

# October 6, 2020 Council Meeting

A WebEx meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with President Robin Wolferd presiding. Council members attending: Rick Kline, Tyler Longenecker, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending: Mayor Joe Quairoli, 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 Kathy Price, seconded by Rick Kline, to approve the September 1, 2020 Council Meeting Minutes. Motion carried.**

**A motion was made by Don Raiger, seconded by Robin Wolferd, to approve the September 8, 2020 Council Budget Meeting Minutes. Motion carried.**

**A motion was made by Tom Keefer, seconded by Robin Wolferd, to approve the August 24, 2020 Council Planning Workshop Committee Meeting Minutes. Motion carried.**

**A motion was made by Jeff Schott, seconded by Kathy Price, to approve the Treasurer's Report for the month ending September 30, 2020. Motion carried.**

SPECIAL GUESTS – None

PUBLIC COMMENT – None

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

- Monthly expenses for September - \$ 353.14.
- Request to ratify email approval to repair muffler on old Hustler mower; not to exceed \$200.00. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve repairing the muffler on old Hustler mower; not to exceed \$200.00. Motion carried.**
- Rick Kline reported Jonestown Park will be closing on November 2, 2020 or November 3, 2020.

BOROUGH ENGINEERING REPRESENTATIVE – *Erik Harmon (report attached to minutes)*. During the past month Light-Heigel & Associates, Inc. (LHAI) has been involved in the following items of interest to the Borough:

- Colleen Gallo provided Erik Harmon with a waiver agreement for 133 N. Mill St. which was mailed to Mr. Runkel.

## DCNR Park Trails

- Woodland Contractors plans to make the repair to the trail within the next 1-2 weeks. Erik Harmon's recommendation is to hold the payment of \$1,000.00, until the work is completed.

## Maintenance Garage

- Demolition and construction have begun.
- The first application for payment has been received from Woodland Contractors today in the amount of \$10,711.80. LHAI has not had time to perform a review of the application for payment & work completed. We recommend the Borough approve payment conditioned upon review & certification by the engineer. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve payment of \$10,711.80 to Woodland Contractors, conditioned upon the review of certification by the engineer. Motion carried.**
- A small change order to the electrical contract is required, due to the addition of 2 emergency lights & exit sign as required by the building permit, in the amount of \$352.44. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve change order to the electrical contract, due to addition of 2 emergency lights & exit sign, required by the building permit; at a cost of \$352.44, paid from the General Fund. Motion carried.**

19 West Market Street - LHAI attended an on-site meeting with Met-Ed & Tom Keefer to review options in providing 3 phase electrical service to 19 W. Market St. & discuss Borough permitting requirements (listed on this meeting agenda under Infrastructure Improvements).

Mayor Quairoli asked Erik Harmon if he heard from the Company that did work on Highland Drive. Erik did not.

MAYOR – *Joe Quairoli* – Mayor Quairoli, Robin Wolferd & Jerry Reardon have been meeting to complete the Emergency Operations Plan Manual. Once completed, this will be presented to council, in resolution form, to adopt. Jonestown Borough will then be in compliance with Lebanon County standards. Assignments will be given for various functions in the operations plan, in the case of an emergency.

Mayor Quairoli gave an update on the EMS report received from Scott Buchle, Program Manager; Life Lion EMS.

(Attached to minutes). Invoices for EMS Services will be sent to the Borough quarterly. One will be sent soon.

Cleona Police Department was on Market St. today & plan to be in the borough on Trick or Treat night. Cleona Police requested being on the November Council meeting agenda to give their report.

Mayor Quairoli reported a possible gathering may occur in the borough, in support of “Back the Blue”. Mayor Quairoli requested a notice letter be sent to the borough before the event.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo recommended the ordinance committee continue working on the ordinance for gatherings, following up with the Mayor’s report.

Colleen Gallo reported the IPMC & Code Enforcement Committee met on September 17, 2020. Code letters have been sent out to several residents. Colleen Gallo will follow up on those letters.

Colleen Gallo has not heard back from the company that opened the road on Highland Dr. Colleen Gallo requested moving forward to pull the bond. **A motion was made by Robin Wolferd, seconded by Kathy Price, to approve having Colleen Gallo & Erik Harmon move forward & pull the bond for the street opening on Highland Dr. Motion carried.**

**SECRETARY** – *Joan Keefer* – The Council Meeting Dates were previously emailed to council for review. The meeting dates will be formally approved for advertising at the December 1, 2020 council meeting.

Joan Keefer reported contacting the officials listed below whose appointments are expiring the end of 2020:

- ✓ Rob England, Planning Commission Board Member
- ✓ Todd Anderberry, Zoning Hearing Board Member
- ✓ Keena Wolferd, Zoning Hearing Board Alternate
- ✓ David Charest, Zoning Hearing Board Second Alternate
- ✓ Tracy Charest, Vacancy Board Chairman
- ✓ Keena Wolferd, Vacancy Board Alternate
- ✓ David Charest, Vacancy Board Second Alternate

Each person appointed is interested in continuing to serve in 2021.

A request was made to ratify the email approval allowing Jonestown Elementary School use of the baseball fields in Jonestown Park on Thursday, 10/1/2020 & Friday, 10/2/2020. **A motion was made by Jeff Schott, seconded by /Rick Kline, to approve allowing Jonestown Elementary School use of the baseball fields in Jonestown Park on /Thursday, October 1, 2020 & Friday, October 2, 2020. Motion carried.**

Joan Keefer reported on Robin Wolferd’s request to the highest amount of money used in a month from Petty Cash for code enforcement. The highest amount used was \$275.00. Kim Longenecker has been paying for the postage; being reimbursed at the end of each month. Discussion followed on possibly establishing a second petty cash for code enforcement expenses. Council decided to discuss this further at the next budget meeting.

**MS4** – No Report.

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairoli & Rick Kline* – Tom Keefer opened discussion on what the procedure is with permit applications received by the borough & requested approval for Light-Heigel to review & follow-up with an inspection. Tom Keefer requested council agree to committee members giving approval, for example, to place a utility pole. Colleen Gallo recommended relying on a professional’s recommendation & specifications. Erik Harmon explained the process to follow the ordinance in place when making their decision. Colleen Gallo stated committees bring recommendations back to council for approval. Discussion followed. Council agreed, a permit application will be brought to council for approval, at their next meeting. Colleen Gallo suggested, if it is time sensitive, council may give approval by email, & ratify it at the next council meeting.

**GRANTS** – *Tyler Longenecker, Kathy Price & Jeffrey Schott* – The Lebanon County Commissioners Marcellus Shale Grant awards letter was received from Lebanon County Planning Department (Julie Cheyney), granting approval for \$5,000.00 funding assistance for the Playground Project. A contract needs approved & signed. **A motion was made by Don Raiger, seconded by Jeff Schott, to approve & sign the contract from the Lebanon County Commissioners Marcellus Shale Grant funding assistance, for the Playground Project, in the amount of \$5,000.00. Motion carried.** Council to review/approve, & sign the Lebanon County DGR/LVR Contract from Lebanon County Conservation District for the Jonestown Borough Spring Court, Dirt, Gravel, & Low Volume Roads Maintenance Project. **A motion was made by Don Raiger, seconded by Robin Wolferd, to approve & sign the Lebanon County DGR/LVR Contract from Lebanon County Conservation District for the Jonestown Borough Spring Court, Dirt, Gravel, & Low Volume Roads Maintenance Project. Motion carried.**

**PARK, RECREATION & EVENTS** – *Tyler Longenecker, Council Representative* – A request was made to ratify the email approval to purchase snowflake bulb replacements; at a cost not to exceed \$200.00, paid from Christmas Lights Fund. **A motion was made by Tyler Longenecker, seconded by Kathy Price, to ratify the email approval to purchase snowflake bulb replacements; at a cost not to exceed \$200.00, paid from the Christmas Lights Fund. Motion carried.**

Tyler Longenecker reported Hueys requested having kiddie rides & games at the Food Truck Event on 11/14/2020. The Parks & Rec committee supports this request, recommending council’s approval. This event will be held in the upper

parking lot area in Jonestown Park. Council agreed not to allow kiddie rides & games at this event. Rick Kline reminded council the park bathrooms will be closed on that date. Tyler Longenecker will let Huey know they must provide portables. Tyler Longenecker requested approval for the Tree Lighting Ceremony Event on Nov. 27, 2020 at the Broad St. lot location at 7:00 PM. Jonestown Band & Jonestown Dance Team will perform. Santa Claus will light the tree. Children will not be sitting on Santa's lap due to COVID-19. **A motion was made by Jeff Schott, seconded by Tyler Longenecker, to approve the Tree Lighting Ceremony Event, 11/27/2020 at the Broad St. lot location at 7:00 PM. Motion carried.**

Tyler Longenecker reported a meeting is scheduled tomorrow night @ 6:00 p.m. at the borough office, with new board members of the Anniversaries Group, to reinstate the 501c-3. New board members are Tyler Longenecker, Mindy Harmon, Tara Kline, Adam Harmon & possibly Bryle Zeigler. The committee plans are to have an event in 2026 to honor our nation's 250<sup>th</sup> anniversary.

**PERSONNEL** – Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairoli – Mayor Quairoli reported James Leach has completed his Crossing Guard training, and is ready to substitute.

**COST REDUCTION AND FINANCES** – Don Raiger, Rick Kline & Tom Keefer – A request was made to approve the first reading of the 2021 Budget. (1<sup>st</sup> reading of budget; copy attached to minutes) **A motion was made by Jeff Schott, seconded by Don Raiger, to approve the 1<sup>st</sup> reading of the 2021 Budget. Motion carried.** Colleen Gallo requested a copy be attached to the minutes.

Discussion was opened in regard to the NLFES; Northern Lebanon Fire & Emergency Services donation (\$12,500) carried over from the September Planning Workshop meeting which was cancelled. Council agreed to hold off until further discussion at the financial budget meeting October 13, 2020.

Discussion was opened on the NLFES apparatus fee carried over from the September Planning Workshop meeting which was cancelled. Council agreed to hold off making a payment until an invoice is received from NLFES.

Discussion was opened on a request for donation from Lebanon County Agriculture - Land Preservation Board carried over from the September Planning Workshop meeting which was cancelled. Council agreed to hold off until further discussion at the financial budget meeting on October 13, 2020.

**CODES & CODE ENFORCEMENT** – Mayor Quairoli & Tom Keefer – Tom Keefer updated council on the District Court Fines from 2018-2020 the borough received from North Lebanon Township, in the amount of \$4,253.60.

Mayor Quairoli requested Repeat Offender Fee & Maintenance or Technology Fee vs. Increasing Rate (effective 1/1/2021 new cases only) be placed on the next council meeting agenda.

**ORDINANCE COMMITTEE** – Jeff Schott, Mayor Quairoli, Robin Wolferd, & Kathy Price – Jeff Schott asked council if they have any further changes to make to the ADA Handicap Accessible Policy he emailed 9/21/2020, & the sample application emailed to Council on 9/22/2020. Council made no changes at this time.

**CHRISTMAS LIGHTS** – Tracey Charest is searching for volunteers to help with the Snowflake lights.

**NEW BUSINESS** – Robin Wolferd reported Mr. Wes Smith gave her & Mayor Quairoli a proposal to place a dog park (having residents buy memberships) in the J-1 baseball field, when it is not being used. Discussion followed. Colleen Gallo recommended checking with the liability insurance carrier on how this may affect rates. At this time, council decided not to move forward with a dog park. Mr. Smith joined the virtual meeting & was informed of council's decision.

Discussion was opened in regard to Council being in support of a submission from Guy Gahres to name two bridges in Jonestown. They are the Little Swatara Creek Bridge & Upper Swatara Creek Bridge. The request was to name them after Marlin Gahres & Paul Gahres (brothers), both of whom died during WWII. Discussion followed. Council had no objection.

**A motion was made by Tyler Longenecker, seconded by Robin Wolferd, stating council is in agreement; having no objection, to the Little Swatara Creek Bridge & Upper Swatara Creek Bridge being named after Marlin Gahres & Paul Gahres (brothers), both of whom died during WWII. Motion carried.**

**OLD BUSINESS** – Mayor Quairoli continues working on a Boat Launch 741 Agreement vs. Full Agreement w/ Fish & Boat Commission. Mayor Quairoli stated there is minimal use of the boat launch at this time, & will continue to update council. Tyler Longenecker asked if any changes were made to the street opening & sidewalk permit process. Tom Keefer stated he was looking for clarity from council, as to the process of permits. Robin Wolferd said no changes were made.

Upon motion and second, Council adjourned at 8:24 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer

**Jonestown Borough Council Minutes  
October 6, 2020**