

March 7, 2017

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with President Dawn Sellers presiding. The following members were in attendance: Joel Lehman, Tom Keefer, Jesse Markle, Roy Lefever and Robin Wolferd. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Erik Harmon, Engineer, Richie Deibert, Maintenance Lead and Joan Keefer, Secretary/Treasurer. No Junior Council Members were present. Excused absence; Todd Anderbery.

A motion was made by Tom Keefer, seconded by Jesse Markle, to approve the Council Meeting Minutes from February 7, 2017. Motion carried.

A motion was made by Joel Lehman, seconded by Tom Keefer, to approve the Treasurer's Report for the month ending February 28, 2017. Motion carried.

SPECIAL GUESTS – No Report.

PUBLIC COMMENT – No Report.

JUNIOR COUNCIL – Roy Lefever informed council Nicholas Lefever will not continue serving as Junior Council Representative.

BOROUGH ENGINEERING REPRESENTATIVE – Erik Harmon (report attached to minutes) - **CDBG Grant – J-1 Baseball Dugouts** – Dugout construction is underway, and plans are to finish the project late March, weather permitting. The blacktop plant is opening on March 20, 2017, and Jonestown baseball practices begin the first week of April. Council agreed to have a Borough Engineer do final inspection. Construction costs are paid by Community Development Block Grant.

Low Volume Road Maintenance Program – Grant Opportunity - (Chestnut Street Project) – A request was made for executive session in regards to potential litigation. Bids will be sent out later this week, and opened at council meeting on April 4, 2017. Erik Harmon asked council if they would like to open bids prior to the meeting to save time; but council decided to continue opening the bids during meeting.

2017 Paving Projects – The paving projects will be advertised for bids later this week for bid opening on April 4, 2017.

MS4 – No Report.

124 West Market Street – Adam Keiper, P.G. with Light-Heigel & Associates, Inc. attended a site meeting on 2/16 to discuss and review a HAZMAT event, related to a barn fire. Discussion continued in regards to ground samples to be completed by DEP, insurances and plans to remove the barn.

Storm Water Management Fee Ordinance & Credit Manual – Erik reminded Council the 'draft' of the revised Storm Water Management Fee Ordinance & Credit Manual was delivered to council at the January 2016 meeting, and emailed again on July 20, 2016. Light-Heigel & Associates, Inc. will revise the ordinance when comments are received from Borough Council. Erik stated this is the time of the year for storm water fee invoices to be sent out to residents. He asked council if Light-Heigel & Associates, Inc. is to send the invoices out, as they have done previously. **A motion was made by Joel Lehman, seconded by Roy Lefever, to approve having Light-Heigel & Associates, Inc. take care of sending out the Storm Water invoices in 2017. Motion carried.**

MAINTENANCE – Richie Deibert – Richie requested council approve the purchase of bristles (sweeper attachment) for the skid loader, to be installed by the maintenance department, at a cost not to exceed \$450.00. **A motion was made by Roy Lefever, seconded by Joel Lehman, to approve the purchase of bristles (sweeper attachment) for the skid loader, to be installed by the maintenance department, at a cost not to exceed \$450.00. Motion carried.**

Richie requested a motion to ratify the cost for repairs to the skid loader in the amount of \$486.65. Discussion followed in regards to purchasing/leasing a skid loader. **A motion was made by Joel Lehman, seconded by Roy Lefever, to ratify the approval for the cost to repair the skid loader in the amount of \$486.65. Motion carried.**

**Jonestown Borough Council Minutes
March 7, 2017**

Mayor Sellers passed a picture around to council, received through a text from Todd Anderbery, of a 2005 dump truck for sale. Discussion followed. No decision was made by council.

Richie reported the Borough dump truck has irregular wear on the front tires. An estimate was received for \$300 from Zimme's for two tires and \$70 for an alignment, if there are no major adjustments necessary. **A motion was made by Joel Lehman, seconded by Roy Lefever, to approve purchasing 2 new front tires, or 2 acceptable used tires, and perform an alignment on the dump truck; at a cost not to exceed \$500. Motion carried.**

Richie requested council approve purchasing mulch for the large playground area, placed on the Day of Caring projects for volunteers. Mayor Sellers reported signing up for the Day of Caring Event for mulching the playground and staining picnic tables in the pavilion. 120 cubic yards of mulch is needed to complete this job, at \$19.50/cubic yard, equaling \$2,340.00.

A motion was made by Joel Lehman, seconded by Dawn Sellers, to approve purchasing mulch, for the playground, at a cost not to exceed \$2,500; paid from the Park Fund. Motion carried.

Tom Keefer suggested two ideas to council. The first was a request for Richie to inspect the trees on wires located on North Broad Street, and notify Met-Ed. The second request was to direct Richie, as a part of his daily duties, to report to council as noticed, any code enforcement issues, by making a notation in his weekly log. Council requested Richie complete complaint forms as needed for code enforcement issues.

MAYOR – Mayor Sellers stated W. Chestnut Street Project will be discussed in executive session. Mayor Sellers signed the contract for the project, and stated a check will be received in the near future.

Mayor Sellers updated council on the Streets & Sidewalks Ordinance. Council needs to work on a fee structure for permits. Colleen Gallo will send information to Mayor Sellers on permitting and fees, to continue working on fee paperwork. Colleen reported the Streets & Sidewalks Ordinance will be advertised for next month's meeting.

Mayor Sellers requested two permanent Jonestown events signs be put up. One placed on S. Lancaster St. by Mill St. The second placed near the boat dock at the west end of Market St. Council decided to have Richie come up with a cost to have the signs made and bring the information back to council.

In regards to removing the telephone pole at the rear of 32 E. Market Street, Tom Keefer is waiting to hear from Verizon, who plans to secure the wires.

Mayor Sellers opened discussion in regards to trees located near Tony's on Market Street restaurant be trimmed or removed. Mayor Sellers reported the trees are not located on Borough property according to the County GIS mapping software. The portion of land the trees are located is deeded to the restaurant owner. Mayor Sellers received an estimate of \$1,000 to trim the trees, requesting council approve having them trimmed. **A motion was made by Roy Lefever to move forward and have the trees trimmed.** Discussion followed. **Roy Lefever rescinded his motion.** Joel Lehman will contact the landowner about this issue, and check on the cost to subdivide the property. The maintenance department will trim the limbs in the right of way to the boat launch entrance.

Mayor Sellers reported a Boy Scout did a project at the boat launch; cleaning up the area and staining picnic tables. Mayor Sellers plans to recognize him at the next Borough Council meeting.

A motion was made by Roy Lefever, seconded by Dawn Sellers, to approve purchasing 12/25 mph speed limit signs; at a total cost of \$130.61. Motion carried.

A motion was made by Roy Lefever, seconded by Jesse Markle, to approve purchasing 2 warning signs for the 25 mph speed limit signs on Market Street; at a cost of \$130.61. Motion carried.

A motion was made by Roy Lefever, seconded by Jesse Markle, to ratify the approval allowing the United Way 'Little Free Library Project'. Motion carried.

Mayor Sellers stated a resident from Swatara Township approached him about placing a crosswalk on S. Mill St. connecting to the Safe Routes to School path in the Park. Mayor Sellers would like to do an LTAP study on S. Mill St. Mayor Sellers spoke to Swatara Township, and they will be discussing this at their next meeting. Erik Harmon reported when the SRTS project was done, council (at that time) wanted to place a crosswalk there; but could not due to not having an accessible refuge area for the handicapped to connect to. Discussion followed.

Mayor Sellers asked if council had interest in assigning parking spaces, in the square, to businesses. Council did not have interest at this time.

**Jonestown Borough Council Minutes
March 7, 2017**

Mayor Sellers stated he received a commitment from Supreme Trucking to sponsor \$5,000 of the Fireworks this year. Mayor Sellers contacted Ingram Micro, and they will be contacting him tomorrow. They have interest in a community outreach project.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – An inter-municipal agreement ordinance # 2017-2 for North Lebanon Township Police Department to perform services, for Jonestown Borough, has been properly advertised. Draft agreements were completed for fees being \$80.00/hour for as many hours as the borough requests their services. This agreement may be terminated, with a 60 day notice, from either side. The agreement will become effective March 15, 2017. Terms may be changed in the future by resolution. Additional fees may be encountered with possible court costs. **A motion was made by Joel Lehman, seconded by Jesse Markle, to approve Ordinance # 2017-2. Motion carried.** Discussion followed.

SECRETARY – *Joan Keefer* – Joan reported the audit was sent to Council and Mayor Sellers by email. A signature was needed on the representation letter. President Dawn Sellers signed the agreement letter. Discussion followed in regards to the auditor's recommendations and suggestions.

MS4 – No report.

INFRASTRUCTURE IMPROVEMENTS – *Dawn Sellers, Joel Lehman* – No report.

LOCAL BUSINESS – *Dawn Sellers, Roy Lefever* – No report.

GRANTS – *Mayor Sellers* – Former Mayor George Kaufman presented the DCNR grant information to council for walking trails in the Jonestown Park. **A motion was made by Joel Lehman, seconded by Tom Keefer, to approve applying for the DCNR grant; and to authorize signing the resolution. Motion carried.** Discussion followed.

Richie Deibert asked council to keep in mind the roads in Twin Creeks will need sealed next year.

Dawn Sellers requested approval for a Light-Heigel representative and Colleen Gallo to attend the meeting between Hazmat, insurance co., Liberty environmental clean-up in regards to the barn fire on Blackberry Alley. **A motion was made by Joel Lehman, seconded by Robin Wolferd, to approve a Light-Heigel representative and Colleen Gallo attend the meeting between Hazmat, the insurance co., and Liberty environmental clean-up, in regards to the barn fire on Blackberry Alley. Motion carried.**

PARK FACILITIES, GRANTS, RECREATION & EVENTS – *Mayor Sellers, Tom Keefer* – Mayor Sellers requested council approve allowing Meghan Yousefian, from the 3v3 Basketball Tournament fundraiser, use of the concession stand. Council decided to charge \$25.00 to cover costs for use of the concession stand. Liability waivers need signed, and Meghan will provide a certificate of insurance to the borough. Meghan will rent a trash dumpster.

Mayor Sellers stated there will be an increase in vendor costs for the Block Party this year. Vendor's costs went from \$25 to \$30. Food vendor's donations will increase from 20% to 25%. Car show spaces will cost \$10 ea.

Discussion was opened in regards to the borough obtaining a Small Games of Chance license. Council requested using funds from the 250th Committee account to resurrect a small games of chance license. Former Mayor George Kaufman stated he does not have authority to make this decision, and needs to meet with the committee. Colleen Gallo stated a silent auction may be held at the Block Party. Laura Quick, from Mentor 2 Heroes, was present, and will check with her board to see if they have an interest in joining with the borough for use of a Small Games of Chance license.

Mayor Sellers is meeting with Bartlebaugh Amusements in regards to the 2017 carnival. Mayor Sellers would like to hold the carnival later in the year. Council decided to hold the carnival at the same time it was held other years. Mayor Sellers requested approval to schedule the carnival. **A motion was made by Robin Wolferd, seconded by Joel Lehman, to approve having the carnival at the same time as other years, and signing the Bartlebaugh carnival contract. Roy Lefever voted no. Motion carried.**

PERSONNEL – *Dawn Sellers & Robin Wolferd* – Personnel will schedule a meeting.

COST REDUCTION AND FINANCES – *Joel Lehman, Todd Anderbery* – No Report.

CODES & CODE ENFORCEMENT – *Mayor Sellers & Roy Lefever* – Mayor Sellers updated council on violations regarding unregistered vehicles. Lebanon County Planning will send out second notice letters to those who did not comply.

**Jonestown Borough Council Minutes
March 7, 2017**

ORDINANCE COMMITTEE – *Mayor Sellers, Robin Wolferd, Dawn Sellers* - No further report.

NEW BUSINESS – The Jonestown Lion's Club asked permission to store files in the Borough office. Former Mayor George Kaufman will bring more information back to council.

A letter was received from a Twin Creeks resident in regards to trash along the streets in Twin Creeks, dog dirt between the sidewalks and streets, in the grassy area, and basketball hoops facing/overhanging the streets. Council decided to place a camera where trash is being thrown, to catch who is throwing the trash. The borough will obtain permission from the property owner first.

OLD BUSINESS – **A motion was made by Roy Lefever, seconded by Joel Lehman, to ratify approval for printing a letter for Rick Bair, Solar City, to solicit in the Borough. Robin Wolferd voted no. Motion carried.**

Tom Keefer contacted Lebanon County Planning in regards to what is needed for building a salt shed. Lebanon County Planning requires a plot plan for a permit. Tom will wait to hear back from Commonwealth Code in regards to engineer drawings that may be required. Mayor Sellers stated Lebanon Free Church seems willing to volunteer to build the salt shed. Discussion followed.

Dawn Sellers reminded council about completing the NIMS training. The necessary training recommended is 100.b, 700.a & 800.b.

Mayor Sellers updated council on LED street lighting. The borough is waiting to hear back from Met-Ed.

Upon motion and second, Council adjourned into Executive Session at 8:58 p.m.

Council reentered regular session @ 9:08 p.m.

Upon motion and second, Council adjourned at 9:10 p.m.

Respectfully submitted,
Joan Keefer
Secretary/Treasurer