

May 3, 2016

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 (early dismissal @ 8:05), Donnette Quairol, and Robin Wolferd. Also attending were Attorney Colleen Gallo, Engineer, Erik Harmon, Maintenance Lead, Richie Deibert, Secretary/Treasurer, Joan Keefer and Junior Council Member Joe Kerstetter. Excused absences; Vince Sellers, Tammy Blair & Roy Lefever.

A motion was made by Robin Wolferd, seconded by Donnette Quairol, to approve the Council Meeting Minutes from April 5, 2016. Motion carried.

A motion was made by Joel Lehman, seconded by Robin Wolferd, to approve the Treasurer's Report for the month of April 2016. Motion carried.

SPECIAL GUESTS – Lee Samuelson requested information about the right-of-way and access to a property on North Fisher he recently purchased. The property is landlocked, and Mr. Samuelson requested permission to access the property from N. Fisher Street, by placing a driveway entrance into the property. Erik stated the borough does not have a driveway ordinance at this time. Council granted permission to Mr. Samuelson.

Angie Peirce requested approval from council to hold the Northern Lebanon Vikings Youth Basketball Association (B.Y.B.A.) board member meetings on the second Thursday of each month, in the borough meeting room. **A motion was made by Joel Lehman, seconded by Robin Wolferd, to allow the Northern Lebanon Vikings Youth Basketball Association (B.Y.B.A.) board member meetings to be held on the second Thursday of each month, in the borough meeting room. Motion carried.**

BOROUGH ENGINEER – Erik Harmon (report attached to minutes) - **DCNR Grant – Baseball Dugout Construction** – The Spittle Field dugouts are currently under construction. A pre-pour inspection was performed by Light-Heigel & Associates, Inc.

Streets & Sidewalks Ordinance – The draft of the revised Streets & Sidewalks Ordinance was emailed to Council on February 20, 2016. Light-Heigel & Associates, Inc. will revise the ordinance when comments are received from Council. Colleen requested council review the signs ordinance, and give their final approval. This will be placed on the Planning Workshop Committee meeting May agenda.

Chestnut Street Growing Greener Project – The planting event is scheduled for Saturday, May 14, 2016. Erik encourages council's attendance. Erik will get posters to Richie to display in the borough.

Lebanon County MS4 Chesapeake Bay Pollution Reduction Plan – Erik reported the next LCCWA meeting is scheduled Tuesday, May 24, 2016; 10:00 a.m. at the Lebanon Valley Agricultural Center. Professionals from The Center for Watershed Protection (CWP) will provide an update on the Lebanon County Pollution Reduction Plan. Light-Heigel & Associates, Inc. is coordinating, with Vince Sellers and CWP, to schedule an on-site evaluation of potential BMP projects that could be incorporated into a pollution reduction plan.

MS4 Training Opportunity – DEP (Department of Environmental Protection) has announced a workshop designed to help municipalities understand what is necessary to complete the Notice of Intent (NOI) for the MS4 General Permit, due in September of 2017. Erik encourages the borough to have someone attend the workshop to gather information on what is expected in the regulatory changes for the upcoming permit cycle. The registration form for this series of workshops has been provided as an attachment to this report. (included in minutes) The registration fee is \$50.00 per participant. **A motion was made by Joel Lehman, seconded by Robin Wolferd, to send Richie Deibert to the MS4 Workshop, at a cost of \$50.00, plus expenses; paid out of the Storm Water Fund. Motion carried.**

2016 Storm Water Management Bills – Erik reported Storm Water Management bills were mailed early April. Colleen recommended Joan track her time spent on Storm Water Management/MS4, because in the next permitting round this information will be requested. Erik agreed.

MAINTENANCE – Richie Deibert – (report attached to minutes) – Richie requested council ratify the cost to repair the skid loader; paid through the recycling grant monies in the General Fund. **A motion was made by Joel**

Jonestown Borough Council Minutes

May 3, 2016

Page 2 of 3

Lehman, seconded by Robin Wolferd, to ratify the expense to repair the skid loader; paid through the recycling grant monies, in the General Fund. Motion carried.

Richie requested council ratify the expense to repair the Super Z, 0-turn mower, at a cost of \$713.54; paid from the Park Fund. **A motion was made by Joel Lehman, seconded by Donnette Quairoli, to ratify the expense to repair the Super Z, 0-turn mower, at a cost of \$713.54; paid from the Park Fund. Motion carried.**

Richie requested council approve a budget for the maintenance department projects to patch/pave roads in the Borough, at a cost not to exceed \$10,000.00; paid from the Liquid Fuels Fund. **A motion was made by Joel Lehman, seconded by Donnette Quairoli, to approve the expense of a budget for the maintenance department projects to patch/pave roads in the Borough, at a cost not to exceed \$10,000.00; paid from the Liquid Fuels Fund. Motion carried.**

A representative from H.A. Thompson met with Richie recently for review, and suggested having a playground inspection completed by H.A. Thompson. There were several items mentioned in the review that need attention. Richie will schedule an inspection.

Richie met with a pastor involved in the J-Rock volunteer group, which will be helping in the Borough & Park this summer. Projects include staining & painting the playground equipment, painting color on the utility poles, weeding, mulching painting structures, cleaning up Blackberry Alley, etc. Colleen recommended having child clearances completed on the volunteers. Richie will check on performing clearances. Colleen stated they may be completed on-line, and are free.

Richie distributed handouts on the possibility of doing creative crosswalks in the square, as an alternative for a round-a-bout. Another idea Richie has is to paint bump outs, placing planters, and painting designs. The bump outs will help slow traffic down. This was a recommendation made by LTAP. LTAP will contact the State Police and Penn DOT to perform a full report, which will be available in a few months. Richie also made a recommendation to lower the speed limit to 25 mph in the square. Dawn stated this was something council discussed in the past. Erik stated a speed study needs completed, and the last study that was performed allowed the lowest speed limit to be 35 mph. Erik stated when the Market Street Study was done years ago, site issues were discovered, and having bump outs constructed, may cause a problem with the level of service; near failing and projected to be failing soon. This involves the turning maneuvers made and the time it takes to make the maneuvers, being an issue. Erik suggested council take a look at Penn Dot's Traffic Calming manual. Discussion followed. Dawn Sellers stated Tom Kotay volunteered to help with the grant process for what is decided in the square of the borough.

MAYOR - No Report.

A request was made to approve Jonestown Elementary PTO hold a 5th grade picnic in the park, June 1, 2016 from 8:00AM to 3:00PM, including a Bounce House. The Bounce House Company will provide a certificate of insurance. **A motion was made by Joel Lehman, seconded by Donnette Quairoli, to approve Jonestown Elementary PTO permission to have a 5th grade picnic in the park, June 1, 2016 from 8:00AM to 3:00PM, including a Bounce House; certificate of insurance provided. Motion carried.**

A request was made to accept Mayor Tyler Longenecker' resignation as of May 1, 2016. **A motion was made by Joel Lehman, seconded by Donnette Quairoli, to accept the resignation of Mayor Tyler Longenecker, as of May 1, 2016. Motion carried.**

COST REDUCTION AND FINANCES – *Joel Lehman, Vince Sellers* – A request was made to ratify the approval to extend the payment due date for the Storm Water bills to May 16, 2016. **A motion was made by Donnette Quairoli, seconded by Robin Wolferd, to ratify the approval to extend the payment due date for the Storm Water bills to May 16, 2016; same as the county tax date extension. Motion carried.**

Jonestown Borough Council Minutes

May 3, 2016

Page 3 of 3

SECRETARY – *Joan Keefer* – A request was made to ratify a decision to use Walter's Portable Toilets for the Carnival; paid from the Park Fund. **A motion was made by Joel Lehman, seconded by Donnette Quairolì, to ratify the approval to use Walter's Portable Toilets for the Carnival; paid from the Park Fund. Motion carried.**

**Upon motion and second, Council recessed into Executive Session at 7:44 p.m.
Council reentered regular session at 9:52 p.m.**

Richie reported the possibly of gating off the green waste yard. The cost to place a gate is approximately \$200.00. Richie volunteered to open and close the gate daily. Colleen stated Richie would need to be paid for his time to open and close the gate. Richie will continue to gather information to bring back to council.

Richie opened discussion on burying the time capsule from the 250th Anniversary. Council agreed to have the time capsule buried. Richie will bring information back to council in regards to the time capsule.

Richie opened discussion in regards to hiring Ron Sutton for the seasonal maintenance position. Council recommended Richie check to see when Ron's background checks were last performed.

Richie requested council consider an increase in his pay. Council recommended a meeting be scheduled with the personnel committee to discuss this matter.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – A request was made to place "No Parking" signs on the streets during the Block Party, stating vehicles are towed if they don't comply. Discussion followed. Colleen suggested preparing an ordinance/resolution until next year to enforce this request.

Dawn opened discussion in regards to Carnival trash removal costs to the Borough. The Borough will be responsible for the costs incurred by GLRA. Colleen suggested placing a thank-you to volunteers helping at the Carnival, on the Borough website. Richie stated he will set up a page, thanking volunteers. Discussion followed.

MS4 – Discussed previously.

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

LOCAL BUSINESS – *Dawn Sellers and Roy Lefever* – No Report.

GRANTS – *Vince Sellers* – No Report.

PARK FACILITIES, GRANTS, RECREATION & EVENTS – *Robin Wolferd, Tammy Blair & Joe Kerstetter* – No Report.

CHRISTMAS LIGHTS – No Report.

PERSONNEL – *Dawn Sellers, Robin Wolferd, and Donnette Quairolì* – The borough awaits the pension paperwork & contract from PMRS. R.J. Hall requested to meet for the year review, which was put on hold at this time. Colleen recommended if nothing is received from PMRS until this coming Friday, to contact them.

CODES & CODE ENFORCEMENT – *Roy Lefever* – No Report.

OLD BUSINESS – Discussion was opened in regards to codification of ordinances. Keystate Publishers is no longer in service. Council decided to place this issue on the Planning Workshop Committee meeting agenda.

NEW BUSINESS – Colleen stated Joan advertise the Planning Workshop Committee meeting as to appointing the position of Mayor. Council decided to advertise the Planning Workshop meeting starting times the remainder of 2016, to 7:00PM.

Upon motion and second, Council adjourned at 8:28 p.m.

Respectfully submitted,
Joan Keefer, Secretary/Treasurer