

May 5, 2020 Council Meeting

A WebEx meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolferd presiding. Council attending: Rick Kline, Tyler Longenecker, Don Raiger, Tom Keefer, Kathy Price and Jeff Schott. Also attending were Mayor Joe Quairol, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Assistant Secretary/Treasurer; Kim Longenecker & Secretary/Treasurer; Joan Keefer.

APPROVAL - MINUTES/TREASURER'S REPORT

A motion was made by Tom Keefer, seconded by Tyler Longenecker, to approve the March 3, 2020 Council Meeting Minutes. Motion carried. (*April 7, 2020 Council Meeting was cancelled due to COVID-19 Pandemic.*)

A motion was made by Rick Kline, seconded by Tom Keefer, to approve the Treasurer's Report for the month ending March 31, 2020. 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, 2020. Motion carried.

SPECIAL GUESTS – Robin Wolferd reported being contacted by Kevin Ryan, Northern Lebanon Little League, requesting use of the J-1 & J-2 baseball fields this season. A request was made to ratify the email approval. **A motion was made by Don Raiger, seconded by Rick Kline, to ratify the email approval for Northern Lebanon Little League to use the J-1 & J-2 fields this season; including approval to maintain the J-1 & J-2 fields; keeping the Certificate of Liability Insurance they provided on 4/22/2020 on file. Motion carried.**

PUBLIC COMMENT – None.

MAINTENANCE – Rick Kline, Supervisor – (*budget report attached to minutes*) Rick Kline reported as follows:

- Borough Maintenance Expenses for March 2020 - \$402.76
- Borough Maintenance Expenses for April 2020 - \$131.98
- Request to ratify approval for Maintenance Employees/Supervisor to attend a flagger training class.

A motion was made by Rick Kline, seconded by Tyler Longenecker, to ratify the approval for Maintenance Employees/Supervisor to attend a flagger training class. Motion carried.

- Class was postponed until fall.
- Virtual class was offered on 4/24 – Mark Grumbine & Rick Kline attended & passed exam. Craig Carl & Glenn Kneasel will attend the class in the fall.
- New pick-up trucks were delivered. Dump truck will be delivered soon.
- Rick Kline took a virtual online class, & passed exam for submitting PA1 calls.
- West Chestnut St. pipe install is complete. (on our project list)
- New tennis court nets were installed.
- Water was turned on in Park.
- Street signs update: Wind took out 3 (one was gone before we could get it). One was taken out by a car.
- On our horizon:

- Playground mulch costs \$55 more than council approved. \$827.50 per tri-axle load.

A motion was made by Tyler Longenecker, seconded by Kathy Price, to ratify the approval to purchase Playground mulch at an additional cost of \$55; more than previously approved. Motion carried.

- Street sweeping – need to reschedule in the near future.
- Road crack sealing – received one estimate, and is waiting for another.
- Request approval to grind green waste yard this Thursday. Requested doing this before gate/fence is installed.

A motion was made by Tyler Longenecker, seconded by Tom Keefer, to approve grinding the green waste pile, at a cost not to exceed \$3,500.00. Motion carried.

- Discussion on storm sewer repairs.
- Council discussion/guidance on re-opening the Park playground. Colleen Gallo recommended, and will request information from the County, and will share this with council.
- Request to purchase white paint for curbs in the Borough; at a cost not to exceed \$300.00.

A motion was made by Jeff Schott, seconded by Kathy Price, to approve purchasing white curb paint; at a cost not to exceed \$300.00, paid from General Fund/street painting materials. Motion carried.

BOROUGH ENGINEERING REPRESENTATIVE – Erik Harmon (report attached to minutes). During the past month Light-Heigel & Associates, Inc. (LHAI) has been involved in the following items of interest to the Borough:

1. Maintenance Garage

• Updates regarding the project schedule (advertisement for bids, pre-bid meeting, & bid opening) were provided. Erik requested holding a pre-bid meeting, & have one (1) representative from Council be present. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve Erik Harmon hold a pre-bid Maintenance Garage meeting, & have Robin Wolferd attend. Motion carried.**

2. DCNR Park Trails

• LHAI reached out to Woodland Contractors regarding additional seeding & pavement repair required to finalize the project. Erik Harmon asked Colleen Gallo for her recommendation about contractors supplying a plan to follow the CDC requirements from COVID-19. Colleen Gallo suggested contractors provide a CDC plan. When work has been completed a final inspection will be scheduled with DCNR.

3. South King Street Paving

• Pennsy was contacted regarding placement of topsoil & seeding work required along west side of South King St. (along the cemetery) necessary to complete the 2019 paving project.

4. East Swatara Drive

• Landis Deck was contacted regarding the remaining seeding work required to complete the DGLVR project.

5. City of Lebanon Authority – Market Street Water Main Replacement

• The Authority's contractor (Arthur "Pat" Aungst, Inc.) plan to begin the West Market Street pavement restoration within the next few weeks. LHAI will once again be performing construction observation during the restoration work. Erik Harmon will continue updating council of the progress on the Water Main Replacement Project.

6. 2020 CDBG Application

• Applications are currently being accepted for the 2020 Community Development Block Grant program. Erik Harmon believes the Borough intends to submit an application for East Blackberry Street. Applications are due to the Redevelopment Authority of Lebanon County by July 31, 2020. Tom Keefer volunteered to contact Dan Lyons from the Redevelopment Authority.

MAYOR – Joe Quairola – Mayor Quairola updated council on the March & April EMS reports received from Scott Buchle, Program Manager; Life Lion EMS. (Reports attached to minutes).

Mayor Quairola reported to council about a mail box installed on W. Market St. There are safety issues with the placement of the mailbox, which Mayor Quairola will address this week.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law – In regard to the adoption of the Pension Plan ordinance, council agreed it be advertised for adoption at the July 7, 2020 Council Meeting.

Colleen Gallo reviewed the process for disposal of Borough records in accordance with the Municipal Records Manual. Items listed in the resolution are listed in Resolution # 2020-06; records to be destroyed include account payable files & ledgers prior to 2013, account receivable files & ledgers prior to 2013, annual audit & financial reports prior to 2014, bank statement & reconciliations prior to 2013, cancelled checks & check registers prior to 2013, non-certified financial statements prior to 2019, voucher files prior to 2013, insurance claims which final settlement was in excess of six years of the execution of this resolution, insurance policies prior to 2014, liquid fuels tax records prior to 2013, & treasurer bond certifications prior to 2013. **A motion was made by Rick Kline, seconded by Tom Keefer, to move forward with approving Resolution # 2020-06; disposal of Borough records listed above, in accordance with the Municipal Records Manual. Motion carried.**

Council agreed to have Colleen Gallo move forward & prepare, Tax Resolution 2020-07; extending the discount and penalty period for real estate taxes based on action taken by Lebanon County, Proclamation of Disaster Emergency declared on March 6, 2020 due to the spread of COVID-19, was presented to ratify a recent email approval. All tax payments for taxable year 2020 received by June 30th, 2020, shall receive a two percent (2%) discount of the tax liability. For taxable year 2020 only, all late tax payments received by October 31st, 2020, shall be assessed a penalty of zero percent (0%) of the taxpayer's tax liability. All late 2020 tax payments received after October 31st, 2020, shall be assessed a penalty of ten percent (10%) of the taxpayer's tax liability. **A motion was made by Jeff Schott, seconded by Kathy Price, to ratify the email approval for Colleen Gallo to prepare Resolution # 2020-07; stating all tax payments for taxable year 2020 received by June 30th, 2020, shall receive a two percent (2%) discount of the tax liability. For taxable year 2020 only, all late tax payments received by October 31st, 2020, shall be assessed a penalty of zero percent (0%) of the taxpayer's tax liability. All late 2020 tax payments received after October 31st, 2020, shall be assessed a penalty of ten percent (10%) of the taxpayer's tax liability. Motion carried.**

In regard to the Floodplain Ordinance, Colleen Gallo stated it must be adopted by July 8th, 2020. This has not been extended due to the COVID-19 pandemic. The Planning Commission must be scheduled to meet as soon as possible to review the ordinance. At the June 2, 2020 council meeting, Colleen Gallo will request council authorize her to advertise the hearing and adoption of the ordinance at the July 7th, 2020 Council meeting. Joan Keefer will check on the progress of the mapping.

SECRETARY – *Joan Keefer* – In regard to BRC-ACQ-9-105; PennDOT mitigation of 0.107-acre in the Park, Joan Keefer reported the borough received a check for \$2,000, which was deposited in the Park Fund.

Joan Keefer reported Jono Hardware donated flowers for planting in the pots at 49 W. Market St. Tom and Joan Keefer donated vines for the pots. Joan Keefer requested a donation or approval to purchase spike plants for the center of the pots. Rick Kline and Robin Wolferd volunteered to donate the spike plants.

MS4 – No report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairolì & Rick Kline* – Tom Keefer reported on the Spring Court DGLVR Application. The drainage on Spring Court is a safety and liability issue. Grant funding (\$80,000.00) is available from Lebanon County Conservation District for a Dirt Gravel and Low Volume Road (DGLVR) grant. Two funding options were discussed to remedy the drainage issue in the cul-de-sac. **A motion was made by Tom Keefer, seconded by Rick Kline, to move forward with the (DGLVR) application process, with a borough commitment of \$80,000.00. Motion carried.** Erik Harmon will contact Stephanie Harmon to proceed. Colleen Gallo will contact the property owner affected by the drainage issue. Erik Harmon reviewed the scope of work for this project with council.

GRANTS – *Tyler Longenecker, Kathy Price & Jeffrey Schott* – No report.

PARK, RECREATION & EVENTS – *Tyler Longenecker, Council Representative* – Noting further for discussion at this time in regard to re-organizing Jonestown Borough Anniversaries & Recreation Group Committee.

Tom Keefer reported the Jr. Legion Baseball was cancelled this year. Coach Ollar requested council approve they may use the Spittle Field to play intermural games, once the ban is lifted. **A motion was made by Jeff Schott, seconded by Tom Keefer, to approve permitting the Junior Legion Baseball team use the Spittle Field to play intermural games, following the Governor's restrictions (once the ban is lifted). Motion carried.** Robin Wolferd & Tom Keefer will check with both teams for their Certificates of Insurance.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì* – No report.

COST REDUCTION AND FINANCES – *Don Raiger, Rick Kline & Tom Keefer* – Don Raiger reported the committee held a meeting via telecommunications to discuss upcoming expenses, including realty tax/EIT tax revenue. The committee will continue tracking the EIT and Realty Tax revenues. Discussion followed.

CODES & CODE ENFORCEMENT – *Mayor Quairolì & Tom Keefer* – No report.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairolì, Robin Wolferd, & Kathy Price* – Robin Wolferd reported the committee did not have a meeting, due to the COVID-19 pandemic.

Don Raiger will continue to honor proposals presented for Codification Services.

Jeff Schott reported working on an ADA Handicap Accessible Policy. Jeff Schott opened discussion on limiting the number of handicapped spaces approved per block. Discussion continued. Jeff Schott shared information in regard to a clause (off-street parking/ADA street parking) in the policy from Hamburg. Jeff Schott will send this information to council to review. Erik Harmon suggested following the requirements in the 2010 ADA Code.

The Lock Box Ordinance will be placed on the June 2nd, 2020 Council Agenda.

NEW BUSINESS – Robin Wolferd requested a motion to ratify council's approval for the Declaration of Emergency; COVID-19. **A motion was made by Don Raiger, seconded by Tom Keefer, to ratify the approval for the Declaration of Emergency; COVID-19. Motion carried.**

Robin Wolferd requested a motion to accept the resignation on 4/15/2020 from Robert Meneses as Vacancy Board Chairman. **A motion was made by Tom Keefer, seconded by Rick Kline, to accept the resignation on 4/15/2020 from Robert Meneses as Vacancy Board Chairman. Motion carried.**

Robin Wolferd requested a motion to appoint a Vacancy Board Chairman, to fill the vacancy. Robin Wolferd will contact Tracey Charest to see if she is interested.

Robin Wolferd requested a motion to appoint an additional substitute to the Zoning Hearing Board, per Colleen Gallo's recommendation. Robin Wolferd will contact David Charest to see if he is interested.

Tom Keefer reported Jamie Carl contacted him to let council know she decided not to have the Park Fall Fest this year.

Tom Keefer suggested checking into purchasing a banner for 49 W. Market St. to honor all high school seniors. Council agreed to check on pricing for a banner.

Tom Keefer asked Erik Harmon about a street opening, made by Comcast last year, on N. Highland Drive. The opening has not been completed properly. Erik Harmon will check into this issue.

Rick Kline reported everything (storage from fire) has been moved out of the pavilion, into the maintenance garage. The estimated cost to convert the salt shed into a storage shed is \$10,365.00. The borough will be receiving \$7,000.00 from the insurance company from the fire claim. **A motion was made by Don Raiger, seconded by Tom Keefer, to approve accepting \$7,000.00 from the insurance company for turning the salt shed into a storage shed; not to exceed \$4,000.00; paid from the Capital Improvements Fund. Motion carried.**

Jeff Schott suggested the borough open outside areas of the park and playground safely; and continue with staying well within the social distancing standards.

OLD BUSINESS – Floodplain Zoning Map – Planning Commission meeting; previously discussed.

Discussion continued in regard to street sweeping in the near future. Council decided to wait until after the pandemic to schedule street sweeping due to their concerns with vehicle parking.

Discussion continued in regard to the City of Lebanon Authority project beginning in the near future.

Mayor Quairola asked if the Crossing Guards are required to return their equipment over summer. Joan Keefer replied the Crossing Guards keep their equipment over summer. Joan Keefer reported checking with the auditors about the Crossing Guards time sheets. They must fill out their time sheets through the end of the school year for borough files.

Discussion continued in regard council's concerns on the handicap parking policy. Jeff Schott will continue working on a policy for the borough.

Upon motion and second, Council adjourned at 8:47 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer