

# May 7, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date, beginning 7:00 p.m., with President Robin Wolferd presiding. The following members were in attendance: Rick Kline, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending were Mayor Joe Quairolì, Attorney Colleen Gallo, Engineering Representative; Erik Harmon and Secretary/Treasurer; Joan Keefer.

## **APPROVAL - MINUTES/TREASURER'S REPORT**

**A motion was made by Kathy Price, seconded by Tom Keefer, to approve the April 2, 2019 Council Meeting Minutes. Motion carried.**

Jeff Schott requested an addition to the Special Meeting minutes from March 18, 2019; where Chris Miller stated Borough Council is not obligated to adopt the entire International Property Maintenance Code 2018, and may pick or choose what they want to leave in or take out of the IPMC.

**A motion was made by Jeff Schott, seconded by Don Raiger, to approve the March 18, 2019 Special Meeting IPMC Minutes; including the request from Jeff Schott to add; Borough Council is not obligated to adopt the entire International Property Maintenance Code 2018, and may pick or choose what they would like to leave in or take out of the IPMC. Motion carried.**

**A motion was made by Kathy Price, seconded by Rick Kline, to approve the Treasurer's Report for the month ending April 30, 2019. Motion carried.**

**SPECIAL GUESTS** – Chief Easter, North Lebanon Township Police, gave his quarterly report - January 1, 2019 through March 31, 2019 (attached to the minutes). Chief Easter suggested council update the ordinance book and review enforcement signs. Colleen Gallo stated ordinances were not updated since 2008. Mayor Quairolì asked if there is a hostile situation, in the borough, and the N.L. Township Police are called, will they come to assist. Chief Easter said they will assist, if contacted.

A Borough resident, distributed police reports and pictures to council about their vehicle windows being shot out, requesting parking lines be painted on Market St. Chief Easter was included in the discussion. Colleen Gallo's recommendation was send letters to residents stating there are not assigned parking spaces, and if the problem doesn't cease, the Borough may not allow parking on Market St. Mayor Quairolì and Kim Longenecker will compile a letter about public parking and send them to residents on Market St.

A Borough resident was present, and gave his concerns about E. Queen St. flooding when it rains, and a mini bike driven on the streets.

**PUBLIC COMMENT** – No report.

**MAINTENANCE** – *Rick Kline, Supervisor* – (includes monthly recorded budget expenses) – Rick Kline reported no bids were received for the mower. **A motion was made by Jeff Schott, seconded by Rick Kline, to approve advertising the stand-up mower on Municibid. Motion carried.**

Rick Kline stated Craig Carl is back to work. Rick separated the duties of the maintenance personnel. Mark Grumbine will be assigned to park duties, and Craig Carl will be assigned to road duties; assisting each other as necessary.

Rick Kline reported a push mower was purchased at Home Depot at a cost of \$314.00.

Rick Kline requested approval to purchase 10 pedestrian crossing signs, at a cost not to exceed \$1,300.00; paid from the General Fund. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve purchasing 10 pedestrian crossing signs, at a cost not to exceed \$1,300.00, paid from the General Fund; contingent upon obtaining permission through Jason Kern from Penn DOT. Motion carried.**

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Rick Kline reported the dump truck is having final repairs completed from the accident.

Rick Kline opened discussion in regard to the maintenance monthly expense report. Discussion followed. Colleen Gallo clarified the intent for purchases made by the maintenance department that need approval are items such as tools and uniforms. Other expenses, such as paper towels, cleaning supplies, etc. are already approved in the General Fund budget, and do not need further approval.

Rick Kline reported the maintenance department is working on filling potholes and sinkholes, using blacktop from the Swatara Project. Discussion followed.

The County Bridge located on West Market St. was cleaned off by work release inmates.

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

**2017 Sidewalk Inspections (32 West Market Street)** – Mark Grumbine and Erik Harmon inspected the sidewalk repairs. Items were identified during the inspection that need attention. Erik will follow up once clean-up and other repairs are made. The next Borough sidewalk inspection will be in 2020.

**DCNR Grant – Park Trails** – The purchasing plan & cost estimate were submitted to DCNR for final review/approval. As soon as DCNR approves them, the invitation for bids will be advertised. The ad will be placed in the next couple weeks, and bids will possibly be opened @ the June Council meeting, or Planning Workshop meeting. The project construction may begin in July/August.

**NLCA Force Main Relocation** – Restoration work at the Ed Spittle Baseball Field parking lot and in the field along S. Mill St. has been completed. The macadam walking path restoration is not acceptable and will need redone.

Jim Darkes and the NLCA engineer requested a letter from the borough stating work on N. Fisher St. is acceptable/adequate, before initial payment is made to their contractor. Erik provided a sample letter. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve having Erik Harmon work with Kim Longenecker, to draft a letter of acceptance to send to NLCA. Motion carried.**

Colleen Gallo stated a new easement agreement must be signed and filed when the new line is placed.

Tom Keefer reported the trees that were to be replaced have not been planted. Jim Darkes is waiting to hear back from the landscaper.

**East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant)** – The bonds and insurance certificate were received and reviewed by the Solicitor and the contract has been executed. The pre-construction meeting was held on Monday, May 6, 2019. Work is scheduled to begin on Thursday, May 9, 2019.

**2019 Paving Projects** – The bonds & insurance certificate were received & reviewed by the Solicitor. The contract needs to be executed and a copy provided to the Contractor. Colleen reported the contract, bonds and certificate were reviewed and may be signed. Erik requested copies of all the paperwork.

**CDBG Chestnut Street** – The project is currently out for bid. Bids are to be opened on 5/14/2019.

**CoLA Water Main Replacement** – The property notice letter has been sent to all affected properties by Borough staff. Erik will schedule a time to do a walk through with CoLA, LHAI and the Infrastructure Committee.

**Spring Court** – On 4/29/2019 LHAI met with Tom Keefer, Rick Kline, and Mayor Quairola on-site to review drainage issues at the Spring Court cul-de-sac. A plan with current elevations has been provided (attached to minutes). Erik Harmon explained it is possible to intercept the sump pump flow from 215 Spring Court and convey the flow to the south side of Spring Court via a small diameter PVC pipe. The Borough would need to obtain an easement/permission from the property owner at 201 W. Chestnut St. to discharge water. This would

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reduce the occurrence of standing water at the end of the cul-de-sac; but not eliminate the issue. Moving forward, Erik gave a suggestion to contact the Lebanon County Conservation District about being a candidate for a Dirt, Gravel & Low Volume Grant. Discussion continued in regard to a complaint filed with DEP. Council agreed to have Erik coordinate with Colleen and send a written response to DEP. Colleen Gallo will contact the homeowner at 229 Spring Court. Erik Harmon and Tom Keefer will move forward, to work with the homeowner, on an easement, and check into a possible Dirt, Gravel & Low Volume Grant. Discussion followed.

**MAYOR** – *Joe Quairol*i – Mayor Quairol*i* reported talking to the owner in Twin Creeks to resolve a problem with trash blowing onto the property.

Mayor Quairol*i* reported turning an abandoned car issue over to Lebanon County Planning Department.

Mayor Quairol*i* reported working on the flyers with Kim Longenecker for the 2018 IPMC.

Mayor Quairol*i* reported he will meet with Kim Longenecker tomorrow and work on ordinance complaints.

Robin Wolferd stated a public meeting will need scheduled for the International Property Maintenance Code (IPMC). Discussion followed to coordinate plans for a public meeting, and IPMC pamphlets.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo followed up on a Code Violation Report on E. Market St. Tom Keefer will get information to Colleen tomorrow.

Colleen Gallo had complaints for two other properties, and requested the Mayor sign the paperwork.

Colleen Gallo compiled all the paperwork to implement the International Property Maintenance Code (IPMC); including the Ordinance enacting the IPMC of 2018, and requested the number of Appeals Board members council wants in order to prepare the resolution (3-3 yr. & 2-2 yr. terms, as volunteers). Council decided to have 3 members on the Appeals Board, and 2 alternates. Also, a resolution establishing ranges of fines, costs, etc. will need to be completed. Colleen will hold off on the IPMC paperwork until council takes action to advertise.

Colleen Gallo was contacted by Jamie Wolgemuth and Michael Anderson, Voter Registration office, in regard to a proposal for Election of Council. This proposal would get the borough back on track as to having 4 council members elected in a municipal election year, and 3 council members elected in the following municipal election. Beginning in the next cycle in 2021, the borough would have 4 members elected to a 4 year term, and 1 member elected to a 2 year term. Then in 2023, the borough would have 3 members elected to a 4 year term. **A motion was made by Rick Kline, seconded by Kathy Price, to approve the proposal from Lebanon County Voter Registration for 4 members elected to a 4 year term and 1 member elected to a 2 year term in 2021, and in 2023, have 3 members elected to a 4 year term. Motion carried.**

Colleen requested approval from council for Resolution # 2019-1, to obtain a PLGT card and usage policy, and approve the guidelines provided by the solicitor and adopt the policy. **A motion was made by Don Raiger, seconded by Rick Kline, to approve Resolution # 2019-1, to obtain a PLGT card. Motion carried.** **A motion was made by Jeff Schott, seconded by Kathy Price, to approve the guidelines policy provided by the Solicitor. Motion carried.**

