy Shollenberger as TCC Alternate for Northern Lebanon Municipalities (Swatara, E. Hanover, Union and Bethel Twps. & Jonestown Borough). **A motion was made by Don Raiger, seconded by Tom Keefer, to appoint Wendy Shollenberger as TCC Alternate for Northern Lebanon Municipalities. Motion carried.**

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairoli & Rick Kline* – Tom Keefer asked Erik Harmon & Colleen Gallo if the contractors are waiting for fairer weather to fix the street opening on Highland Dr. Erik Harmon reported the company is seeking quotes for this project. Erik will follow up with him.

Erik Harmon reported looking at the maintenance garage plans, finding the lean to is approximately 14 ½ ft. wide by 40 ft. long, equaling 580 square feet. This information was for a J-Rock Event project.

Mayor Quairoli asked if Elaine Aungst filled out her Crossing Guard background check paperwork. She was, & the paperwork was submitted.

GRANTS – Kathy Price gave an update on the Municipal Assistance Grant. The grant was submitted.

Tom Keefer reported submitting a Hotel Tax Grant in 2019 for a park trail project. The project has been closed. After following up on the grant, they asked the borough to re-submit a new Hotel Tax application for another project, as the Park Playground.

PARK & RECREATION – Tyler Longenecker updated council on the Playground Project & project budgeting. Possible plans are apply for a few smaller grants to accomplish the playground plans. Discussion followed.

A request was made by Tyler Longenecker for council to approve submitting a letter to Union Township, to request a time extension for using the Recreation Funds. Colleen Gallo suggested putting a specific deadline date in the letter.

A motion was made by Jeff Schott, seconded by Don Raiger, to approve submitting a letter to Union Township,

to request a time extension for using the Recreation Funds. Motion carried. Colleen Gallo will review the letter before submitting it to Union Township.

Tyler Longenecker opened discussion about “Day of Caring”, scheduled for April 15, 2021. Council agreed to place this on the March 22, 2021 Planning Workshop agenda.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairol*i – Robin Wolferd plans to schedule a personnel committee meeting in the near future.

COST REDUCTION AND FINANCES – *Don Raiger, Rick Kline & Tom Keefer* – Don Raiger reported the committee requests council agree to transfer Spring Court project monies (40k) received from LCCD from the General Fund to the Infrastructure Fund. **A motion was made by Don Raiger, seconded by Rick Kline, to approve transferring the Spring Court project monies (40k), received from LCCD, from the General Fund to the Infrastructure Fund; including any additional funding received for the Spring Court Project. Motion carried.** Don Raiger opened discussion about the amount of non-allocated/non-budgeted money items in the General Fund, requesting to earmark or transfer these non-allocated/non-budgeted money items to the Capital Improvements & Infrastructure Funds. Discussion followed. Tom Keefer recommended setting funds aside for building maintenance (projects/repairs); including roof, heat pump, streets, etc. Rick Kline & Joan Keefer will review these funds & report back to council.

CODES & CODE ENFORCEMENT – *Mayor Quairol*i & *Tom Keefer* – Mayor Quairol*i* reported on recent code enforcement issues, including snow & property condemnations.

Regular Code Enforcement Committee meetings will be scheduled for 2021, including Bci & Colleen Gallo. Mayor Quairol*i* will make a schedule & share it electronically.

Mayor Quairol*i* updated council on plans for a Repeat Offender Fee/Maintenance or Technology Fee vs. Increasing Rates. A fee schedule will be part of planning at the first scheduled code meeting in 2021.

The barking dog issue in Twin Creeks Development will be handled by Bci Code Enforcement officer, Brad Douple.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairol*i, *Robin Wolferd*, & *Kathy Price* – A meeting will be held Thursday, March 11, 2021. Future plans are to meet the 2nd Thursday, monthly.

Jeff Schott requested a copy of the most recent Zoning Map. Joan Keefer will send him an electronic copy.

NEW BUSINESS – Dieffenbach’s requested permission to erect a sign at the Spittle Field, and will provide & pay for the sign. Jonestown Borough’s obligation will be to provide & maintain a sign structure. Both parties will agree by a contract. Discussion followed. Colleen Gallo recommended checking with the borough insurance carrier in regard to additional liability. Tom Keefer asked if any council member would like to head this project from a cost standpoint moving forward. Tyler Longenecker mentioned the Park & Recreation Committee may be a possibility for managing this project, and provide an annual report to council.

Tom Keefer met yesterday with Steph Harmon from the Lebanon County Conservation District and a representative from the Swatara Water Shed Association in regard to the Keystone 10 million trees planting project. A few areas in the borough were identified for plantings. The borough is responsible for maintenance on the trees (6-8 inches); trimming weeds & spraying for rodents. There is no charge, & each tree will have a planting tube. It is suggested signs be placed to educate the public on the project. Erik Harmon will check verification for planting trees near a wetland area. This may qualify as a BMP for MS4.

OLD BUSINESS – Don Raiger updated council on the NLHS land acquisition (Elementary School area). No formal developments at this time. Don Raiger will continue pursuing the possibility of the borough acquiring a section of land from the Jonestown Elementary School.

Upon motion and second, Council adjourned at 8:20 p.m.

Respectfully submitted,
Joan Keefer, Secretary/Treasurer