

# March 5, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date beginning 6:00 p.m. with President Robin Wolford presiding. The following members were in attendance: Don Raiger, Tom Keefer, David Charest and Kathy Price. Also attending were Mayor Joe Quairol, Attorney Colleen Gallo, Engineering Representative; Erik Harmon and Secretary/Treasurer; Joan Keefer.

## **FEBRUARY MINUTES/TREASURER'S REPORT**

A motion was made by Rick Kline, seconded by Kathy Price, to approve the February 5, 2019 Council Meeting Minutes. Motion carried.

A motion was made by Kathy Price, seconded by David Charest, to approve the Treasurer's Report for the month ending February 28, 2019. Motion carried.

**SPECIAL GUESTS** – No report.

**PUBLIC COMMENT** – No report.

**MAINTENANCE** – Rick Kline, Supervisor – Tom Keefer reported on maintenance expenses for the month of February as being \$165.61 for miscellaneous items.

Colleen Gallo asked if council took action to appoint borough council members to serve as volunteers in the maintenance department. Council did take formal action at a recent meeting. Colleen stated a council volunteer will be covered under borough liability insurance if something happens while driving a vehicle.

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

**2017 Sidewalk Inspections (32 West Market Street)** – Erik gave an update: Work to commence no later than 3/8/2019, and completed by no later than 3/22/2019.

**DCNR Grant – Park Trails** – The plans and bid documents are being revised and will be resubmitted next week. LHAI requests approval to advertise for bids; conditioned upon receiving approval from DCNR. **A motion was made by David Charest, seconded by Don Raiger, to approve having Light-Heigel & Associates, Inc. advertise for bids; conditioned upon receiving approval from DCNR. Motion carried.**

**NLCA Force Main Relocation** – Erik gave an update, and the construction observation reports are attached to the minutes. Discussion followed, including a decision to replace trees that had to be taken down, and where to plant them.

**East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant)** – The field survey was completed yesterday. Construction plans and bid documents are being finalized. Erik requested approval to advertise for bids. **A motion was made by Don Raiger, seconded by David Charest, to approve Light-Heigel & Associates, Inc. advertising for bids for E. Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant). Motion carried.** Colleen Gallo told council the process for removing trees along E. Swatara Drive. The borough will send a letter to the resident by the trees, to let them know the plans for taking the trees down.

Robin opened discussion in regard to widening Esther Avenue; two feet versus four feet. Discussion followed. Colleen stated council is to contact Zion Lutheran Church Cemetery for a legal statement of right of way for widening Esther St., and have LHAI provide a legal description of that area. Kathy Price will contact Zion Lutheran Cemetery's committee chairman for more information on this issue.

**2019 Paving Projects** – Bid documents are being finalized and Erik requested approval to advertise bids. The planned paving projects have been provided to NLCA and CoLA. Discussion followed. **A motion was made by David Charest, seconded by Tom Keefer, to approve Light-Heigel & Associates, Inc. advertising for bids for the 2019 Paving Projects; combining the advertisement with East Swatara Drive's project; but awarding as 2 separate projects. Motion carried.**

**CDBG Chestnut Street** – Plans and bid documents are being finalized and will be sent to Dan Lyons.

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**CoLA Water Main Replacement** – LHAI are finalizing comments to send to the City of Lebanon Authority. Discussion followed. Colleen Gallo recommended adding information about no parking on the street, at the project site, in the letters being sent to residents. Erik reviewed costs involved in all the borough projects. Discussion followed.

**49 W. Market St. (Proposed Parking Lot)** – Robin Wolferd updated council on costs for obtaining appraisals on the 49 W. Market St. property. Council decided to move forward with an appraisal, at a cost of \$375.00. **A motion was made by Don Raiger, seconded by Kathy Price, to approve moving forward with an appraisal, at a cost of \$375.00. Motion carried.**

**MAYOR** – *Joe Quairol* – Mayor Quairol reported making progress on all that he reported on last month.

Mayor Quairol reported speaking to Chief Easter about enforcement during a snow emergency. This will be included in the discussion under tonight's Code Enforcement report.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo reported on reimbursement, for the lawn care, paid by the borough, at 25 N. Fisher St.

Colleen Gallo reported receiving code enforcement issues from Kim Longenecker, assistant borough secretary, on repeat offenders, requesting if council would like second letters sent. Discussion followed in regard to having Colleen file complaints.

Colleen Gallo reported not hearing anything, in regard to the claim, pertaining to the employee injured in a recent accident.

**SECRETARY** – *Joan Keefer* – Joan Keefer reported the Liquid Fuels Tax Allocation; \$66,258.95, was received on March 1, 2019.

Joan Keefer asked if council wanted to list Planning Workshop Committee meeting dates in the Newsletter. Council decided to list Planning Workshop Committee meeting dates and Park, Recreation & Events Committee meeting dates in the Newsletter.

Joan Keefer requested approval to send a \$12,500 donation to the Northern Lebanon Fire and Emergency Services; as included in the 2019 budget. **A motion was made by Don Raiger, seconded by Kathy Price, to approve sending the donation to the Northern Lebanon Fire and Emergency Services, in the amount of \$12,500, as included in the 2019 budget. Motion carried.**

Joan Keefer asked if copies can be made for a resident, at the borough office, for a fundraiser. Discussion followed. Mayor Quairol personally offered to make copies.

Joan Keefer requested approval from council to have Swatara Twp. send a letter to the PA House of Representatives and the PA Senator, in regard to the First Aid & Safety Patrol. Council was in agreement.

**MS4** – No Report.

**INFRASTRUCTURE IMPROVEMENTS** – *Mayor Quairol, Tom Keefer & Rick Kline* – No Report.

**LOCAL BUSINESS** – *Mayor Quairol, Don Raiger & Kathy Price* – No Report.

**GRANTS** – *Don Raiger & Jeffrey Schott* – No Report.

**PARK, RECREATION & EVENTS** – *David Charest, Kathy Price & Tracey Charest; Chairperson* – Dave Charest reported Tracey Charest was to contact Joel Guldin in regard to possibly having a Band/Dance Event, to raise money for the Park Fund. Kathy Price stated this was discussed at the PRE Committee meeting, and Tracey will contact Joel Guldin.

David Charest will contact Melanie Shaffer in regard to the Rotary cleaning the pavilion before it's opened this year. Council decided to have the pavilion cleaned a week before opening.

Tom Keefer reported on a meeting held with Jonestown Little League coaches. The Little League requested having a contract, stating first rights to the J-1 field. Discussion followed. Council decided not to enter into contract.

Kathy Price asked what needs done to have a bonfire at the Fall Festival this year. Joan Keefer will contact the liability carrier for recommendations.

Kathy Price updated council on the Tree Lighting Event for 2019. Horse carriage rides will be included this year.

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**PERSONNEL** – *Robin Wolferd, Rick Kline & Mayor Quairol*i – Robin Wolferd reported a meeting is scheduled between the Borough Council Personnel Committee and East Hanover Township Supervisors on April 4, 2019, to discuss the possibility of sharing a Borough Manager. Discussion followed.

Robin Wolferd told council the personnel committee decided to keep Kim Longenecker working on Monday evenings. If council approves the International Property Maintenance Code, that time will be used for code enforcement. Robin said a meeting is scheduled with Chris Miller, to continue discussing the IPMC, on March 18, 2019.

**COST REDUCTION AND FINANCES** – *Don Raiger, David Charest & Jeffrey Schott* – Don Raiger updated council on getting 5 office computers soon from Lebanon Valley College, at no cost to the borough. A request to send them a thank-you letter is all they require. Don Raiger paid to have the jonestownpa.org back up, and plans to submit a receipt for reimbursement.

Discussion was opened in regard to the borough having a PLIGIT. credit card. **A motion was made by Don Raiger, seconded by David Charest, to approve moving forward with a credit card program through PLIGIT. Motion carried.**

**ORDINANCE COMMITTEE** – *Mayor Quairol*i, *Robin Wolferd, Rick Kline & Kathy Price* – Discussion was held in regard to ordinances needing reviewed/updated. A meeting will be scheduled.

**CODES & CODE ENFORCEMENT** – *Mayor Quairol*i, *Rick Kline & Tom Keefer* – Mayor Quairol spoke to Chief Easter in regard enforcing no parking during snow emergencies. North Lebanon Township Police are capable of enforcing all Jonestown Borough ordinances. Discussion followed. Colleen Gallo recommended the Code Enforcement Committee move forward with codifying ordinances. Colleen Gallo recommended an article be placed in the Fall Newsletter stating the snow emergency will be enforced, and residents need to remove vehicles when an emergency is declared, or vehicles will be towed at the owner's expense. Colleen advised Mayor Quairol contact Shelley Hauk from Pennsylvania State Association of Boroughs for further ordinance information.

Robin Wolferd updated council on the First Aid & Safety. An audit was not completed at this time.

**NEW BUSINESS** – In regard to council members helping with Jonestown Elementary playground equipment assembly, Colleen Gallo stated there is no problem in anyone volunteering, as long as the Borough is not being represented.

Council held discussion on appointing Jonestown Borough Auditors. This will be placed on the Planning Workshop Committee meeting agenda.

Robin Wolferd updated council on the Block Party meeting held last night. The next meeting will be on April 8, 2019. **A motion was made by Kathy Price, seconded by Tom Keefer, to approve advertising for the International Property Maintenance Code meeting on Monday, March 18, 2019, at 6:00 p.m., along with a Block Party meeting scheduled on Monday, April 8, 2019, at 7:00 p.m. Motion carried.**

**OLD BUSINESS** – Tom Keefer updated council on cost estimates for key fobs. No decision was made at this time. This will be placed on the council meeting agenda.

**A motion was made by Tom Keefer, seconded by Kathy Price, to approve reimbursing Don Raiger for the cost of jonestownpa.org; contingent upon receiving a receipt. Motion carried.**

Don Raiger updated council on research he did for the Borough website. One example was using the website to advertise meeting notices.

Upon motion and second, Council adjourned at 8:57 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer

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