**SECRETARY** – *Joan Keefer* – Joan asked council to approve a Spring/Summer Newsletter, and the deadline for articles will be May 8, 2019. A request was made by Robin Wolferd for placing an article in the newsletter about not shooting grass onto the streets when mowing. Joan shared a notice received about upgrading the QuickBooks Payroll Service at a cost not to exceed \$220.00 for one year. **A motion was made by Don Raiger, seconded by Kathy Price, to approve paying the fee for the QB's 2019 software upgrade, at a cost not to exceed \$220.00. Motion carried.**

**MS4** – No further report.

**INFRASTRUCTURE IMPROVEMENTS** – *Mayor Quairol, Tom Keefer & Rick Kline* – No report.

**LOCAL BUSINESS** – *Mayor Quairol, Don Raiger & Kathy Price* – No report.

**GRANTS** – *Don Raiger & Jeffrey Schott* – No report.

**PARK, RECREATION & EVENTS** – *David Charest, Kathy Price & Tracey Charest; Chairperson* – Kathy Price reported the Doggie Easter Egg Hunt was a success.

Kathy Price shared a form for volunteers that will be placed at the Block Party.

Kathy Price asked if Robin Wolferd heard back from the Rotary about cleaning the pavilion. Council decided not to have them clean the pavilion this year, because the maintenance department cleaned it.

Kathy Price has two potential dates for the Music in the Park with Joel Guldin; August 11<sup>th</sup> or August 25<sup>th</sup>.

Kathy Price stated Melanie Wells would like to have a fitness class on Sunday afternoons or evenings, requesting a donation, given to the instructor. Colleen Gallo recommended liability waivers be signed by the participants, and anyone under the age of 18 must have a waiver signed by their parent. Robin Wolferd requested Melanie Wells provide a schedule to council.

Kathy Price reported when the carriage rides are at the Tree Lighting, the horse manure will be cleaned up by the vendor.

Kathy Price requested council participate in the upcoming Memorial Day Parade.

Kathy Price presented a fundraiser event to council; selling Christmas ornaments at upcoming events. Kathy will get samples to bring to council. Each ornaments sold will make a profit of \$6.50.

**PERSONNEL** – *Robin Wolferd, Rick Kline & Mayor Quairol* – Robin Wolferd reported on the meeting with E. Hanover Twp. about sharing a Municipal Manager. Mayor Quairol will contact other municipalities to get information to compare job descriptions and salaries. They will all meet then to discuss how much time will be split up between the two municipalities. A meeting is scheduled on June 3, 2019. If a manager is hired he/she will have to learn the different codes of boroughs and townships. Discussion followed.

**COST REDUCTION AND FINANCES** – *Don Raiger, David Charest & Jeffrey Schott* – No report.

**CODES & CODE ENFORCEMENT** – *Mayor Quairol, Rick Kline & Tom Keefer* – Complaints were received for barking dogs.

**ORDINANCE COMMITTEE** – *Mayor Quairol, Robin Wolferd, Rick Kline & Kathy Price* – A meeting is scheduled May 13, 2019.

**NEW BUSINESS** – A request was made for Izzy Ollar to host whiffle-ball tournament @ the Spittle Field, Saturday, August 10, all day, as a fundraiser in memory of his son, Josh. **A motion was made by Rick Kline, seconded by Don Raiger, to allow Izzy Ollar to host a whiffle-ball tournament @ the Spittle Field, Saturday, August 10, 2019, all day, as a fundraiser in memory of his son, Josh. Motion carried.**

Robin requested council decide how to use the donations to the Park in the amount of \$335, in memory of Bernie Showers. Council decided to place a bench near the Spittle field in memory of Bernie Showers.

**OLD BUSINESS** – Mayor Quairoli reported rejecting support from the Borough to the Lebanon Co. Department of Emergency Services; New Computer Aided Dispatch (CAD) Box Cards for Fire Departments. This may be taken off the agenda.

Robin Wolferd reported on the meeting for the First Aid and Safety. Hershey's Life Lion gave an excellent presentation. Life Lion requested \$7,860.00 from each municipality; or if municipalities go by per capita, the borough cost will be \$9,930.00. The municipalities will be lock in for 3 years. It was agreed upon by the municipalities to hear a proposal from the existing FASP before making any decision. Council agreed to contact FASP for a proposal. A meeting will be scheduled for all municipalities involved to make a final decision; but all municipalities must agree to Life Lion's proposal in order for them to provide their services.

Don Raiger gave an update on the Borough having their website in about 2 weeks.

Robin Wolferd gave an update on appointing the Borough Auditors as Paul Bird, Donnette Quairoli and Jamie Carl.

Don Raiger continues working on budgeting for key fobs.

Mayor Quairoli opened discussion in regard to basketball nets hanging over the borough streets. He will place something about this in his newsletter article. Colleen Gallo stated this is a liability issue, and the borough insurance company recommends not having the basketball nets hanging over the streets.

Upon motion and second, Council adjourned at 9:26 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer