

October 3, 2017

The regular meeting of Jonestown Borough Council was held on the above date at 7:00 p.m. with Vice-President Robin Wolferd presiding. The following members were in attendance: Todd Anderbery, Tom Keefer, Jesse Markle, Dawn Sellers (arrived @ 7:04PM), Roy Lefever and Robin Wolferd. Also attending were Mayor Vince Sellers, Attorney Colleen Gallo, Engineering Representative; Erik Harmon, Maintenance Lead; Richie Deibert, Secretary/Treasurer; Joan Keefer and Junior Council Member; Nicholas Markle. Excused Absence: Joel Lehman.

A motion was made by Todd Anderbery, seconded by Tom Keefer, to approve the Council Meeting Minutes from September 5, 2017. Motion carried.

Joan Keefer read the treasurer's report. Mayor Sellers requested the EIT funds, earmarked under the Capital Improvements Fund, be removed. Joan asked council to recommend the expenditure for the invoice received from Light-Heigel & Associates, Inc. Enough funds are not available in the Stormwater fund. **A motion was made by Roy Lefever, seconded by Robin Wolferd, to approve transferring \$2,000.00 from the General Fund to the Stormwater Fund to pay Light-Heigel & Associates, Inc. Motion carried.** Mayor Sellers requested the amounts transferred from the General Fund to the Stormwater Fund, for this purpose, be earmarked on the Financial Statement.

A motion was made by Robin Wolferd, seconded by Roy Lefever, to approve the Treasurer's Report for the month ending September 30, 2017. Motion carried.

SPECIAL GUESTS – Chief Easter was present to give council his 2017 report (attached to minutes). Chief Easter stated the North Lebanon Township Police Department is holding a "Malloween Event" at the Lebanon Valley Mall on Saturday, October 21, 2017 @ 11:00 a.m. Discussion followed. Other citations were discussed. Tom Keefer asked Chief Easter if there is going to be an increase in costs for their services. Chief Easter told council, this will be decided upon the third Monday of December.

Discussion followed in regards to the damages occurred on W. Chestnut St. & the permit process. Discussion followed. Erik reminded council, about a previous discussion Richie opened, in regards to having an accurate accounting of what the public works costs are per hour, including all expenses. This can be accomplished by a fee resolution. Colleen recommended having Richie put a cost estimate together to repair W. Chestnut St. **A motion was made by Todd Anderbery, to approve fixing the rolled curb and damages; not to exceed \$600.00, paid from the General Fund, in concurrence that a bill of exact costs, be sent to the homeowner. Motion withdrawn.**

A motion was made by Roy Lefever, seconded by Tom Keefer, to approve fixing the rolled curb and damages; not to exceed \$600.00, paid from the General Fund. Motion carried. Todd Anderbery voted No. Council requested this item be placed on the November council meeting agenda.

PUBLIC COMMENT – No report

JUNIOR COUNCIL – No Report

MAINTENANCE – *Richie Deibert* – Richie requested council ratify a \$350.00 expense to repair the lawn mower. **A motion was made by Roy Lefever, seconded by Robin Wolferd, to ratify the expense of \$350.00 to repair the lawn mower. Motion carried.**

Richie requested council ratify a \$550.00 expense to repair the bucket truck; paid out of the General Fund. **A motion was made by Roy Lefever, seconded by Tom Keefer, to ratify the expense of \$550.00 to repair the bucket truck; paid out of the General Fund. Motion carried.**

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Richie gave council estimates for planting trees in the park: Althouse Nursery - \$2,600 vs. Borough Maintenance Department - \$1,360. Trees are two different species of cherry, and two different species of maple; approximately 10' to 15'. Four maple trees, and two cherry trees are what is needed to replace the trees in the Park. Council discussed possibly waiting until spring, 2018, to plant the trees. Council requested this item be kept on the agenda until spring of 2018.

Tom Keefer updated council on the trees to be planted next to the Spittle Field. Chuck Fager will contact a landscaper for an estimate to plant two trees.

Richie requested a motion to approve the purchase of crack sealant material; at a cost not to exceed \$3,000; paid from the Highway Fund. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve an expense, not to exceed \$3,000.00, to purchase crack sealant material; paid out of the Liquid Fuels Fund. Motion carried.**

Richie contacted Krall's Landscaping for an estimate to mow the grass 25 N. Fisher St. He was quoted \$150 for the first time and \$50 every other time, at the Borough's request, to maintain the lawn. Discussion was opened in regards to having Richie do the lawn maintenance, and keep record of the expenses. The legal homeowner is deceased. Colleen suggested contacting Cleona Borough, to see how they proceed with these issues. Colleen will check Jonestown Borough ordinances, and let council know how she recommends proceeding. Discussion continued. Colleen recommended the Borough have a vendor proceed with the lawn maintenance; due to liability. **A motion was made by Todd Anderbery, seconded by Roy Lefever, to approve having Krall's Landscaping do the lawn maintenance, in compliance with the nuisance act, contingent upon Colleen checking the ordinances/nuisance ordinance; not to exceed \$300.00, paid from the General Fund. Motion carried.**

Richie reported his cell phone fell out of his pocket and broke. Richie and Joan checked into another cell phone. By continuing a contract with Verizon, the cost of a new phone would be less than \$1.00. Richie requested approval to purchase a new cell phone, at a cost not to exceed \$100.00. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve entering into a contract for 1 year with Verizon, and purchase a phone for Richie Deibert; at a cost not to exceed \$1.59. Motion carried.**

BOROUGH ENGINEERING REPRESENTATIVE – Erik Harmon (*report attached to minutes*)
CDBG Grant – J-1 Baseball - Dugouts – The repairs to the J-1 ADA walkway have been completed.

Low Volume Road Maintenance Program – West Chestnut Street Storm Sewer & Paving – Erik reported certified payrolls were received for the weeks ending 8/12/2017 through 8/26/2017. Erik gave Joan the copy. The Certificate of Final Completion has also been issued.

2017 Paving Projects – The Contractor submitted the application for payment on 9/11/2017. Light-Heigel & Associates, Inc. has reviewed the application for payment and has no comments regarding the quantities of work completed nor the dollar amounts, and recommends payment in the amount of \$62,017.82; conditioned upon receipt of the paving material certification. **A motion was made by Roy Lefever, seconded by Robin Wolford, to approve sending payment to Pennsy Supply, in the amount of \$62,017.82, conditioned upon receipt of the paving material certification; paid from the Liquid Fuels Fund. Motion carried.**

2017 Sidewalk Inspections – Erik reported Richie did the follow-up inspections on 9/21/2017, and over 50% have completed the repairs. Four properties have been granted extensions. John and Nancy Rhen have requested a 30 day extension from 10/2/17. They may begin the work this week or next week. Second notices have been sent out to 13 property owners. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve an extension of 45 days, to John and Nancy Rhen, to come into compliance with sidewalk repairs. Motion carried.**

Discussion continued on sidewalk repairs. The Buck Hotel has been sold, and council decided the new owners will receive a notice for the sidewalk repairs. The process for receiving a letter, and having to repair the sidewalk, will begin from the time the new owner is notified.

Erik reported reviewing the Liberty Environmental Report, along with Adam Keiper, and contacting/having conversation with Liberty Environmental. This report was in regards to a recent fire at 124 West Market St. VOC levels were found exceeding statewide health standards. A consent order was not received at this time. No remediation has been ordered at this time. Out of the eight properties tested, three were above health standards.

MAYOR – Mayor Sellers opened discussion in regards to signing the paperwork for the bridge construction located at S. Lancaster St. Todd Anderbery met with the construction company recently. Colleen stated council must decide as to whether this will have a De Minimis affect to borough property or be a major impact to the borough. Having the construction company use the borough's land may be an income generating expense, so before signing the paperwork, council needs to make a decision. Colleen recommended finding out where they were going to be using land, and if there would be any compensation for the use of borough property. Todd stated the construction company is only going to use the small piece of land located between S. Lancaster St. & Mill St. If it is necessary for them to use a larger area of the borough land, a contract will be prepared. Mayor Sellers requested Joan send the signed paper to the construction company.

Mayor Sellers updated council on the Chestnut St. grant. Mayor Sellers and Richie Deibert spent two days working on the grant. Mayor Sellers distributed surveys to the properties located in the area of the applied grant. On West Chestnut St. there were 6 people surveyed. Only one survey was returned, and 4 are needed. On East Chestnut St. eight surveys were returned, and only seven were needed. Mayor Sellers mentioned some of the answers were not answered completely. He asked for help from council to visit those properties and help the residents fill out the forms to satisfaction. Colleen recommended placing a flyer at the residents who are not home, stating we were here to see you, and it is very important for you to contact Jonestown Borough. And once they call the Borough office tell them a Borough official will plan to meet with them and explain the survey. Roy Lefever offered to help with the surveys.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson, Sheffey, Schrum & Lundberg* – Colleen stated she received an email from Joan in regards to information Colleen sent to council previously about adopting something similar to Chapter 7 of the International Property Maintenance Code regarding fire safety. Also, council has interest in adopting a requirement of carbon monoxide detectors for rental units. Mayor Sellers stated municipalities which the NLFES is a part of would like to adopt this code. Discussion followed. Mayor Sellers will contact Renee Lehman from Union Township, and bring information to council at the November meeting. Colleen stated she is working on the resolution for a fee structure to the Streets and Sidewalks ordinance.

SECRETARY – *Joan Keefer* – Joan reported hearing from Sallie Neuin, County Treasurer, and the cost for the Collection fee of Real Estate Tax will be increased to \$.50 per bill. Sallie Neuin sent an email since municipalities are working on their budgets.

Joan reported receiving the allocation for the Volunteer Fire Relief Association fund in the amount of \$9,064.69. A check will be sent to the Northern Lebanon Fire & Emergency Services for \$9,064.69.

Joan requested council's approval to close the square for the Christmas Tree Lighting Event. **A motion was made by Roy Lefever, seconded by Todd Anderbery, to approve closing the square for the Christmas Tree Lighting Event by submitting the road closure permit application to Penn DOT. Motion carried.**

Joan stated Colleen reviewed the form for signing the Commitment to Injury Prevention & Claims Management for the Worker's Compensation Company/AmTrust North America, and recommended signing the form and

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submitting. Colleen recommended displaying a list of worker compensation doctors in the office. Also, a list should be displayed at the fire station from State Workmen's' Insurance Fund.

MS4 – No further report

INFRASTRUCTURE IMPROVEMENTS – Dawn Sellers, Joel Lehman – No further report.

LOCAL BUSINESS – Dawn Sellers, Roy Lefever – No report

GRANTS – Mayor Sellers – No report

PARK, RECREATION & EVENTS – Mayor Sellers, Tom Keefer – Mayor Sellers told council he will no longer be on the Park, Recreation & Events Committee. Tom Keefer requested council ratify their approval to reimburse him for the purchase of 6 – 55 gallon plastic trash drums, to replace the heavy metal drums, at a total cost of \$50.00. **A motion was made by Tom Keefer, seconded by Roy Lefever, to ratify their approval to reimburse him for the purchase of 6 – 55 gallon plastic trash drums, to replace the heavy metal drums, at a total cost of \$50.00. Motion carried.**

Tom Keefer reported “Lighthouse Revival Band” will be playing in the Park on Sunday, Oct. 8, 2017 from 3:00 p.m. – 4:30.

PERSONNEL – Dawn Sellers & Robin Wolferd – Mayor Sellers requested council Approve accepting Dolores Neyer's resignation as crossing guard as of August 2, 2017. **A motion was made by Roy Lefever, seconded by Tom Keefer, to approve accepting Dolores Neyer's resignation as crossing guard, as of August 2, 2017. Motion carried.**

COST REDUCTION AND FINANCES – Joel Lehman, Todd Anderbery – Dawn Sellers requested council approve the first reading of the 2018 Budget. **A motion was made by Roy Lefever, seconded by Jesse Markle, to approve the first reading of the 2018 Budget. Motion carried.**

CODES & CODE ENFORCEMENT – Mayor Sellers & Roy Lefever – No report

ORDINANCE COMMITTEE – Mayor Sellers, Robin Wolferd & Dawn Sellers – In regards to the Storm Water Ordinance & Storm Water Credit Manual. **A motion was made by Todd Anderbery, seconded by Roy Lefever, to repeal the Storm Water Ordinance. A roll call vote was taken; results follow:**

Robin Wolferd – No/disagree

Roy Lefever – Yes/agree

Tom Keefer – No/disagree

Jesse Markle – Yes/agree

Todd Anderbery – Yes/agree

Dawn Sellers – Yes/agree

Motion carried.

Colleen Gallo will prepare an ordinance, and advertise it for next month.

Discussion continued in regards to raising realty taxes. Colleen stated the Borough Code requires municipalities pass a tax ordinance for the following year, by the end of the year. Time is needed to advertise the ordinance. Council needs to let Colleen know by the next council meeting, or a special meeting must be advertised. An extra meeting is already advertised before the end of the year.

NEW BUSINESS – Council needed to ratify approval to grant A.H. Moyer, Inc. the August 30, 2017 extension request, for the punch list items, on the Chestnut Street project & for Light-Heigel & Associates, Inc. to provide A.H. Moyer with a substantial completion certificate for the project. **A motion was made by Tom Keefer, seconded by Todd Anderbery, to ratify approval to grant A.H. Moyer, Inc. the August 30, 2017 request for**

extension, on the punch list items, for the Chestnut Street project & for Light-Heigel & Associates, Inc., to provide A.H. Moyer with a substantial completion certificate for the project. Motion carried.

Council needed to ratify approval for the Northern Lebanon Soccer Club (2 teams; ages 4 - 10) to use the lower field of the park, along S. Mill St., to play soccer from 8/28/17 through 10/28/17 from 5:00 p.m. to dark. Tom Keefer questioned why council needs to approve this, when approval wasn't necessary for a band to play at the bandstand. Discussion was held. **A motion was made by Roy Lefever, seconded by Robin Wolferd, to ratify approval for the Northern Lebanon Soccer Club (2 teams; ages 4 - 10) to use the lower field of the park, along S. Mill St., to play soccer from 8/28/17 through 10/28/17 from 5:00 p.m. to dark & to allow "Lighthouse Revival Band" to play at the bandstand in the Park on Sunday, Oct. 8, 2017 from 3:00 p.m. – 4:30. Motion carried.**

Robin Wolferd opened discussion in regards to recent paperwork the Borough needed to complete on the NIMS program. At this time William Showers is not active as the EMA director for Jonestown Borough. Robin suggested finding a replacement for the EMA Coordinator. Robin will first contact William Showers, to see if he would like to continue, and then contact others, to see if they have an interest.

OLD BUSINESS – In regards to an update to the trees located at Tony's on Market St. restaurant, council agreed to have Richie trim the trees to the entrance of the boat ramp.

In regards to seal coating the Safe Routes to School path, council decided to keep this on the agenda, and make a decision in 2018.

Todd Anderbery updated council on the LED street lights.

Tom Keefer updated council on the flagpole. The company that was contacted, came to the flagpole in the Park, and does not have a bucket truck high enough to reach the top of the flagpole. They have the Borough's flag, and sent a message to Richie explaining they will be coming back in the future.

Tom Keefer reported the light pole at Water & Chestnut Streets, which was taken down during the road project, has a work order in for Met-Ed to put back up. Tom will continue to follow up on the progress of the pole replacement.

Robin Wolferd questioned if a crosswalk will be painted on N. Broad St. and W. Market St, where the road project was completed by Pennsy Supply. Council decided Richie paint a crosswalk.

Roy Lefever stated the annual Jonestown Community Thanksgiving Dinner will be held on November 18, 2017 at the Jonestown Elementary School from 12 noon until 2:00.

Upon motion and second, Council adjourned at 9:00 p.m.

Respectfully submitted,
Joan Keefer,