

October 1, 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 Wolferd presiding. Council attending: Rick Kline, Don Raiger, Tom Keefer, David Charest, Jeff Schott (excused @ 8:30 PM) and Kathy Price. 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 David Charest, seconded by Kathy Price, to approve the September 3, 2019 Council Meeting Minutes. Motion carried.

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

SPECIAL GUESTS – Joe Morales, Lebanon County PEMA Coordinator presented Gerald Reardon, Jonestown's EMA Coordinator, with a PEMA Basic Certification plaque. Mr. Morales explained the procedure for emergency situations, on a borough level.

Joan Keefer reported John Noll could not be present, and requested approval on a sign permit from Swatara Coffee Company. Mr. Noll handed in all the necessary paperwork. Mayor Quairol will review the permit this evening.

Fran Rassouli introduced herself to council and stated she is on November 5, 2019 ballot, pursuing a Lebanon County seat for County Commissioner.

PUBLIC COMMENT – Bob Meneses, a borough resident, opened discussion in regard to an MS4 issue with a water basin located by the Swatara Creek in Twin Creeks. Mr. Meneses recently contacted Amy Loser from South Central DEP to discuss a storm basin, not delineated by DEP as a wetland, and requested preserving the water basin. Erik Harmon stated manmade stormwater management facilities are considered non-jurisdictional for wetlands.

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

- Request to sign the 'updated' PennDOT Winter Maintenance Agreement; previously approved by Council.
- Monthly expenses (September 2019) = \$415.47
- Craig Carl, Maintenance Worker, will be on vacation October 10th & 11th
- Dump truck was inspected, and the following repairs were done by the maintenance department:
 - Replaced brakes on front
 - Replaced sway bar rods
 - Repaired lights
 - Attached 2 plates to fix rust holes
- Pick-up truck goes for inspection October 11th and the following repairs were done by the maintenance department:
 - Caliper and brake shoes on drives side front
 - Placed a steel plate in bed because it was rusted from frame
 - Rotor on right rear
 - Replaced brake shoes on both sides on rear
 - Replaced sway bar arm
 - Replace emergency brake shoes

The pick-up truck repair work, being done during inspection, is replacing the exhaust manifold.

The bucket truck needs inspected this month & the maintenance department will start working on those repairs.

North Lebanon Township is scheduled to grind the green waste yard one day this week. The green waste yard will be closed and when it opens new hours will be posted.

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

2017 Sidewalk Inspections (32 West Market Street) – Colleen Gallo has paperwork ready for signing and this will be in the Solicitor's report.

Erik Harmon requested Council approve the Highland Drive Street Opening Permit Application; subject to the conditions outlined in the letter Erik sent to Council on 9/24/2019 (list below):

1. The Borough receives a bond, escrow account, or irrevocable letter of credit in the amount of \$2,000.00. The bond, escrow account, or irrevocable letter of credit shall be in effect for two years after the restoration of the surface of the street. (§308)

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2. All work shall be in conformance with the above referenced ordinance.
3. The applicant/contractor shall be responsible for the PA 1-Call notifications.
4. The pavement restoration shall be in conformance with the attached "Bituminous Pavement Restoration Detail."
5. The applicant/contractor shall provide a bituminous pavement mix design to the Borough prior to the pavement restoration work.
6. The applicant/contractor shall provide copies of the delivery tickets for all restoration materials, include aggregate subbase.
7. The applicant/contractor shall provide the Borough with a minimum 24 hour notice prior to the street opening and the restoration work.
8. The applicant/contractor shall be responsible for all maintenance and protection of traffic.

A motion was made by Tom Keefer, seconded by Rick Kline, to approve the Highland Drive Street Opening Permit Application; subject to conditions outlined in the letter Erik sent to Council on 9/24/19. Motion carried. Discussion followed.

MS4-NOI and Waiver Application – The NOI and waiver application was completed & submitted to PA DEP in September. DEP confirmed receipt of the submission.

DCNR Grant – Park Trails – Erik Harmon requested council accept the change order proposal from Woodland Contractors to add tree removal and costs. **A motion was made by Rick Kline, seconded by Tom Keefer, to accept the change order proposal from Woodland Contractors to add tree removal, at a cost not to exceed \$2,000.00. Motion carried.** LHAI attended a pre-construction meeting 9/9/19. Construction began week of 9/16/19. LHAI attended a meeting with contractor on 9/30/19 to review work completed to date. Paving the trails is tentatively scheduled for early next week. The project is on track to be substantially complete by end of October.

East Swatara Drive (Dirt, Gravel, & Low Volume Roads Grant) – The contractor is expected to be on-site next week or the following week to re-seed.

2019 Paving Projects – LHAI reviewed contractor's application for payment. LHAI disputed the quantities of several items and provided the contractor with a mark-up copy with revised quantities/amounts. The revised invoice will be approximately \$10,000.00 less than the original bid.

Chestnut Street Paving (CDBG Funding) – They are doing the work today on the curb ramps. The concrete was poured on the curb section of the ramps and plans are to complete the sidewalk portion tomorrow. Erik will continue checking on the project.

City of Lebanon Authority – Market Street Water Main Replacement – Erik Harmon communicated with CoLA regarding sidewalk openings/restoration, the open cut(s) across Market St. pavement restoration, and curb ramps. A meeting was held 9/5/19 to review the open cut(s) cross Market Street. LHAI was on-site 9/11/19 to mark the sidewalk restoration limits from Walnut St. to approximately 220 W. Market St. (north & south sides of West Market St.) Discussion in regard to the curb ramps followed. Colleen Gallo recommended sending a letter to Mr. Joe Burget, Transportation Construction Inspector Supervisor, saying it is the borough's understanding that the curb ramps had to be replaced and we are now hearing that this is not correct; and ask if they would please provide us confirmation or an explanation as to why PennDOT is changing its opinion on the replacement of these curbs; and provide legal authority as to why they are now changing their position. Colleen Gallo and Erik Harmon will compile a letter.

NLCA Sanitary Sewer Force Main Relocation – In regard to the restoration of the park trail, the crack sealant on the walking path still needs to be corrected. Council agreed to contact Jim Darkes and present the idea of the borough using their park trail grant contractor to repair the crack sealant on the walking path.

Rick Kline asked Erik Harmon if recorded video logs were taken during dry conditions and during a wet pavement condition on the Chestnut St. Paving project. Erik stated they have not captured video during a rain event to date.

Rick Kline asked Erik Harmon about a pipe located on the southwest corner of Chestnut and Mill Streets being a borough pipe. Erik will stop and take a look at the pipe. Discussion followed.

MAYOR – Joe Quairola – No report at this time.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law – Colleen Gallo followed up on the agreement she sent Mr. Bowman for entering onto his property to access a storm drain. An easement needs to be in place, agreeing to the borough entering onto Mr. Bowman's property to access the storm drain. The borough office has not received the signed agreement. Colleen will contact Mr. Bowman.

Colleen Gallo updated council on the Life Lion contract. The contract has been finalized and sent to the legal team. The contract has not been returned to date.

In regard to a fire tax, Colleen Gallo stated in order to enact a fire tax, council has to include it as part of the tax ordinance for 2020. A referendum is not necessary unless council is looking to increase the tax more than 3 mills. Discussion followed.

Colleen Gallo requested verification of a sidewalk violation complaint at 32 W. Market St. (Celmar Group) be signed by Mayor Quairoli. Mayor Quairoli signed the verification.

SECRETARY – *Joan Keefer* – A request was made to approve advertising the 2020 Meeting Dates. A copy of the proposed meeting dates were printed for Mayor/Council to review. **A motion was made by Don Raiger, seconded by Kathy Price, to approve advertising the 2020 Meeting Dates as presented to council, and add an additional meeting on the first Tuesday, January 7, 2019 for the Borough appointed Auditors. Motion carried.**

Joan Keefer asked which council members are planning to attend the Lebanon County PSATS Annual Conference on October 10, 2019. The paperwork is due by October 4, 2019.

Robin Wolferd stated the final payment (\$5,000.00) was received for the Community Park Trail Rehab Project, #8-15 of the Lebanon County Commissioners Marcellus Shale Grant Program.

MS4 – No report.

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

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

GRANTS – *Don Raiger, Kathy Price & Jeffrey Schott* – Tom Keefer gave an update on the CDBG grant/funding for Blackberry St. Tom received an email from Dan Lyons with questions on surveys submitted, and will continue to work on gathering that information.

Tom Keefer gave a brief update on the DCNR Playground Grant, a possible Marcellus Shale Grant and a Hotel Tax Grant

PARK, RECREATION & EVENTS – *Kathy Price & Jamie Carl; Chairpersons, & David Charest* – Tom Keefer showed a picture of the benches planned to purchase for placing on the sidewalk at 49 West Market Street, including sponsors and costs. **A motion was made by David Charest, seconded by Rick Kline, to approve purchasing the benches at 49 W. Market St. and the additional funds for the benches; not to exceed \$1,000, paid from the Christmas Lights Fund. Motion carried.** Tom Keefer will order the benches.

Colleen Gallo recommended all participants sign waivers for the Pickle Ball Clinics scheduled in the Park.

PERSONNEL – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairoli* – The committee recommended an approval for a 2.33% pay increase for Borough employees, beginning in 2020. **A motion was made by Don Raiger, seconded by David Charest, to approve a 2.33% pay increase, for Borough employees, beginning in 2020. Motion carried. Tom Keefer opposed.**

COST REDUCTION AND FINANCES – *Don Raiger, David Charest & Jeffrey Schott* – A request was made to approve the first reading of the 2020 budget, as presented. **A motion was made by Don Raiger, seconded by Kathy Price, to approve the first reading of the 2020 budget, as presented. Motion carried.**

A request was received for donation to Matthew's Public Library. The borough previously donated \$225.00 in 2017. A donation request from Jonestown United Methodist Church for 16th Annual Community Thanksgiving Celebration dinner was presented. The borough donated \$150.00 in 2018. Council decided not to donate in 2019, as it was not in the budget.

CODES & CODE ENFORCEMENT – *Mayor Quairoli, David Charest & Tom Keefer* – No report.

ORDINANCE COMMITTEE – *Mayor Quairoli, Robin Wolferd, Don Raiger & Kathy Price* – No report.

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NEW BUSINESS – David Charest opened discussion in regard to a fire tax. Council presented their questions/concerns for Colleen Gallo, as they discussed at the Planning Workshop Committee meeting.

A request was made for approval of Resolution # 2019-6; Establishing Protocol for IPMC Fees and Costs. **A motion was made by Jeff Schott, seconded by Kathy Price, to approve Resolution #2019-6; Establishing Protocol for IPMC Fees and Costs. Motion carried.**

OLD BUSINESS – Planting trees in the Park was discussed at the Planning Workshop Committee meeting in September. Council approved planting 3 trees; not to exceed \$1,500 in the fall of 2019.

Don Raiger opened discussion on ADA Handicap Accessible parking and referred to Colleen Gallo for recommendation. Discussion followed. Don will send ordinance information out to council about parking/not parking at a handicap space. Don will send a copy of the ordinance to Colleen Gall for review, & is working on a handicap space application at this time.

Robin Wolferd reminded council of the special PRE meeting on October 7, 2019 and the budget meeting on October 8, 2019.

Robin Wolferd checked with the Carriage Ride vendor for the Tree Lighting Event. He will be sending a \$150.00 refund to the borough. He may refund the full amount totaling \$250.00, if he can schedule another party that evening.

Council discussed the sign permit received from Swatara Coffee Company. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve the sign permit received from Swatara Coffee Company; contingent upon Mayor Quairoli giving his full review/approval. Motion carried.**

Upon motion and second, Council adjourned at 8:43 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer