

November 5, 2019 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolford presiding. Council attending: Rick Kline, Don Raiger, Tom Keefer, David Charest, Jeff Schott and Kathy Price. Also attending were Mayor Joe Quairolì, 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 David Charest, to approve the October 1, 2019 Council Meeting Minutes. Motion carried.

A motion was made by Kathy Price, seconded by David Charest, to approve the Treasurer's Report for the month ending October 31, 2019. Motion carried.

SPECIAL GUESTS – Noreen Ramsey recently retired from her Crossing Guard position. Mayor Quairolì presented her with a plaque from council in recognition of her years of service, and she received a card from an elementary student, thanking her for being so nice.

PUBLIC COMMENT – No public comment.

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

- Monthly expenses were \$92.95.
- Request to purchase a snow blade for the bobcat with the 2019 budget at a cost of \$2,077.12. **A motion was made by Tom Keefer, seconded by Don Raiger, to approve purchasing a snow blade for the bobcat with the 2019 budget, at a cost of \$2,077.12; paid from the General Fund. Motion carried.**
- Request for the approval to purchase cold patch at a cost not to exceed \$350.00; paid from the General Fund. **A motion was made by David Charest, seconded by Tom Keefer, to approve purchasing cold patch at a cost not to exceed \$350.00; paid from the General Fund. Motion carried.**

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

2017 Sidewalk Inspections (32 West Market Street) – Erik Harmon and Rick Kline met to inspect the road restoration work repair adjacent to the curb, completed November 4, 2019. The repair is sufficient. A request made to authorize Colleen Gallo to withdraw the court action @ 32 W. Market St. **A motion was made by Don Raiger, seconded by David Charest, to approve authorizing Colleen Gall to withdraw the court action @ 32 W. Market St. Motion carried.**

MS4-NOI and Waiver Application – The Borough's waiver of application was posted in the PA Bulletin on 10/19/2019 and the 30-day comment period ends 11/18/2019. It is anticipated the waiver will be issued within the next few weeks, being effective 12/01/2019, for 5 years.

DCNR Grant – Park Trails – Topsoil/seeding took place yesterday and today along the trails. Final inspection will take place in the next couple of weeks.

East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant) – Erik Harmon reported driving by E. Swatara Drive today and most places the grass came up well. Erik Harmon suggested holding \$500.00 retainage, until completed in the spring of 2020. **A motion was made by David Charest, seconded by Rick Kline, to approve paying the invoice for East Swatara Drive; but retaining \$500.00 until completion in the spring of 2020. Motion carried.**

2019 Paving Projects – A revised application for payment was received on 10/17/2019. Light-Heigel recommends payment of the full amount of 154,898.80. **A motion was made by David Charest, seconded by Rick Kline, to approve paying \$153,000.00; retaining \$1,898.80 for pending fixes. Motion carried.**

Chestnut Street Paving (CDBG Funding) – Erik Harmon stated the final amount for the change order for additional excavation and subgrade stabilization (between N. Lancaster St. & N. King St.) is \$10,800.00. Tom Keefer stated council approved this via email, and Robin Wolford reported the approval was ratified at the Planning Workshop meeting. LHAI attended the final inspection on 10/22/2019, and have been communicating with the contractor regarding material quantities for the payment application. More material than required for the design specification was excavated, resulting in additional 2A stone subbase being placed (approx. 300 tons). LHAI has been in communication with Lebanon County Redevelopment Authority and the contractor classified the placement of the additional material as a contractor error, for which the borough will not pay. Robin Wolford opened discussion in regard to an area on Chestnut St. where rainwater was ponding. Erik Harmon suggested possibly placing an inlet box in that area, or using a viable option to connect a pipe into Swatara Township's inlet box.

City of Lebanon Authority – Market Street Water Main Replacement – LHAI reviewed the sidewalks with the COLA contractor on 10/22/2019, communicating with the Authority & contractor regarding the project schedule and general maintenance/cleanup. Joe Burget called LHAI to discuss the letter received from the Borough, and he will review the curb ramp at King St. to determine if the restoration work is in direct contact with the curb ramp. If so, the Authority will have to

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make alterations to the curb ramp to conform to the current regulations. Mr. Burget confirmed the Borough will need to obtain a Highway Occupancy Permit for the removal & replacement of the brick paving, and the Borough would be required to replace the accessible curb ramp within the PennDOT right-of-way. The reason the Authority does not have to replace the pavement on Mulberry is that the pavement does not interfere with the curb ramp.

NLCA Sanitary Sewer Force Main Relocation – The walking path was re-paved by Woodland Contractors today. Woodland Contractors will be sending the Borough an invoice in the amount of \$800.00 and in turn, the Borough will pay the invoice, then submit an invoice (\$800) to the Northern Lebanon County Authority.

Erik Harmon stated LHAI would be pleased to sponsor a bench to place on the sidewalk at 49 W. Market St. Council thanked LHAI for sponsoring a bench.

MAYOR – *Joe Quairol* – As discussed at the Planning Workshop Committee meeting, there is a meeting scheduled with the Northern Lebanon Fire & Emergency Services (NLFES) on November 14, 2019 to further review the NLFES budget. Mayor Quairol asked who was planning to attend. Robin Wolferd, Don Raiger, David Charest and Mayor Quairol plan to attend the meeting.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Mayor Quairol shared ordinances with Colleen for review. Once reviewed, Colleen Gallo plans to have them ready for the next Planning Workshop Committee meeting. Colleen Gallo was directed by Mayor/Council recently, to send a certified letter of termination to the North Lebanon Township Police Services. The letter was sent certified, and showed it was received. Colleen Gallo did not hear back from them at this time. Robin Wolferd asked Mayor Quairol to contact Chief Easter to discuss Council's decision to terminate services. Discussion continued.

In regard to a 'Go Fund Me' page, council recently asked about, Colleen Gallo recommended doing one through the Park and Recreation Committee; but not as a borough sponsored page. Discussion followed.

Colleen Gallo reported a change went into effect in the Borough Code, September of 2019, stating if boroughs keep the millage rates the same or decreases them, they will no longer have to pass an ordinance; only a resolution. If the millage rates are increased, an ordinance must be passed.

Colleen Gallo reported a Twin Creeks resident chose not to pay the \$75.00 fee, for a property easement.

A resident addressed council about a few concerns in regard to realty taxes, meeting agenda information not reaching borough residents, etc. Discussion continued.

SECRETARY – *Joan Keefer* – No report.

MS4 – Discussed earlier in meeting.

INFRASTRUCTURE IMPROVEMENTS – *Mayor Quairol, Tom Keefer & Rick Kline* – Tom Keefer updated council in regard to a resident's request to place a storm drain in Strawberry Alley. Tom Keefer was asking for Erik Harmon & Colleen Gallo's recommendations/solutions for this flooding issue, sharing maps with them. A question came up as to how to tie into a private drain that is on a resident's property. Erik Harmon suggested having a contractor come and place a camera in the storm drain system to get a more precise location, & to contact PennDOT about placing an inlet on S. Lancaster St. Tom Keefer checked with PennDOT to find they are not responsible for inline drains. During torrential rains the water rises above the curbing on S. Lancaster St. and runs through resident's yards towards Strawberry Alley. Colleen Gallo's recommendation is to contact the 2 property owners & explain to them that the borough understands there is a problem; looking to place a storm drain there, to alleviate the problem, and have the 2 property owners sign-off (on an agreement), allowing the borough to place a storm drain on Strawberry St with the pipe entering into their private drain. Tom Keefer updated council in regard to prices he got for a gate, automatic card reader, etc. at the green waste yard. With a possible access fee, the borough's cost would be offset. A gate and opener will cost approximately \$9,386.00, and the reader will cost approximately \$3,000.00. Discussion followed. Council decided to keep this on the agenda and check to see how long state funding will continue.

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

GRANTS – *Don Raiger, Kathy Price & Jeffrey Schott* – In regard to the CDBG grant/funding for paving Blackberry St., Tom Keefer reported the borough qualifies for both E. & W. Blackberry St. Enough income surveys were completed, and the income range was above the 50% needed. At this time the grant funding is not enough to cover both E. and W. Blackberry St. If the grant is awarded, the borough may receive enough funding to pave W. Blackberry St. The surveys collected are good for 5 years. The borough may decide to apply next year for E. Blackberry, using the same surveys. Tom Keefer will continue to update council as he receives information from Dan Lyons.

In regard to the DCNR Playground Grant, Erik Harmon will draw up a plot plan for the borough.

In regard to the Marcellus Shale Grant, an application is due by the end of the year, 2019.

In regard to the Hotel Tax Grant, the application was submitted, and Tom Keefer is waiting for a response.

PARK, RECREATION & EVENTS – *Kathy Price & Jamie Carl; Chairpersons, & David Charest* – Tom Keefer reported Met-Ed hooked up electric today at the borough lot; 49 W. Market St.

Tom Keefer reported the snowflake lights will be put up on November 9th beginning at 7:00 a.m. Volunteers are to meet at the concession stand in the park.

David Charest reported he and his son will be checking/replacing the snowflake light bulbs tomorrow.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì* – Robin Wolferd opened discussion in regard to employee end of the year bonuses. The total proposed by the Personnel Committee is \$825.00; distributed as follows: Crossing Guards = \$50, Crossing Guard Substitutes = \$25, Mark Grumbine, Craig Carl & Joan Keefer = \$150, Kim Longenecker & Glenn Kneasel = \$75.00. **A motion was made by David Charest, seconded by Kathy Price, to approve paying end of year bonuses as follows: Crossing Guards = \$50, Crossing Guard Substitutes = \$25, Mark Grumbine, Craig Carl & Joan Keefer = \$150, Kim Longenecker & Glenn Kneasel = \$75.00. Motion carried.**

Robin Wolferd reported new office hours will be Monday through Thursday from 8:00 a.m. to 3:00 p.m., and Fridays from 8:00 a.m. to 1:00 p.m. Kim Longenecker' new hours are Monday through Thursday from 12:00 noon to 3:00 p.m. beginning on Veteran's Day, November 11, 2019.

COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – A request was made to approve the Second Reading of the 2020 Budget; to be advertised 10 days for public inspection, prior to adoption, at December 3, 2019 Council Meeting. **A motion was made by Don Raiger, seconded by David Charest, to approve the Second Reading of the 2020 Budget. Motion carried.**

A motion was made by Jeff Schott, seconded by Kathy Price, to authorize Joan Keefer advertise the 2020 Budget for public inspection, at least 10 days prior to adopting it at the December 3, 2019 Council Meeting. Motion carried.

A motion was made by Jeff Schott, seconded by Kathy Price, to authorize Colleen Gallo draw up a resolution to set the real property tax rate for 2020 at the same millage rate as 2019 (1.80 mills). Motion carried.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, David Charest & Tom Keefer* – Kim Longenecker requested guidance from council in regard to code enforcement invoices sent to residents; but payment has not been received, asking what steps to take. Colleen Gallo recommended sending a second notice stating if payment has not been made, it will get turned over to the Solicitor for collection. Kim Longenecker will send letters through regular & certified mail one more time. Discussion followed. Kim Longenecker suggested meeting every week or two to review notices with the Code Enforcement Committee. The Code Enforcement Committee scheduled to meet on Monday, November 11, 2019 @ 4:00 p.m. to review notices, etc.

ORDINANCE COMMITTEE – *Mayor Quairolì, Robin Wolferd, Don Raiger & Kathy Price* – Don Raiger reported making changes to the ADA Handicap Accessible Policy, & will circulate it to council for review. Mayor Quairolì reported having a solicitation ordinance and a snow emergency ordinance completed. They both need reviewed by Colleen Gallo.

NEW BUSINESS – Robin Wolferd stated it is necessary for the Mayor and Council members who are volunteering through the borough complete a criminal background check and child abuse clearance.

OLD BUSINESS – Don Raiger presented information to council in regard to Office 365 & a Managed Service Proposal, reviewing the possible options. Don Raiger suggested moving the existing borough emails to Microsoft. **A motion was made by Rick Kline, seconded by Kathy Price, to approve authorizing Don Raiger to move the existing (4) borough emails to Microsoft. Motion carried.**

Robin Wolferd reminded Council to complete NIMS training courses (ICS-100 & IS-700). Robin Wolferd stated when the borough applies for federal funding, it is important to have the training courses completed.

Robin Wolferd stated the first meeting in 2020, on Monday, January 6th, is a re-organizational meeting.

Upon motion and second, Council adjourned at 9:23 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer