

# September 1, 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 Wolford presiding. Council members attending: Rick Kline, Tyler Longenecker, Don Raiger, Tom Keefer, Jeff Schott and Kathy Price. Also attending: Mayor Joe Quairolì, 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 Rick Kline, seconded by Tyler Longenecker, to approve the August 4, 2020 Council Meeting Minutes. Motion carried.**

**A motion was made by Don Raiger, seconded by Rick Kline, to approve the Treasurer's Report for the month ending August 31, 2020. Motion carried.**

**SPECIAL GUESTS** – No comments.

**PUBLIC COMMENT** – No comments.

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

- Monthly expenses for July - \$ 38.43.
- A request was made to approve the United Methodist Church close Martin St. for an event on Trick-or-Treat night, October 29, 2020; rain date - October 30, 2020. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve the United Methodist Church close Martin St. for an event October 29, 2020; rain date - October 30, 2020; contingent upon the church contacting surrounding property owners to tell them ahead of time about the event. Motion carried.**
- Council agreed to take the saw horses down at the boat ramp. Discussion followed.

**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:

### **Maintenance Garage**

- Pre-construction meeting was held on August 18, 2020.
- LHAI provided certified construction drawings to Woodland Contractors for the building permit application.
- Demolition is tentatively scheduled to begin next week.

### **DCNR Park Trails**

- The final inspection, which went well, took place 8/18/2020 @ 10:00 AM with Lori Yeich from DCNR.

### **Strawberry Street Stormwater**

- LHAI was on-site for the CCTV pipe inspection/locating 8/18/2020 between Strawberry St. & S. Broad St.
- The issue being the upstream portion of the 18" dia. corrugated plastic pipe has sediment (dirt & rocks) clogging approximately 1/3 of its diameter. The pipe was sagging in several areas, & there was no positive slope. The camera was not able to move past the sediment. Approximately 60 feet of pipe was unable to be inspected/located.

• As per Rick Kline & Tom Keefer's request, Erik Harmon checked with John Poff, LHAI, recommending the following options:

a) Do not install the stormwater inlet along Strawberry Street at this time & send notice to the property owner advising they clean out the pipe. Because this pipe is connected to the Borough's stormwater system downstream, the Borough is responsible for discharge from the pipe.

b) Install the stormwater inlet; but first take ownership/maintenance responsibility of the pipe & obtain an easement. Clear the pipe of sediment or replace approximately 100 feet of pipe to provide a positive slope for proper function. Erik Harmon stated the Borough is responsible for any discharge coming from the pipe on the downstream end. Colleen Gallo replied, on the plans the owner is responsible for pipe maintenance, and she is not in favor of the borough taking ownership of the pipe. If the borough does decide to take ownership Colleen's recommendation is to have the property owner first clean out the pipe. Discussion followed. Tom Keefer will contact the property owner to give an update and tell them Kim Longenecker & Colleen Gallo will send them a follow up letter.

**MAYOR** – *Joe Quairolì* – No report at this time.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo is preparing a waiver for 133 N. Mill St. Erik Harmon will send Colleen the directional description of the curbing location.

Colleen Gallo is preparing a letter to mail to the contractor of a project not completed properly on Highland Drive.

**SECRETARY** – *Joan Keefer* – Request approval for ‘Trick-or-Treat’ night – Thursday, October 29, 2020; 6pm – 8pm; proposed date for Lebanon City. (Rain date - Monday, November 2, 2020); Contingent upon COVID-19. **A motion was made by Jeff Schott, seconded by Tyler Longenecker, to approve ‘Trick-or-Treat’ night for Thursday, October 29, 2020; 6pm–8pm (rain date of Monday, November 2, 2020). Motion carried.**

Request approval of the MMO (Minimum Municipal Obligation) for the Non-Uniform Pension Plan of 2021; 52 weeks = 2,080 hours multiplied by estimated 2021 W-2 payroll (\$7,280.00) = \$80,891.00, multiplied by contracted employer contribution rate - 0.0900 = \$7,280.00 + \$40.00 administrative fee = \$7,320.00 (total minimum municipal obligation). **A motion was made by Jeff Schott, seconded by Don Raiger, to approve the MMO (Minimum Municipal Obligation) for Non-Uniform Pension Plan for 2021; \$7,280.00 (estimated payroll) + \$40.00 (admin fee) = \$7,320.00; total minimum municipal obligation (MMO). Motion carried.**

Request to ratify email approval for 5 Borough employees permission to attend CPR/First Aid class 8/26/2020 @ a cost of \$60 per employee; total = \$300.00. **A motion was made by Rick Kline, seconded by Kathy Price, to ratify approval for 5 Borough employees to attend CPR/First Aid class on 8/26/2020; cost not to exceed \$330.00. Motion carried.**

**MS4** – No report.

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

**GRANTS** – *Tyler Longenecker, Kathy Price & Jeffrey Schott* – Don Raiger reported council agreed accepting the Spring Court DGLVR grant at Planning Workshop Committee meeting. Don Raiger is waiting to receive paperwork for signing.

Mayor Joe Quairolì reported on grants being available from the Fish & Boat Commission. Discussion followed. Tyler and Kim Longenecker will check into these grants to see if they may apply to the boroughs interests.

**PARK, RECREATION & EVENTS** – *Tyler Longenecker, Council Representative* – A request was made to approve a Food Truck Event on Saturday, November 14, 2020 in Jonestown Park. **A motion was made by Tyler Longenecker, seconded by Robin Wolferd, to approve a Food Truck Event in Jonestown Park, Saturday, November 14, 2020; contingent upon receiving proper insurance certificates. Motion carried.** The most recent food truck event raised \$1,400.00 for the Park Fund.

**PERSONNEL** – *Robin Wolferd, Rick Kline, Don Raiger & Mayor Quairolì* – No report.

**COST REDUCTION AND FINANCES** – *Don Raiger, Rick Kline & Tom Keefer* – Discussion was open in regard to the NLFES (Northern Lebanon Fire & Emergency Services) donation - \$12,500 donation budgeted in 2020 & an apparatus fee of \$10,600.00 per year, beginning in 2019. Robin Wolferd reported the apparatus fee is paid by per capita from each municipality, & was due in 2019. Discussion followed. This will be placed on Planning Workshop meeting agenda.

A donation request was received from the Lebanon County Agriculture – Land Preservation Board. This will be placed on the Planning Workshop meeting agenda.

Don Raiger stated a Cost Reduction & Finance Committee meeting is scheduled for tomorrow evening.

**CODES & CODE ENFORCEMENT** – *Mayor Quairolì & Tom Keefer* – Tom Keefer updated council on revenue from the N.L. Twp. Police citations. North Lebanon Township is reviewing records from the District Justice office, & will contact the borough once information is compiled. N. L. Twp. does not have outstanding citations with Jonestown Borough. The borough received a check from Cleona Borough for their traffic citations, and Cleona is up to date.

Colleen Gallo recommended the Code Enforcement Committee schedule quarterly meetings to keep updated on property code violations. Mayor Quairolì will be scheduling a meeting on September 17, 2020 beginning @ 6:30 p.m.

Mayor Quairolì opened discussion in regard to repeat code violation offender’s fees, & the possibility of applying additional fees to same violation offenders. Mayor Quairolì would like to begin the repeat code violation offender’s fee beginning January 1, 2021.

Mayor Quairolì opened discussion in regard to maintenance or technology fees vs. increasing rates (possibly effective 1/1/21; new cases only). Technology is available, which may ease the process of code violation letters, fees, record

keeping, etc. Colleen Gallo stated if fees are involved, a resolution is necessary. Discussion continued. This will be placed on the Planning Workshop Committee meeting agenda.

**ORDINANCE COMMITTEE** – *Jeff Schott, Mayor Quairoli, Robin Wolferd, & Kathy Price* – Jeff Schott addressed council, asking if they would be opposed to having an ADA Handicap Accessible Policy vs. an Ordinance. Jeff Schott will email the policy he compiled, to council. Rick Kline recommended the Ordinance Committee meet & bring recommendations back to council at their next meeting.

Mayor Quairoli recommended having an ordinance in place to regulate gatherings & events. Discussion followed.

**NEW BUSINESS** – Joan Keefer reported receiving a call from Mr. Pietrak requesting an address number for his property located on N. King St., listed on the tax rolls as WS N King St. A garage is located on this property, & Mr. Pietrak had difficulty receiving a delivery. Council decided to change the address to 228 N. King St. A letter will be mailed to the Post Office, Lebanon County Emergency Management, Lebanon County Assessment & the Lebanon County Tax Claim offices.

**OLD BUSINESS** – Council opened discussion in regard to allowing Green Waste access to employees/Council/Mayor. This was discussed @ Planning Workshop meeting & council wished to refer to Colleen Gallo for recommendation. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve Green Waste access to employees/Council/Mayor. A roll call vote was taken. Results follow:**

**Rick Kline – yes                      Don Raiger – no**

**Tom Keefer – yes                      Tyler Longenecker - no**

**Robin Wolferd – no                      Jeffrey Schott – no                      Kathy Price – yes**

**Three council members voted yes. Four council members voted no. Motion failed.**

Mayor Quairoli shared information in regard to a Boat Launch 741 Agreement vs. a Full Agreement w/ Fish & Boat Commission. The boat launch could be turned into an official Fish & Boat Commission Launch. Or a 741 agreement, where the borough is responsible for maintaining; but will have a PA Boat Commission officer present to patrol the area & enforce the laws, is another possibility,. Launch permits may be required from DCNR or PA Boat Commission. Colleen Gallo will review the 741 agreement and council will address this at another time.

Kathy Price asked the status of the S. Lancaster St. bridge project. Mayor Quairoli stated once the concrete is poured it may take at least 28 days for traffic to be allowed to cross the bridge.

Tyler Longenecker asked if council would like to find out what percentage of the borough's budget is going to the fire company in comparison to other municipalities. Discussion followed. Don Raiger will add this to tomorrow's Budget & Finance Committee meeting.

Robin Wolferd asked if council would like to hold a budget meeting in person or virtually. Council decided to hold the budget meeting at the borough office next Tuesday, September 8, 2020 @ 7:00 p.m.

Don Raiger will check with neighboring municipalities (East Hanover & Union Township) to check what percentage of their budget is passed on to the fire company. This is in regard to apparatus cost, yearly donation, fire relief fund & workman's comp insurance.

Upon motion and second, Council adjourned at 8:45 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer