

# March 6, 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, Renee Lehman, Tom Keefer, Jesse Markle (dismissed @ 7:15 p.m.), Roy Lefever 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.

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

**A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve the February 6, 2018 Council Meeting Minutes. Motion carried.**

**A motion was made by Roy Lefever, seconded by Renee Lehman, to approve the Treasurer's Report for the month ending February 28, 2018. Motion carried.**

**VOLUNTEER OF THE YEAR (2017)** – Mayor Sellers presented the Volunteer of the Year Award to Suzanne Dubeck. Suzanne put many hours into a Park Trail Grant awarded to Jonestown Borough Park, in the amount of \$42,500.00.

**MAINTENANCE** – *Richie Deibert* – Richie requested approval to advertise the 2018 North Mill Street Overlay Paving Project, in cooperation with Swatara Township; contingent upon Colleen Gallo's review of the bid documents. Richie asked Mayor Sellers about possible prevailing wage (an amount over \$100,000.00) due to the Chestnut St. Grant Paving Project from Lebanon County Conservation District in the amount of \$157,000.00. Colleen recommended contacting Scott Lehman, Municipal Services Supervisor; PA Department of Transportation, to see if the project should be bid out at prevailing wage. Costs to the borough for engineering fees is approximately \$5,000.00. Mayor Sellers stated the project may begin in the fall 2018. Discussion followed. Council agreed to wait to put the Chestnut Street Project out to bid until 2019. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve advertising the 2018 North Mill Street Overlay Paving Project, in cooperation with Swatara Township; contingent upon Colleen Gallo's review of the bid documents. Motion carried.**

Richie requested approval to have road sweeping done and clean-out performed on West Chestnut Street, by North Lebanon Township; at a cost not to exceed \$3,000.00. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve having the Borough roads swept and clean-out performed on West Chestnut Street, by North Lebanon Township; at a cost not to exceed \$3,000.00. Motion carried.** Discussion continued.

Richie reported West Chestnut Street is having an issue of saturation and soil drainage; starting at a speed limit sign up to a stop sign at N. Fisher St., requesting council decide if they want this issue addressed this year. No decision was made at this time. Discussion continued in regards to sump pumps discharging water onto the streets.

Richie updated council on placing Met-Ed poles along S. Mill St, and requested permission to place poles in the Park playground parking lot parking spaces. Council decided to purchase parking blocks instead of using the poles. **A motion was made by Roy Lefever, seconded by Renee Lehman, to approve purchasing parking stops for the Park playground parking lot at a cost not to exceed \$1,000.00; paid from the Park Fund. Motion carried.**

Tom Keefer asked Richie if the Park cameras were working. Richie will check into this and also get an estimate to place one more camera, to overlook the playground area. The camera in the borough building parking lot will be adjusted to view the front door and east side of the building.

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

**2017 Sidewalk Inspections** – Erik Harmon gave an update on the progress of the sidewalk inspections. A 2<sup>nd</sup> notice was sent by certified mail to the owner of 32 W. Market St, which has been returned unclaimed.

**2018 Paving Project** - Light-Heigel & Associates, Inc. communicated with Richie Deibert regarding the preparation of bid documents for the 2018 Paving Project on N. Mill St. and reviewed a copy of the draft bid documents.

**NLCA Force Main Relocation/Ed Spittle Field Parking Lot & Driveway** – The draft agreement for the grant for sewer easement was provided to LHAI, for review and comment. Erik and Colleen reviewed the agreement, and provided comment for council to consider:

- The draft agreement & exhibit does not provide bearings & distances for the proposed permanent sewer easement. It was recommended that bearings & distances be provided to accurately describe the location of said easement as it makes it easier to establish the location if necessary.
- LHAI recommends that the Borough be provided the opportunity to review the construction plans, restoration details, and specifications prior to granting the permanent sewer easement.

Colleen Gallo reached out to Attorney Cassidy about having Jonestown Borough listed as additional insured, bonding, and a few other changes needed in the agreement. Colleen did not hear back from Attorney Cassidy; but will follow up with him, indicating the borough will consider moving forward, upon written confirmation that the authority will be paying for any and all consultant fees. Discussion followed.

Tom Keefer asked Erik about the cracks on the road at N. Broad St. and Swatara Drive. Erik replied, it is most likely reflective cracking which occurs when freezing and thawing weather takes place. Erik's recommendation was to crack seal those roads in 2018.

**MAYOR** – Mayor Sellers received an email from the PA Auditor General in regards to the non-uniform pension. A further audit may be performed; but the completed audit looked good.

Mayor Sellers reported problems in Jonestown Park with drug use. Roy Lefever reported driving around the park periodically asking residents if they have complaints/concerns. There were no complaints at this time. Colleen recommended when a resident sees any drug use, to contact the State Police as soon as they can. Discussion followed.

Mayor Sellers updated council in regards to the DCNR Grant for Park Trails. This Friday there will be a conference call at Light-Heigel & Associates, Inc. between DCNR (Tyler Semder), Erik Harmon and Mayor Sellers.

Roy Lefever asked if there are grants available for park improvement; such as replacing playground and maintenance equipment. Erik replied there are grants available from DCNR & DCED. Discussion followed.

Mayor Sellers opened discussion in regards to calling a possible snow emergency for the snow storm predicted tomorrow. Discussion followed. No decision was made at this time.

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Mayor Sellers reported there will be no fireworks held in 2018.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen received a letter in regards to the yearly audit and sent response back to the auditors. A copy will be sent to the borough office.

Colleen updated council on the property at 25 N. Fisher St. The mortgage company is moving forward with foreclosure on the property.

Colleen moved forward with preparing resolution # 2018-1; authorizing NLFES to seek reimbursement for hazardous abatement material, environmental incidents and safety rescue responses. **A motion was made by Renee Lehman, seconded by Roy Lefever, to approve resolution #2018-1; authorizing Northern Lebanon Fire and Emergency Services to seek reimbursement for hazardous abatement material, environmental incidents and safety rescue responses. Motion carried.**

**SECRETARY** – *Joan Keefer* – Joan reported the CPR, First Aid and Blood Borne Pathogens classes have been scheduled for Tuesday, August 14, 2018 @ 8:00 a.m., and Swatara Township employees will also be attending.

The savings from paying for Jonestown Fire Company's workman's compensation insurance, which was previously approved by council July 11, 2017, was to be passed on to Northern Lebanon Fire & Emergency Services. The amount of savings was \$3,198.13. Council decided to table their decision.

Robin asked Renee for an update on the NLFES grant application. Renee is working on the application.

Joan reported the allocation for Liquid Fuels in 2018, is \$64,729.09.

Joan requested council approve the cost of \$50.00/each, for attending a full day of training for the RTK officer and the alternate, on Tuesday, May 15, 2018. **A motion was made by Roy Lefever, seconded by Rick Kline, to approve the cost of \$100.00 for the RTK officer (Joan Keefer) and the alternate (Richie Deibert), to attend a full day training on Tuesday, May 15, 2018. Motion carried.**

Joan updated council in regards to possibly refinancing the borough building mortgage loan. JBT's representative, Tim Kline, offered to schedule a meeting with council members to review. Joan will contact Tim to schedule a meeting.

Joan reported to council the donation given last year to the Northern Lebanon Alumni Band for a scholarship was \$250.00. Also, the total donations given in 2017 was \$750.00. Council decided to place this on the agenda for July, 2018.

**MS4** – Discussion was held in regards to the MS4 waiver.

**INFRASTRUCTURE IMPROVEMENTS** – *Roy Lefever, Tom Keefer & Rick Kline* – Tom Keefer updated council on the LED replacement to the street lights. The project is to begin in springtime. It has been over a year since Jonestown Borough signed the contract, and gave a deposit to Met-Ed. Discussion followed.

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

**GRANTS** – *Mayor Sellers & Renee Lehman* – No further report.

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**PARK, RECREATION & EVENTS** – *Melissa Reynolds* – After discussion, council requested the 501C-3 be taken off the agenda.

**PERSONNEL** – *Robin Wolferd, Jesse Markle, Rick Kline & Mayor Sellers* – Robin Wolferd requested executive session, following the meeting, to update council on personnel.

**COST REDUCTION AND FINANCES** – *Renee Lehman* – No Report.

**CODES & CODE ENFORCEMENT** – *Mayor Sellers & Roy Lefever* – Robin updated council on the discussion held at a Planning Workshop Committee meeting, in regards to parking on N. Water St. Discussion followed.

**ORDINANCE COMMITTEE** – *Mayor Sellers, Robin Wolferd & Renee Lehman* – Council appointed Rick Kline to the Ordinance Committee. Robin Wolferd will send out an email to schedule a meeting.

**NORTHERN LEBANON SCHOOL DISTRICT** – Jonestown Borough councilman Jesse Markle received a letter of approval from Northern Lebanon School District Board to pay for a fourth School Crossing Guard. This will be added to the school budget for the 2018 – 2019 school year.

Mayor Sellers requested approval to pay Roxanne Gebhard, substitute Crossing Guard, for half a day. There was no school one day, and Roxanne was not informed, and reported to work.

**NEW BUSINESS** – A request was made for council to approve/sign the Pennsylvania Unemployment Compensation (UC) Benefits Address Confirmation and Power of Attorney form; assigning PSAB UC Third Party Clams Administrator as Corporate Cost Control. **A motion was made by Roy Lefever, seconded by Melissa Reynolds, to approve signing the Pennsylvania Unemployment Compensation (UC) Benefits Address Confirmation and Power of Attorney form; assigning PSAB UC Third Party Clams Administrator as Corporate Cost Control. Motion carried.**

Melissa Reynolds updated council in regards to plans/projects in the Park for Day of Caring, April 2018.

Waiving the streets and sidewalk's bond & permit fees for NLCA for a Fisher St. Project was discussed earlier. At this time, council decided to keep their decision on hold.

Council opened discussion to the possibility of resurrecting the Stormwater Fee. Discussion followed. Colleen recommended placing this on the agenda in August, 2018.

Council opened discussion in regards to possibly reducing the number of council seats. Colleen explained the process. This was previously discussed at the Planning Workshop meeting. After discussion, council agreed to remove this from the agenda.

**OLD BUSINESS** – Discussion was opened in regards to the False Alarm Ordinance & Chapter 7 International Property Maintenance Code. Council will schedule a meeting to review these ordinances. Discussion continued in regards to the Chapter 7 of the International Property Maintenance Code; and an update was given from discussion at the last Planning Workshop Committee meeting. If the ordinance is adopted, the Planning/Zoning officer must be certified. Colleen recommended adopting either the whole International Property Maintenance Code, or whole chapters. Robin asked council members to review the ordinances, recently received by email, and bring comments to the Planning Workshop meeting. This will be placed on the April council meeting agenda. The False Alarm Ordinance and a Solicitation Ordinance needs reviewed by the Ordinance Committee.

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Robin Wolferd opened discussion in regards to open seats on the Zoning Hearing Board; (2 three yr. terms) & Alternate; (1 one yr. term). This announcement was placed on Jonestown Borough & Community's Facebook page. Lebanon County Planning also the borough office to see if the positions were filled. **A motion was made by Renee Lehman, seconded by Roy Lefever, to appoint Rick Kline to the Zoning Hearing Board; (3 year term). Motion carried.**

Former Mayor George Kaufman informed council the Lebanon County Redevelopment Authority would like to donate 10 high back chairs to Jonestown Borough. They will replace the chairs in the meeting room.

Former Mayor George Kaufman reported the Lion's Club will donate \$300 towards replacing the Welcome to Jonestown sign. He is waiting to hear from the Northern Lebanon Rotary in regards to a donation.

**The following items will remain on the agenda until springtime:**

- Planting trees in the Park. Rental & Richie's costs vs. having a Nursery do
- Update on repairing damages on W. Chestnut St; not to exceed \$600
- 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.
- Update on decision as to filing the engineer plans for projects
- Salt Shed repairs
- "Welcome to Jonestown" sign repairs. George Kaufman & Tom Keefer

Upon motion and second, Council adjourned into executive session at 9:37 p.m.

Respectfully submitted,  
Joan Keefer,