

May 1, 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, Tom Keefer, Jesse Markle, Roy Lefever and Melissa Reynolds. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Engineering Representative; Erik Harmon and Secretary/Treasurer; Joan Keefer. Absent: Maintenance Lead; Richie Deibert & Renee Lehman, council member.

MARCH MEETING MINUTES/TREASURER'S REPORT

A motion was made by Tom Keefer, seconded by Melissa Reynolds, to approve the April 2, 2018 Council Meeting Minutes. Motion carried.

A motion was made by Rick Kline, seconded by Tom Keefer, to approve the Treasurer's Report for the month ending April 30, 2018. Motion carried.

SPECIAL GUESTS – Senior Pastor Ken Dotterman; Lebanon Evangelical Free Church requested having a service & festival in the Park on Sunday, August 26, 2018. Colleen Gallo requested Jonestown Borough be listed as additional insured on a certificate of liability. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to allow Lebanon Evangelical Free Church use of the Park on August; listing Jonestown Borough as an additional insured on a certificate of liability. Motion carried.**

EXECUTIVE SESSION - Council recessed into executive session; 7:17 p.m. Council re-entered in regular session; 7:57 p.m. **A motion was made by Roy Lefever, seconded by Tom Keefer, to increase the Code Enforcement Officer's rate to \$20.00 per incident. Motion carried. A motion was made by Melissa Reynolds, seconded by Rick Kline, to approve allowing Richie Deibert to schedule Ron Sutton to work, on an as needed basis in the maintenance department, as long as Robin Wolferd or Roy Lefever are first contacted. Motion carried.**

PUBLIC COMMENT – No report.

MAINTENANCE – *Richie Deibert* – No report.

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

2017 Sidewalk Inspections – Erik reported 5 properties receiving enforcement notices that have not complied. Discussion followed. Colleen Gallo recommended Erik address this on the June council report, giving the property owners additional time to comply.

South Broad Street Storm Water Pipe – Adam Keiper, P.G. was on-site with Richie Deibert to review a storm sewer pipe, damaged by the City of Lebanon Authority during an emergency excavation to fix a water main leak. It was recommended letters be sent to NLCA & City of Lebanon Authority containing information in regards to Chapter 21, Streets and Sidewalks Ordinance and permit, including copies of each.

NLCA Force Main Relocation/Ed Spittle Field Parking Lot & Driveway – Light-Heigel & Associates, Inc. reviewed the NLCA Force Main Relocation Plans, dated 9/20/2017, as submitted by KPI, the Authority Engineer. LHAI provided a comment letter on 4/24/2018 (attached to minutes). Discussion continued in regards to replacing the trees that are to be removed. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to request Northern Lebanon County Authority replace trees in the Park, as in-kind, at Borough Council's digression. Motion carried.** Erik will have plans revised, per the comment letter, and once council receives & reviews the plans, upon agreement, will sign the sewer easement at the Planning Workshop Committee meeting. Colleen will contact Mr. Cassidy informing him the agreement will be signed as the Borough receives final plans.

DCNR Park Trails Grant – The DCNR project manager for the Park Trails Grant has changed to Cheri Matter. Erik will contact Melissa Reynolds (the new Borough Point of Contact for the grant), to schedule a meeting.

2018 Paving Project – LHAI spoke to Richie Deibert regarding preparation of addendum #2 and the bid opening.

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School Zone Signage – In 2013 the Borough looked into additional school zone signage placed on the south side of Twin Creeks Drive near the intersection of S. Lancaster St. At that time LHAI consulted with PennDOT regarding the recommended sign types, sizes, and information displayed; attached to minutes. Erik recommended the borough revise the flashing warning device permit, with new operation hours of the school. Discussion followed. Council made no final decision at this time.

MAYOR – Mayor Sellers contacted PennDOT requesting a speed sign trailer for S. Lancaster St. Discussion was opened in regards to the Met-Ed poles placed along the south field in the Park, along South Mill St. Council decided to move the poles in about 25' from the road to allow enough space for vehicles to pull in and park facing the field.

SECRETARY – *Joan Keefer* – No report.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – No report.

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Roy Lefever, Tom Keefer & Rick Kline* – Tom Keefer opened discussion and updated council in regards to street lights being replaced with LED lighting. A request was made from Celmer Group, LLC, for council to approve extending their sidewalk repairs at the Buck Hotel until May 31, 2018. **A motion was made by Roy Lefever, seconded by Rick Kline, to approve extending the sidewalk repairs for Celmer Group, LLC; Buck Hotel, until May 31, 2018. Motion carried.**

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

GRANTS – *Mayor Sellers* – No further report.

PARK, RECREATION & EVENTS – *Melissa Reynolds* – Melissa Reynolds presented recommendations/suggestions from the Park, Recreation & Events Committee. A request was made to approve expenditures for the Park, Recreation & Events Committee, up to \$1,000.00, for funding future events. The expenses will be recorded on a spreadsheet. **A motion was made by Roy Lefever, seconded by Rick Kline, to approve allowing the Park, Recreation & Events Committee to spend up to \$1,000.00 without prior council approval; submitting the receipts to the Borough Secretary within three business days for reimbursement. Motion carried.**

Tom Keefer requested help with the trash at the Block Party on May 26, 2018.

Tom gave an update on replacing the lights in the Park with LED lights. He is waiting to hear back from contractors. Melissa Reynolds requested changing the date for the 5K and Duck Race. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve changing the date for the 5K and Duck Race from June 2, 2018 to September 22, 2018. Motion carried.**

PERSONNEL – *Robin Wolferd, Jesse Markle, Rick Kline & Mayor Sellers* – No report.

COST REDUCTION AND FINANCES – No Report.

CODES & CODE ENFORCEMENT – *Mayor Sellers & Roy Lefever* – Roy Lefever updated council in regards to a Dog Grooming Company draining grey water onto Borough streets. Waste water is to be disposed properly, as stated in the illicit discharge ordinance.

Mayor Sellers reported on a 'dump site' behind the Jonestown Legion. He will contact them.

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ORDINANCE COMMITTEE – *Mayor Sellers & Robin Wolferd* – A meeting needs scheduled to review ordinances.

NEW BUSINESS – A request was made to accept Renee Lehman's resignation. **A motion was made by Roy Lefever, seconded by Melissa Reynolds, to accept Renee Lehman's resignation as council member, effective May 1, 2018. Motion carried.** It is required the position be filled within 45 days.

Hazard Mitigation Plan forms were received by the borough, and are required to be updated/filled out by October 1, 2018. Joan Keefer and Erik Harmon will work together to complete the forms. **A motion was made by Tom Keefer, seconded by Roy Lefever, to approve having Erik Harmon assist in filling out the Hazard Mitigation Plan forms; at a cost not to exceed \$500.00. Motion carried.**

Roy Lefever reported a resident placed large pieces of wood on the green waste pile. Discussion followed.

Mayor Sellers reported he will be attending an awards ceremony tomorrow evening to receive a recycling award for Jonestown Borough.

Council held discussion in regards to replenishing sand in the Park volleyball court. Roy Lefever will have Richie Deibert get a price to purchase sand.

Discussion was opened on planting the trees in the Park, donated by Northern Lebanon Rotary. Council requested a drawing be presented to them, on the proposed location of tree plantings, to approve/ratify at a future meeting.

OLD BUSINESS – Open appointments: Zoning Hearing Board & Alternate (1 one yr. term) & EMA Coordinator remain open. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to appoint Vincent Demidici as a Zoning Hearing Board member; term expiring in 2019. Roy Lefever opposed. Motion carried.** Tom Keefer reported if an EMA Coordinator is not appointed, the role is passed on to the Fire Chief.

Discussion was opened in regards to the mowing of the lawn at 25 N. Fisher St. A decision needs made in regards to sending an invoice for lawn mowing services.

Discussion was opened in regards to guidelines for Facebook posts, and usage of the message boards by groups, organizations, etc. Discussion followed. **A motion was made by Tom Keefer, seconded by Jesse Markle, to approve having Melissa Reynolds work together with Colleen Gallo and Andrew Race to research & compile guidelines for Facebook posts; at a cost not to exceed \$500.00. Roy Lefever opposed. Motion carried.**

Discussion was opened in regards to the International Property Maintenance Code Ordinance. This will be placed on Planning Workshop Committee Meeting agenda for review.

The "Welcome to Jonestown" sign repairs are in progress. Donations were received from organizations, & to date the Borough received \$800.00. Tom Keefer suggested sending thank-you letters to organizations who donated.

Tom Keefer asked if the school bus parked at the corner of W. Market St. and N. Broad St. in the mornings has been resolved, as it is a safety issue. Roy Lefever is attending to this issue.

Discussion was opened in regards to a tractor trailer parked on borough roads. Mayor Sellers will follow up.

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

Upon motion and second, Council adjourned at 9:47 p.m.

Respectfully submitted,
Joan Keefer, Secretary

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