

# November 6, 2018 Council Meeting

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

## **MEETING MINUTES/TREASURER'S REPORT**

**A motion was made by Rick Kline, seconded by David Charest, to approve the October 2, 2018 Council Meeting Minutes. Motion carried.**

**A motion was made by Tom Keefer, seconded by Don Raiger, to approve the Treasurer's Report for the month ending October 31, 2018. Motion carried.**

**SPECIAL GUESTS** – Chief Easter, North Lebanon Township Police Department, provided and reviewed an updated report; period January 1, 2018 – September 30, 2019. Discussion followed.

**PUBLIC COMMENT** – Mike Long, Water Assistant Director, from City of Lebanon Water Authority, had two issues for council. The first is street restoration, and the second is a possible water main replacement on Market Street, from Greble Road to the Swatara Creek, in 2019. Mike opened discussion about a recent incident with Jonestown Borough maintenance lead and the water authority on an emergency call. One problem was having the borough employee on site when hot material arrives. The macadam was cooling down too quickly, as they waited for the maintenance employee to get there to do an inspection. Mike also requested the authority permits, for the year, be completed for the borough at one time; except for emergency situations. Erik requested having a 24 hour notice, if they will be performing the inspections. Mike assured council the authority, upon any needed additional repairs, will be back to make those repairs to complete their work. The second item opened for discussion was a possible water main replacement on Market Street in 2019. Mike provided plans for review. Discussion followed. City of Lebanon Authority will notify all residents before the project begins. Robin requested the Infrastructure Committee, Mike Long, Erik Harmon and John Poff schedule a meeting to further discuss/review the water main project. Erik said the Borough issued a waiver of bond to the NL Sewer Authority for their future project, as long as the Borough was listed as an additional insured. Colleen explained, as far as bonding, the Water Authority needs to have their contractor name the Borough as an additional insured, then the Authority does not have to provide bonding. Erik stated the Water Authority still must request a waiver of bond from the borough.

Meghan Yousefian requested permission to hold a Family Fun Fest in the Jonestown Park on April 27, 2019, from 8:00 a.m. to 4:00 p.m., to raise drug awareness, as she has done the last few years. Funds from the event will be donated to the I Care Foundation. **A motion was made by Tom Keefer, seconded by David Charest, to allow Meghan Yousefian to hold a Family Fun Fest on April 27, 2019 in the Jonestown Community Park; contingent upon Park availability and providing all required documents. Motion carried.**

Gary Messinger, President of the Northern Lebanon Little League, and Dan Mohn requested use of the J-1 field in 2019. The league plans to maintain and make improvements to the baseball field. The league is sponsored by the Jonestown Perseverance, at approximately \$1,600 a year. Council agreed to have Rick Kline and Mayor Quairola be borough contacts for Gary Messinger.

Melanie Wells, Community Wellness Coordinator, from WellSpan Good Samaritan Hospital, requested approval from council to use the Jonestown Community Park for a Summer Fest (June 1, 2019) and launch the Go Lebanon Library reading program for 2019, that same day. Events included in Summer Fest include a 5K/1 mile run and a day of health and wellness activities. All necessary certificates of insurance will be provided to the borough. **A motion was made by David Charest, seconded by Don Raiger, to allow Melanie Wells use of the Jonestown Community Park on June 1, 2019 for a Summer Fest and to launch the Go Lebanon Library reading program for 2019; contingent upon providing insurance certificates. Motion carried.**

Richie Deibert, borough resident, stated there is mud laying on N. Broad St. from someone driving in the field, and a tree branch on Rose Lane blocking the view of a sign.

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**MAINTENANCE** – *Rick Kline (report attached to minutes)* – Rick reported 2 loads of salt were ordered, all the maintenance vehicles have been inspected, and the ‘Welcome to Jonestown’ sign on N. Lancaster St. has been installed. The bucket truck will be ready for putting the snowflake lights up. Craig Carl is off the day before Thanksgiving; so if anyone needs anything, they are to contact Rick Kline.

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

**2017 Sidewalk Inspections** – Repairs have been completed at 4 E. Market St. The repairs have not been completed at 32 W. Market St. An enforcement notice has been received by the property owner.

**Highland Drive Culvert Maintenance & Channel Cleaning** – The project was completed on 10/26/2018. Sediment was removed from the channel to the fifty (50) foot limit. After completion the base water surface elevation was to be a few inches below the top of the pipe.

**DCNR Grant – Park Trails** – Erik requested a council member volunteer as the new contact person, due to Melissa Reynolds resignation. Tom Keefer volunteered to be the contact person. Erik reviewed the two options for the trail from the “Tot Lot” parking area to the accessible pavilion; due to the slope limitations for an accessible walkway. One option is a ‘serpentine’ trail design to add necessary length to the trail. The second option is to place fill material, raising the elevation of the trail, starting at the ‘Tot Lot’ entrance; if they chose to avoid the serpentine design. L-H estimates that the fill option will cost approximately \$5,000 to \$7,500 above the original pre-design cost (attached to minutes). Colleen suggested submitting a proposal to Union Township for help in providing funds.

**MAYOR** – Mayor Quairoli spoke to other townships about the speed protection signs. As Mayor Quairoli collects information and does further research, he will report back to council. Discussion followed.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo requested council authorize for her to prepare and advertise the Ordinance establishing the 2019 realty tax rate; for approval December 4, 2019. Council decided to wait until after they approve the second reading of the budget, and possibly hold discussion at the next scheduled meeting.

Council took action at the Vacancy Board meeting to appoint Jeffrey Schott as council person for the open position due to Roy Lefever’s resignation. Colleen requested council approve Resolution # 2018-7; to fill the open position. **A motion was made by Rick Kline, seconded by David Charest, to approve Resolution # 2018-7; appointing Jeffrey Schott to fill the open position on council, due to Roy Lefever’s resignation. Motion carried.**

Colleen opened discussion about accepting the Melissa Reynold’s resignation, as council member. Council decided not to accept the resignation at this time.

**SECRETARY** – *Joan Keefer* – Joan requested council decide if they want to participate, and sign the 2018 – 2019 Stray Housing Agreement from the Humane Society of Lebanon County. The yearly cost is \$400.00, and an additional \$50 per animal. **A motion was made by Don Raiger, seconded by David Charest, to approve signing the 2018-2019 Stray Housing Agreement from the Humane Society of Lebanon County. Motion carried.**

Reminder to council; if planning to change the dates of 2019 meetings; approval is at December’s Council meeting. This will be placed on the Planning Workshop Committee meeting agenda.

Ratify approval for ordering lights for the snowflakes from Jono Hardware; at a cost not to exceed \$160.00. **A motion was made by Tom Keefer, seconded by David Charest, to ratify the approval for purchasing replacement lights for the snowflake lights from Jono Hardware; not to exceed \$320.00; paid from the Christmas Lights Fund. Motion carried.**

Payments have not been received from a resident in regard to vandalism in August 2018. Colleen recommended sending a letter stating if payments do not commence, the borough will take further action.

There was discussion on the property at 25 N. Fisher St. in regard to maintaining the grass/outside of the property. The property is bank owned. **A motion was made by Rick Kline, seconded by Don Raiger, to have Kimble Landscaping**

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**perform the outside maintenance; grass mowing at the property located at 25 N. Fisher St.; at a cost not to exceed \$500.00. Motion carried.** Colleen reported the fee will be refunded to the borough when the property is sold at tax sale. Discussion continued about a property on E. Market St. that has not mowed grass this summer. This property is up for sale and the realtor will be notified.

**MS4** – No Report.

**INFRASTRUCTURE IMPROVEMENTS** – *Keefer & Kline* – The LED Street lights have been ordered.

Colleen stated she continues doing a deed search on the Fortna Parking Lot.

Mayor Quairolì called UGI recently to get information about installing gas service in the borough. Mayor Quairolì contacted property owners, who have interest in this option. Erik shared information about a program called “Get Gas”.

**LOCAL BUSINESS** – No report.

**GRANTS** – *Mayor Quairolì, Raiger* – Updates on the Chestnut Street & Park Trail Grant were previously discussed.

**PARK, RECREATION & EVENTS** – *David Charest & Tracey Charest; Chairperson* – The Park light bulbs have been ordered. Previously, council decided to have new maintenance department replace bulbs.

The Tree Lighting Event is scheduled for Saturday, November 24, 2018 from 6PM to 8PM

David Charest recommended having an electrician service the fluorescent lights in the concession stand. Discussion followed. Tom Keefer volunteered to check the lights.

David Charest requested approval to have the speakers, stored in the concession stand, checked/repared. He will have someone take a look at them, and let council know the outcome.

**PERSONNEL** – *Robin Wolferd, Rick Kline & Mayor Quairolì* – Robin Wolferd requested an executive session following the meeting, in regard to personnel.

**COST REDUCTION AND FINANCES** – *Raiger & Charest* – A request was made to approve the 2nd reading of the 2019 Budget, including raises for employees and health insurance monthly payment of \$250.00 to Maintenance Lead. **A motion was made by David Charest, seconded by Rick Kline, to approve the 2<sup>nd</sup> reading of the 2019 budget; including 3% raises for Joan Keefer and Craig Carl, and increasing Kim Longenecker’ rate of pay from \$10.00 to \$12.00 per hour. Motion carried.** Discussion continued in regard to an amount paid as a health insurance stipend to the newly hired Maintenance Lead employee. The Personnel Committee will discuss this further, when they meet for interviews, and bring recommendations back to council.

In regard to the \$500 monthly savings from Met-Ed street lights, council previously voted to apply savings to the mortgage payment; after the \$15,000 was paid back to the Capital Improvements Fund. Council now agree, at the end of each year, they will check what the total amount of savings was, and apply that amount to the borough building mortgage.

**CODES & CODE ENFORCEMENT** – *Mayor Quairolì, Charest & Keefer* – The committee will meet with Kim Longenecker to review violations, and bring them up to date. Tom Keefer asked for Colleen’s recommendation in regard to a code violation on S. Blackberry Alley. Council decided to send letters to surrounding property owners for help in watching for violators.

**ORDINANCE COMMITTEE** – *Mayor Quairolì, Wolferd & Kline* - Discussion continued on the International Property Maintenance Code. Colleen suggested she attend a Planning Workshop meeting to discuss this further. A decision was made to advertise the February 5, 2019 council meeting as starting at 6:00 p.m. Colleen then will be able to advertise the ordinances for council for approval, at the March meeting. Mayor Quairolì has been working on the False Alarm Ordinance and Knoxbox Ordinance, requesting these be included in February’s meeting.

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**CHRISTMAS LIGHTS** - *Mayor Quairol, Keefer & Charest* – There have been volunteers responding to the Facebook page for helping with the snowflake lights, scheduled for Saturday, November 10, 2018 @ 7AM; meeting at the concession stand in the Park. Robin Wolferd is the administrator for the Facebook page. A search for volunteers to help decorate the tree, will also be posted on the Facebook page.

**NEW BUSINESS** – Robin Wolferd requested council approve a holiday dinner/social. Colleen Gallo recommend not using borough funds for the dinner/social. Council decided not to have this event.

Tom Keefer asked Eric Harmon if he got information about painting the 25 mph speed limit on the streets. Erik will check into this, and report back to council.

**OLD BUSINESS** – Tom Keefer suggested having Choice Communications perform wiring the cameras and running lines in the park and garage. He will get an estimate.

Choice Communications is waiting for a part to come in, to finish installing the door/call box/buzzer system.

H&M Glass is coming this Friday to install the glass security windows at the Borough office. Tom Keefer reported the cost council previously approved was \$3,545.00; but the actual cost is \$2,392.00.

Robin Wolferd ordered new flashing light stop signs for the Crossing Guards.

David Charest gave an update on acquiring land at Boat Launch area. No progress has been made.

Mayor Quairol mentioned knowing a few people that may be interested in plowing for the borough until an employee is hired. Rick Kline mentioned Gary Kneasel is also available for plowing. David Charest mentioned he is willing to help plow. Colleen stated in January, council may declare themselves as employees at will, for when situations arise where council does work related jobs, such as plowing.

Rick Kline asked if the tree that Richie Deibert reported as blocking a sign can be trimmed by the homeowner, or borough maintenance. Colleen stated as long as it is in the borough right of way, maintenance can trim the tree.

Upon motion and second, Council adjourned at 9:52 p.m.

Respectfully submitted,  
Joan Keefer, Secretary

**\*The following items to remain on the agenda:**

- Planting trees in the Park. Council approved planting 3 trees; not to exceed \$1,500 (waiting until Fall 2018)
- Continued monitoring pipe P-12 from the low-volume road maintenance program on W. Chestnut St. (trap needs pumped)
- Salt Shed repairs; Council approved