

## October 28, 2019 Planning Workshop Committee Meeting Minutes

**Call to Order @ 7:00 p.m.** Planning Workshop Committee Meetings are advertised as performing general business.

**Roll Call** – In attendance; *Rick Kline, Don Raiger, Tom Keefer, Robin Wolferd, Mayor Quairolì and Jeff Schott.* Absent; *David Charest & Kathy Price*

**Meeting Minute Approval** – A motion was made by Rick Kline, seconded by Jeff Schott, to approve the September 23, 2019 Planning Workshop Committee Meeting minutes. Motion carried.

**Budget Meeting Minute Approval** - A motion was made by Rick Kline, seconded by Don Raiger, to approve the September 10, 2019 Budget Meeting minutes. Motion carried.

**Budget Meeting Minute Approval** - A motion was made by Rick Kline, seconded by Tom Keefer, to approve the October 8, 2019 Budget Meeting minutes. Motion carried.

**Special Guests** – Attending were Cleona Police Chief, Jeffrey Farneski, & Cleona Mayor Larry Minnich. Chief Farneski presented their availability of services, in regard to traffic enforcement, in Jonestown Borough, and answered questions. Council continued discussion. A motion was made by Rick Kline, seconded by Tom Keefer, to terminate the contract with the North Lebanon Township Police Department, effective December 31, 2019. Motion carried.

**New Business** – Tom Keefer reported Eric Trainer contacted him in regard to the problem in his driveway, at 40 E Market St, which occurred after the S. King St. paving project. There is an area that puddles near the transition of the newly paved road & his driveway. Mr. Trainer's contractor provided an estimate of \$800 to repair the driveway. Tom Keefer asked council if they would consider paying half of the repairs. A motion was made by Don Raiger, seconded by Tom Keefer, to approve paying for ½, or up to \$400; paid to the contractor after repairs have been made in fixing the driveway issue at 40 S. King St. Motion carried.

Tom Keefer reported receiving a donation from Reilly Wolfson Law Offices, Inc. to purchase one of the benches at 49 W. Market St. After receiving all sponsorships, Jonestown Borough's cost was approximately \$200. Council/Mayor reviewed and signed the thank-you letters for bench and tree lighting sponsors. Tom Keefer is pricing a 'tag' for each bench, displaying the sponsors. Rick Kline requested a 5th bench be purchased, to fill in the extra space between the benches, next to the adjoining property. Rick Kline contacted Light-Heigel & Associates, Inc. to see if they were interested in sponsoring the additional bench. A motion was made by Rick Kline, seconded by Don Raiger, to approve purchasing an additional bench, providing the borough receives sponsorship. Motion carried.

Tom Keefer stated JOY Pantry is looking for volunteers on November 16, 2019 to help unload trucks and put away food items the Boy Scout's collect from their food drive. Mayor Quairolì, Robin Wolferd, Don Raiger, Rick Kline and Tom Keefer committed to volunteering.

A request was made for council to ratify their email approvals to pay the Lowe's stmt. due 10/20/2019. At this time we are in the process of changing the statement period to better suit the borough's payables schedule. A motion was made by Rick Kline, seconded by Tom Keefer, to approve paying the Lowe's statement due 10/20/19. Motion carried.

Council decided to order 9 Title 8 Books; BOROUGH & INCORPORATED TOWNS (recently updated). A motion was made by Robin Wolferd, seconded by Don Raiger, to approve purchasing 9 Title 8 Books; BOROUGH & INCORPORATED TOWNS, at a cost of \$11.00 each. Motion carried.

Robin Wolferd requested a key fob be given to Tracey Charest for Park, Recreation & Events meetings. Council agreed.

Robin Wolferd requested council ratify the email approval to purchase holiday lights & ornaments. Discussion continued. A motion was made by Rick Kline, seconded by Tom Keefer, to approve changing the payment for the tree ornaments to be paid out of the Christmas Lights Fund; not the Park & Rec Fund. Motion carried. Motion rescinded.

**A motion was made by Rick Kline, seconded by Tom Keefer, to approve changing the approval to pay for tree ornaments from the Christmas Lights Fund; not the Park & Rec Fund, and to ratify the payment for tree lights being paid from the Christmas Lights Fund at a cost of \$965.00. Motion carried.**

Robin Wolferd requested approval to purchase three new raincoats for the crossing guards @ \$29.99/ea. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve purchasing three rain coats for the School Crossing Guards at a total cost, not to exceed \$100.00. Motion carried.**

Don Raiger presented information to council in regard to email hosting & technology management. Microsoft has an email hosting component. The borough now pays \$120.00/year for this service. Adding email hosting through Microsoft will cost \$94.00/year for each email address and the cost for the administrative account will be \$195.00. If all council members/employees used borough email addresses, the total cost annually would be approximately \$1,000. Don Raiger will email the proposal to council for review, and this will be placed on the next council meeting agenda.

Rick Kline reported there are 2 sections on the park trail that need 2A stone needed for fill, to avoid drop-off from the trail. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve purchasing 2A stone to fill in 2 drop-off areas along the park trail, at a cost not to exceed \$300.00; paid from the Park & Recreation Fund. Motion carried.**

Mayor Quairoli opened discussion in regard to reviewing Crossing Guard applications, in order to make a decision on hiring 2 substitute Crossing Guards. The applications will be reviewed by Mayor Quairoli. Robin Wolferd and Rick Kline offered to review them with Mayor Quairoli.

**Old Business** – Robin Wolferd updated council on the property in Twin Creeks needing an easement agreement and the deed prepared & recorded. The resident agreed to sign the easement agreement; but did not wish to pay the preparation and recording fee. Discussion followed. Council agreed not to pay the fee.

Robin Wolferd opened discussion in regard to the 2020 budget preparation/review. Mayor Quairoli gave recommendations to council, after reviewing the second reading. After discussion, council agreed to place \$23,049.72 on the Operating Reserve Fund line item. Approval of the second reading of the budget will take place at the November Council meeting. Discussion continued.

Mayor Quairoli opened discussion in regard to an automatic fire alarm ordinance and a lock box ordinance. These ordinances do not conflict with the International Property Maintenance Code (IPMC). Anyone having a fire alarm system will need to be sure it works. The ADA ordinance was included in discussion.

Rick Kline reported Glenn Kneasel will not be working past October 30, 2019, and will be on call for the winter season.

Robin Wolferd reported the Personnel Committee will meet next Tuesday to review/complete employee evaluations.

Upon motion and second, Council adjourned at 9:44 p.m.

Respectfully submitted,  
Joan Keefer, Secretary/Treasurer