

October 2, 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 Wolford presiding. The following members were in attendance: Rick Kline, Don Raiger, Tom Keefer, David Charest, and Melissa Reynolds. Also attending were Mayor Joe Quairolì, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, and Secretary/Treasurer; Joan Keefer. Absent: Maintenance Lead; Richie Deibert

MEETING MINUTES/TREASURER'S REPORT

A motion was made by Melissa Reynolds, seconded by Rick Kline, to approve the September 4, 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 September 30, 2018. Motion carried.

Robin Wolford requested motion to adopt Resolution #2018-3, to appoint Mayor Joseph Quairolì as Mayor of Jonestown. **A motion was made by Melissa Reynolds, seconded by David Charest, to adopt Resolution #2018-3, appointing Joseph Quairolì as Mayor of Jonestown. Motion carried.**

PUBLIC COMMENT – Andy Bomberger, Cub Master, and Pack 494, were in attendance. The Scout Pack is working on “Building a Better World Adventure”, and requested meeting with government Council and the Mayor to ask questions and learn about what their roles are in the community. Discussion continued in regard to important issues our community faces, followed by a question and answer session.

MAINTENANCE – *Rick Kline (report attached to minutes)* – Rick Kline requested approval for \$500/month spending for the maintenance department through the end of 2018. Robin replied this amount has been included in the maintenance department's approved budget for 2018.

Rick announced a pre-bid meeting was scheduled by the Northern Lebanon County Authority for October 4, 2018.

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

2017 Sidewalk Inspections – Erik reported two properties are to receive an enforcement notice that have not yet completed sidewalk repairs. Colleen stated the notices will be sent in the next day or two.

North Broad Street Culvert Pipe – Erik reported PA DEP confirmed the culvert repair and replacement could proceed under a waiver of Chapter 105.12 due to the drainage area being less than 100 acres. The waiver is subject to the condition that no wetlands located within the floodway are disturbed by the repair and/or replacement. The emergency repair of the culvert pipe was completed by the Borough maintenance department of 9/20/18 and 9/24/18. The construction plans and bid documents for the culvert replacement can be finalized by the week of 10/22/18. Erik recommended the Borough decides when to advertise for bids. Discussion followed. Erik's recommendation was to run the ad in January 2019. **A motion was made by Don Raiger, seconded by David Charest, to approve running the ad to complete the North Broad Street culvert pipe project in January 2019. Motion carried.**

Highland Drive Culvert Maintenance & Channel Cleaning – Woodland Contractors, Inc. submitted a proposal in the amount of \$9,500.00 to perform channel cleaning, pump the stream around the project area, clean the culvert pipe and inlet; to restore flow, clean the sediment/gravel deposits from the stream channel; to restore the normal low flow channel, and place R-4 within the stream channel at the downstream end of the culvert pipe, and have all work be in accordance with standards for channel cleaning at bridges and culverts. A copy of this proposal has been provided as an attachment to this report. Discussion followed. A pre-application meeting with PA DEP to discuss permitting requirements and options to remove sediment and gravel deposits from the stream channel was requested by LHAI. PA DEP responded and stated that the described activity would require a Chapter 105 Joint Permit and the Department was not available for an on-site meeting at this time. A lengthy discussion continued. **A motion was made by Don Raiger, seconded by Tom Keefer, to accept the proposal from Woodland Contractors, Inc. in an amount not to exceed \$10,000.00, paid from the General Fund. Motion carried.** Colleen recommended the Infrastructure and Improvements Committee look into budget planning for these projects the future. Discussion followed. Erik recommended having proper authorization signed by homeowners living next to the project.

DCNR Grant – Park Trails – Erik reported a draft copy of the trail plans will be reviewed with Melissa Reynolds prior to the meeting. LHAI will finalize the construction documents and submit to DCNR later this month. Melissa stated some of the costs incurred, while applying for the grant, may be possible for reimbursement. Melissa requested copies of all the Light-Heigel & Associates, Inc. invoices since the borough applied for the grant. Joan Keefer will send Melissa copies. Discussion continued in regard to possible CDGB funding, or other available funding.

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Robin Wolferd asked Rick Kline if it is on the radar for the maintenance department to clean out the storm drain on Highland Drive. Rick said the maintenance department did clean out the storm drain.

MAYOR – Mayor Joseph Quairola thanked council for giving him the opportunity as Mayor. Mayor Quairola reported there is a new member to the fire police, and he will be swearing them in for their position as a volunteer.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen reported having her title people check on the deed for 55 Fortna St., which showed the storm water facility as a private facility. This was communicated to the property owner. It is his responsibility to maintain the storm water facility.

Colleen requested executive session, after the regular meeting, for possible litigation, in regard to a former employee.

Tom Keefer asked where the borough was with two properties: 25 N. Fisher & 120 E. Market. Discussion followed. The property on N. Fisher St. will be going up for sheriff sale. The property on E. Market St. will be going up for tax sale.

SECRETARY – *Joan Keefer* – Joan reported receiving a letter with estimated information on the Liquid Fuels allocation for 2019. The estimated allocation is \$64,507.06.

Discussion was opened in regard to scheduling Council meeting dates for 2019. Council will decide if they are making changes, as previously discussed. These dates are approved at the December 2018 Council meeting.

Joan reported receiving a letter from Lebanon County Planning to schedule a Jonestown Borough Planning Commission Meeting in regard to a sub-division plan.

Gary Kneasel, Sewer Authority Board Member, was present and requested council consider appointing him to the Northern Lebanon Sewer Authority board for another five years. His present term expires December 2018. **A motion was made by Rick Kline, seconded by Don Raiger, to appoint Gary Kneasel to the Northern Lebanon County Sewer Authority Board; term expiring in 2023. Motion carried.**

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Keefer & Kline* – Rick Kline gave an update on LED street lights costs savings. Cost savings for the past several months were approximately \$400.00 per month. Jonestown Borough is now set up on-line with Met-Ed for street light invoicing.

Tom Keefer gave an update on the Fortna Parking Lot. A meeting is set up for October 9, 2018 with Mr. & Mrs. Fortna, Rick Kline, Tom Keefer and Tracey Charest. Tom called Jon Fitzkee inquiring on possible grants available for the Fortna property. Discussion followed.

LOCAL BUSINESS – *Melissa Reynolds* – No report.

GRANTS – *Mayor Quairola, Raiger & Reynolds* – Don Raiger gave an update on the Chestnut Street Grant & the Park Trail Grant. Don has all of the paperwork from former Mayor Sellers for Mayor Quairola.

PARK, RECREATION & EVENTS – *David Charest & Tracey Charest; Chairperson* – Tom Keefer gave an update on the Park lights. They have been ordered, and we await delivery. No update at this time on replacing the 7 remaining LED street lights in Borough with LED bulbs. This may be a project for the newly hired maintenance lead position.

Melissa Reynolds gave an update on the QR Active Program. At this time, the Borough is on the list. An email was received for possibly hosting other programs. Melissa suggested council review that email, and bring comments back to council.

David Charest gave an update on Halloween event scheduled for October 13, 2018. David reported a company located in Lickdale would like to sponsor events, and have the availability to set up a table to distribute literature. Colleen Gallo stated this is not a problem, being they are a sponsor. Discussion followed.

PERSONNEL – *Robin Wolferd, Rick Kline & Mayor Quairola* – No further report.

COST REDUCTION AND FINANCES – *Raiger & Charest* – A request was made to approve the 1st reading of the 2019 Budget. **A motion was made by Tom Keefer, seconded by Melissa Reynolds, to accept the 1st reading of the 2019 Budget. Motion carried.**

Upon Roy Lefever's resignation, council must appoint a signatory @ Jonestown Bank and Trust for all bank accounts. **A motion was made by Rick Kline, seconded by David Charest, to appoint Don Raiger as signatory for all the Borough accounts at Jonestown Bank and Trust. Motion carried.**

A request for donation from Matthews Public Library was received. Council decided not to donate, at this time.

Melissa Reynolds asked Joan Keefer if a letter of request for donation was received from Jonestown Elementary School. Joan replied not at this time. Melissa will follow up with the school.

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CODES & CODE ENFORCEMENT – *Mayor Quairol, Charest & Keefer* – Robin contacted N.L.T. Police Department, and Chief Easter was not available at that time. Robin will request Chief Easter attend the November Council meeting to give information in regard to additional hours in 2019 & costs involved. Tom Keefer has copies of the letters sent out for code violations to Colleen, and review them with Mayor Quairol. Tom explained the process at this time for code violations.

ORDINANCE COMMITTEE – *Mayor Quairol, Wolford & Kline* - The committee will continue working on the Conduct of Special Events Ordinance.

In regard to the False Alarm Ordinance & International Property Maintenance Code, Chris Miller will be attending the next Planning Workshop Committee meeting for open discussion.

CHRISTMAS LIGHTS - *Mayor Quairol, Keefer & Charest* – Council continues searching for volunteers to help put up the snowflake lights and Christmas tree.

Tom Keefer reported JOY Pantry is searching for volunteers to help on November 17, 2018, when the Boy Scouts food drive is held. Council volunteered in 2018. Discussion continued about dates that are available to put up the snowflake lights. Tentative dates are November 3rd or November 10th. A Christmas tree, and volunteers to put the tree up are needed. Melissa Reynolds mother and Mr. Dennison volunteered to help check the snowflake lights and replace bulbs.

NEW BUSINESS – No Report.

OLD BUSINESS – Council decided to wait until the maintenance lead position is filled to run wiring for the cameras in the park and maintenance garage.

Tom Keefer gave an update on the door/call box/buzzer system. He received an estimate for installing tempered glass at the office counter opening and replacing the two windows to the right of the counter with tempered/wired glass at a cost of \$3,545.00, from H&M Glass. The estimate from Choice Communications for the door call/buzzer system was \$1,970.00. Colleen suggested council check into installing a panic button through their phone system. Discussion followed. Council decided to update the alarm contact list, for when the alarm goes off. **A motion was made by Don Raiger, seconded by Rick Kline, to approve installing tempered glass at the office counter opening and replacing the two windows to the right of the counter with tempered/wired glass by H&M Glass (3,545.00), and have Choice Communications install the door call/buzzer system (\$1,970.00); at a cost not to exceed \$6,000.00; paid from the General Fund. Motion carried.**

David Charest opened discussion in regard to the land at Boat Launch area possibly being donated to the Borough.

Rick Kline gave an update on installing the rolled curbing @ a Highland Drive resident. The project will be completed by Nolts Paving either the end of this week, or the beginning of next week.

David Charest's daughter, Kayla Charest is willing to volunteer for the Borough with projects in regard to her environmental science services and knowledge.

Colleen Gallo reported council has 45 days to appoint a replacement on council. Roy Lefever's resignation was accepted on September 24, 2018. Discussion followed. Colleen stated anyone interested must have an affidavit of residency completed before being appointed.

Robin Wolford reviewed the timeline for the maintenance lead position as advertising for the position until October 12th, sort through the applications the week of October 15th, and begin interviews the week of October 22nd.

Former Mayor George Kaufman requested the opportunity to tell council he and his wife will be moving out of Jonestown in the near future. George stated he will surely miss this town. Council thanked George for everything.

Council adjourned into executive session at 8:43 p.m.

Upon motion and second, Council adjourned at 10:25 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

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