

November 1, 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: Todd Anderbery, Tom Keefer, Tammy Blair, Roy Lefever and Robin Wolferd. Also attending were Mayor Vince Sellers, Attorney Andrew Race, Erik Harmon, Engineer, Richie Deibert, Maintenance Lead and Joan Keefer, Secretary/Treasurer. Excused absence; Joel Lehman.

A motion was made by Tammy Blair, seconded by Todd Anderberry, to approve the Council Meeting Minutes from October 4, 2016. Motion carried.

A motion was made by Roy Lefever, seconded by Robin Wolferd, to approve the Treasurer's Report for the month ending October 31, 2016. Motion carried.

SPECIAL GUESTS – Jennifer Harmon, a resident of the Borough, voiced several concerns. Safely crossing Market St. at the painted crosswalks was one, including the line of sight not being safe. The second concern was the siren located at the 'old' borough hall on Market Street as being very loud. The third concern was the location of the voting polls being at the Jonestown American Legion. Jennifer has allergy issues with cigarette smoke. The last issue was a problem with feral cats roaming her neighborhood, killing wildlife. Jennifer feels cats are to be treated the same as dogs, and should be licensed and on a leash. Discussion followed. Dawn Sellers stated council talked about beautifying the square in the past, and will be addressing many of these issues in the future.

PUBLIC COMMENT – No report.

JUNIOR COUNCIL – No report.

CHRISTMAS LIGHTS – Mayor Sellers updated council on the Christmas lights fundraising. At this time \$13,223.00 in donations has been collected. Christmas lights will be put up this Saturday, beginning @ 7:00 a.m., volunteers are meeting at the concession stand in the Park. The next Christmas Lights Fund Committee meeting is scheduled for Wednesday, 11/2/16. The committee plans to purchase 4 wreaths to place in the square, in place of snowflake lights.

BOROUGH ENGINEER – Erik Harmon (report attached to minutes)

DCNR Grant – Baseball Dugout Construction – The final inspection with DCNR has been re-scheduled for Friday, 11/4/16 at 10:00 a.m. Mayor Sellers will also attend the final inspection.

CDBG Grant; J-1 Baseball Dugouts – The pre-construction meeting was held Wednesday, 11/26/16. Construction is anticipated to begin within the next week. Color technical submittals were sent to Richie and Light-Heigel & Associates, Inc., and will be returned tomorrow.

Low Volume Road Maintenance Program – Grant Opportunity – LHAI prepared a plan exhibit and cost opinion for the grant application. It was sent to Mayor Sellers, to head up the grant application. The award will be given in springtime, 2017. Mayor Sellers reported the initial quote of full depth repair for full width of the road, and drainage is \$247,000. Another municipality also applied for this grant. Erik suggested council members attend the field meeting when it is scheduled. Erik explained different ways grants are given to municipalities; such as being completed in several phases, etc. Council discussed different options for a grant match. **A motion was made by Roy Lefever, seconded by Todd Anderberry, to approve moving forward with the Low Volume Road Maintenance Program grant application process, for W. Chestnut Street, by committing a \$50,000 match. Motion carried.**

MS4 – Erik stated that at Lebanon County Clean Water Alliance October meeting, a lot about the regional pollution reduction plan; Chesapeake Bay/MS4, was discussed. The next (LCCWA) meeting will be on Monday, November 7, 2016 @ 1:30 p.m. at the Lebanon County Conservation District. Future discussion will continue as to the possibility of moving forward and drafting an inter-governmental agreement, to make a regional pollution reduction plan. At this time, some municipalities have an MS4 waiver; and are continuing being part of the regional pollution reduction plan, as a type of 'insurance'. Jonestown Borough has a waiver until 2019, when they will have to re-apply. Mayor Sellers and Erik Harmon will continue attending meetings to monitor the plan, and bring updates to council. Discussion followed.

Streets & Sidewalks Ordinance – The draft of the revised Streets & Sidewalks Ordinance was emailed to council on February 20, 2016. LHAI met with Mayor Sellers on October 11, 2016 to review Borough's comments and questions. Future questions may be addressed to Erik or Mayor Sellers.

Storm Water Management Fee Ordinance & Credit Manual – 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 20th of 2016. LHAI will revise the ordinance when comments are received from Borough Council. Erik remains on stand-by.

Fortna Parking Lot – LHAI's engineer attended a meeting at Lebanon County Planning Department to discuss the status of the plans for a parking lot, a land development review, and approval process. Borough council had 'great' attendance at the meeting. Mr. Fortna stated he would like the parking lot to look like the church parking lot across the street, which has been there for 20 years. Mayor Sellers and Mr. Fortna met yesterday to discuss the possibility of a parking lot. Mayor Sellers will

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contact the County about getting a grant and tying it in with a wall mural; if the lot is donated to the Borough. If this would happen, the borough would maintain the parking lot, under Mr. Fortna's specifications. Dawn Sellers stated she would like to see this 'work for everybody'.

MAINTENANCE – *Richie Deibert* – Richie updated on the N. Mill Street Paving Project/2017. A decision has to be made in regards to who takes responsibility for handling the advertising and bid documents, due to prevailing wage costs. Mayor Sellers and Erik Harmon explained prevailing wage to council. Funds can be saved by a municipality, not having to pay for prevailing wage, if their projects remain within the amount of \$100,000 per year. Council was told to consider this; and plan to make a decision at the December 6, 2016 council meeting.

Richie reported the red dump truck's transmission was serviced. Bill Carroll, the mechanic, recommended the transmission be rebuilt at a cost of \$370.55 to \$420.00. Discussion followed. Council decided to have Richie check on the warranty coverage for the transmission from Jimmy's, who replaced the transmission in the truck last year.

The skid loader's hoses have been leaking from the bottom for over a year. The skid loader is 30 years old, and Richie requested approval to have it diagnosed. **A motion was made by Tom Keefer, seconded by Robin Wolferd, to approve having the hose leak on the skid loader diagnosed; at a cost not to exceed \$1,000; paid from the Capital Improvements Fund. Motion carried.**

The bucket truck needs 2 batteries to operate the hydraulics, and the generator is not pumping gas. **A motion was made by Roy Lefever, seconded by Tammy Blair, to approve repairing the bucket truck; at a cost not to exceed \$500; paid from the Capital Improvements Fund. Motion carried.**

MAYOR – Mayor Sellers opened discussion in regards to placing event display signs in the borough. To purchase wood slats, and make our own signs, it would cost approximately \$118.00. Mayor Sellers suggested placing a permanent sign on S. Lancaster Street, near the "Welcome to Jonestown" sign. A sign donated by Jonestown Bank & Trust will be used on their sidewalk.

Mayor Sellers updated council on the purchase of cameras for security in the Borough office & meeting room. The cost for 2 cameras is \$430.00. An 8 channel/4volt power supply needed for installation, will cost \$105.00 & hardware costs \$10.00. A total cost for cameras is \$545.00. Roy Lefever questioned in regards to the reasoning for purchasing cameras; as being a type of security for the office secretary. Discussion followed. Tom Keefer reported he contacted Hockley Glass to give estimates on possible options to place a glass window in the current opening at the office. Roy gave an idea of placing a 'buzzer' on the outside of a locked office door for security. A plan is in place in regards to security in the office; but council members will continue researching all available options. **A motion was made by Roy Lefever, seconded by Tammy Blair, to approve purchasing 2 security cameras @ a cost not to exceed \$600.00; paid from the General Fund. Motion carried.**

Mayor Sellers requested an engineer from Light-Heigel meet with Richie and himself 3 to 4 hours, at a cost of \$109.00/hour, to go around the borough and discuss road repairs, the order in which they should be repaired, and the best methods in taking care of them. He will bring information to council for discussion & direction for future road repair plans. **A motion was made by Roy Lefever, seconded by Tammy Blair, to approve having an engineer from Light-Heigel come to the borough and perform a road assessment; paid from the Liquid Fuels Fund; or if not permitted, paid from the General Fund. Motion carried.**

Mayor Sellers reported to council on researching the salt shed at Union Township. Mayor Sellers would like to propose the possibility of building a similar/smaller structure & replace the current salt shed. If the maintenance department built a fabric structure, the cost is approximately \$6,000-\$10,000. For block and delivery, the cost is \$5,300; & paving costs = \$5,000. The total cost of the project should be under \$25,000. Mayor Sellers requests the Borough looks into building a pole barn 'type' structure similar to Union Townships salt shed; built at a cost of \$28,000.

In regards to speed reduction on Market St., Mayor Sellers stated if a letter, including necessary data, was sent to Penn DOT, they would perform a traffic study on E. Market Street. Discussion followed. Council agreed to submit a letter to Penn DOT, and signed the letter for submittal. The cost for reducing the speed includes an ordinance, and Andrew Race stated this could be accomplished in approximately one hour. Council decided, after sending this letter to Penn DOT, they may do the same on Lancaster Street.

Mayor Sellers reported on EIT; underpaid/overpaid municipalities in Lebanon County. Jonestown Borough was underpaid by \$166,503.09, & received a portion of payment; leaving a balance of approximately \$146,000.00; less invoices paid to the law firm handling the case. An interest rate has been included to the total amount of payments owed to the Borough. Mayor Sellers will continue updating council. Mayor Sellers plans on searching for grants to repair borough roads. Former Mayor George Kaufman and Mayor Sellers are meeting next week with the Redevelopment Authority in regards to a CDBG (Community Development Block Grant).

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In regards to zoning ordinances, Mayor Sellers reported the process for filing complaints and acting upon ordinance violations. A complaint form, available on the borough website, or at the Borough office shall be completed and submitted.

Mayor Sellers opened discussion in regards to rental costs for non-profit organizations, renting the Park pavilion. Discussion followed. Council agreed to table this decision for further discussion.

Mayor Sellers reported PSAB (Pennsylvania State Association of Boroughs) has a recognition form available for Junior Council members, and also a recognition plaque. A PSAB member will plan to attend a council meeting & present the plaque and recognize junior member, having them recite a pledge. **A motion was made by Tom Keefer, seconded by Todd Anderberry, to approve signing/adopting a resolution to recognize the Junior Council members. Motion carried.**

Mayor Sellers gave an update on the 5K event profits. \$212.35 profit was made at the event, including business donations, race day registrants and online registrants. Expenses included \$89.00 for portables, \$351.00 for t-shirts, \$230.00 for trophies, and the timing company expense of \$695.00; totaling \$1,365.60. Total profits = \$646.75.

In regards to purchasing a pickup truck, Mayor Sellers updated council on trucks he and Todd Anderberry looked over. A previous motion was made to approve purchasing a truck; but may need changed, since a date may have been included.

In regards to the N. Lebanon Fire Companies merging, Mayor Sellers voiced his concern on the Workers Compensation coverage costs remaining the same. Andrew Race questioned where the majority of the calls taking place now; suggesting council may compare their current rates against rates when joining together. Andrew will send information to the borough office tomorrow in regards to the hosting municipality being the responsible party for covering workers comp. This will be placed on December's Council meeting agenda for further discussion. Mayor Sellers plans to meet with neighboring Townships to further discuss plans/costs.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Andrew Race requested council's approval to advertise the 2017 realty tax rate. **A motion was made by Roy Lefever, seconded by Todd Anderberry, to approve setting and advertising the 2017 real property tax rate, remaining the same as 2016 at 1.50 mills. Motion carried.**

SECRETARY – *Joan Keefer* – Joan Keefer requested council approve Jennifer Drupp's resignation as crossing guard. **A motion was made by Roy Lefever, seconded by Tom Keefer, to accept the resignation of Jennifer Drupp, crossing guard, effective Friday, November 4, 2016. Motion carried.**

Joan Keefer received a thank-you letter from Lebanon Valley Conservancy for Jonestown Borough's donation of \$25.00.

As per a request from Dawn Sellers, Joan checked if council made a motion this year, to transfer \$10,000 from the General Fund into Capital Improvements Fund, as in the past. No monies have been transferred in 2016. **A motion was made by Roy Lefever, seconded by Robin Wolford, to approve transferring \$10,000 from the General Fund into the Capital Improvements Fund. Motion carried.**

Joan requested council members who would like to receive the PSAB Borough News subscription. Council members interested gave Joan information.

Each year a request is received by the Borough, to be placed in the Lebanon Valley Chamber of Commerce's 2017 Community Guide & Business book. Costs are; \$129, \$249 or \$349. Borough council was not interested at this time.

Joan requested approval from council to sign the 2016–2017 Stray Housing Agreement from the Humane Society of Lebanon County; at a cost of \$180.00/\$45.00 per animal. **A motion was made by Robin Wolford, seconded by Tammy Blair, to approve signing the 2016-2017 Stray Housing Agreement from the Humane Society of Lebanon County, at a yearly cost of \$180.00/\$45 per animal. Motion carried.**

Joan reported a letter being received from Greater Lebanon Refuse Authority announcing Paul Bird, Borough representative's term expiring December 31, 2016. Roy Lefever will contact Paul Bird to see if he is interested in continuing as a representative for Jonestown Borough for the next 5 year term, beginning January 2017.

Joan reported receiving a request from Matthew's Public Library for donation. Last year the borough donated \$225.00. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve donating \$225.00 to Matthew's Public Library. Motion carried.**

Joan requested council ratify their decision to approve \$600.00 paid to have Light-Heigel prepare the necessary paperwork/information for submitting the Chestnut Street Grant application. **A motion was made by Roy Lefever, seconded by Tammy Blair, to ratify the approval for payment; not to exceed \$750.00 to Light-Heigel, to prepare the necessary paperwork/information for submitting the Chestnut Street Grant application. Motion carried.**

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 Wolford & Tammy Blair* – No report.

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PERSONNEL – Dawn Sellers, Robin Wolferd, and Donnette Quairoli – Robin Wolferd requested a meeting be scheduled before the end of the year.

COST REDUCTION AND FINANCES – Joel Lehman, Vince Sellers – Mayor Sellers requested council approve the second reading of the 2017 budget. Discussion followed. **A motion was made by Robin Wolferd, seconded by Roy Lefever, to move \$20,680 from net income over to the operating reserve fund, then approve the second reading of the 2017 budget. Motion carried.**

A motion was made by Roy Lefever, seconded by Tammy Blair, to approve advertising the final budget reading which will be placed on the December 6, 2016 Council meeting agenda. Motion carried.

CODES & CODE ENFORCEMENT – Roy Lefever – No report.

OLD BUSINESS – The time capsule has been placed in the Jonestown Park. Craig Carl, maintenance worker, will finish concrete work around the capsule this week.

Richie updated council on a drop box for outside the borough office.

Discussion was opened in regards to vacating a section of East Swatara Drive, between N. King St. and N. Mill St. A lengthy discussion continued. **A motion was made by Roy Lefever, seconded by Tammy Blair, to approve temporarily closing the road, until maintenance can patch the road; holding it through the winter months. Motion carried.**

NEW BUSINESS – Dawn Sellers read a letter written to Lebanon County Planning & Wilson Consulting Group by Tom Keefer in regards to the ‘bump’ on the west side of the Market St. bridge, being in need of repair. Council members signed the letter, which will be mailed to Lebanon County Planning & Wilson Consulting Group.

Todd Anderberry updated council on researching insurance companies for quotes/information. Todd sent the borough’s insurance information to a few agencies, and is waiting to hear from them.

Tom Keefer reported 4 lights in the Park that are not working. Richie Deibert will check the security cameras tonight and see the ones that need repaired. Discussion followed.

Robin Wolferd opened discussion in regards to holding a Christmas holiday dinner. Discussion followed. A decision was made to hold the dinner December 8, 2016. **A motion was made by Roy Lefever, seconded by Tammy Blair, to approve having a Christmas holiday dinner at a cost not to exceed \$500.00. Motion carried.**

Dawn Sellers opened discussion in regards placing council members on committees. Eight committees needed assignments, and council members agreed to these assignments.

Council adjourned at 10:05 p.m.

Respectfully submitted,
Joan Keefer
Secretary/Treasurer