

September 4, 2018 Council Meeting

The regular meeting of Jonestown Borough Council was held on the above date beginning at 7:00 p.m., with Vice President Roy Lefever presiding. The following members were in attendance: Rick Kline, Don Raiger, Tom Keefer, David Charest, Robin Wolferd (Acting Mayor), and Melissa Reynolds. Also attending were 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 Rick Kline, seconded by Tom Keefer, to approve the August 8, 2018 Council Meeting Minutes. Motion carried.

A motion was made by Melissa Reynolds, seconded by Don Raiger, to approve the Treasurer's Report for the month ending August 31, 2018. Motion carried.

SPECIAL GUESTS – Two children gave public apology for vandalism done in the Jonestown Park. Council accepted.

Dennis Houser addressed council in regard to heavy rains which flooded his property and requested council keep the storm drain grates cleaned. He stated they had to clean off the grates recently. Council decided to clean the grates and insides of the storm drains. Discussion followed. Council decided to place a rolled curb at the entrance to Houser's driveway, which is located in the borough right of way. Colleen agreed to have the borough place a rolled curb. Roy Lefever stated he or Robin Wolferd will be in contact with Mr. & Mrs. Houser and keep them updated on the project.

Mr. Fortna requested council's decision in regard to giving his parking lot located at West Market St. & North Broad St. to the borough. The Infrastructure Committee plans to meet with Mr. Fortna in the near future to review possibilities.

Colleen Gallo checked past minutes while Mr. Fortna was speaking, about paying on the mortgage loans with the savings from LED Street lights, and read the following: *Council decided to pay off the total of one of the mortgage loans, at a cost not to exceed \$44,000.00. A motion was carried, made by Rick Kline, seconded by Melissa Reynolds, to approve paying off the 2nd mortgage; not to exceed \$44,000.00, from the Capital Improvements Fund, and apply the \$216.00 monthly payment to the 1st mortgage loan. This will be applied to the 2019 budget. Discussion continued in regard to paying an additional \$800.00 per month on the mortgage, from the savings from LED street lights. Council will discuss this at their budget meetings in 2018. Joan will research for further information in the 2016 minutes.*

Erik Harmon stated Woodland Contractors estimate is close to \$10,000 to clean the pipe and channel on N. Highland Dr. upstream and downstream. The last time the pipe was cleaned was 2012, by A.H. Moyer, Inc. with a vacuum truck. Colleen suggested discussing this further at the budget meeting.

Roy requested a motion to have the maintenance department place a rolled curb at the entrance to the Houser residence, at a cost not to exceed \$300. **A motion was made by Don Raiger to approve having the maintenance department place a rolled curb at the entrance to the Houser residence, at a cost not to exceed \$300.** Tom Keefer asked if the curbing will affect plowing snow. Discussion followed. Colleen suggested council get a quote from a contractor, to have the project professionally completed. **Don Raiger withdrew his motion.** Council will get estimates to place rolled curb.

Erik Harmon suggested, in regard to the Fortna parking lot, council call the county office and speak to John Fitzgee, to check on possible grants. Colleen recommended calling John Fitzgee first, and the Mr. Fortna, to request his approval for possible modifications to his design, so the Borough can be qualified to apply for funding through a grant. Rick Kline will go along with Tom to meet with Mr. Fortna. Discussion followed.

The floor was opened to borough residents interested in the Mayors position. Robin Wolferd read a letter submitted by Joe Quairoli who is interested. Discussion continued on options to announce the open position to residents. Robin Wolferd will contact Mr. Quairoli and invite him to the Planning Workshop Committee meeting on September 24, 2018.

PUBLIC COMMENT – No report.

MAINTENANCE – *Richie Deibert (report attached to minutes)* – Roy Lefever reported the SRTS paths in Jonestown Park have been sealed. Council reviewed Richie Deibert's spending allowance to date.

David Charest reported his daughter, Kayla Charest, graduated from college this year studying environmental science and would like to volunteer her services to the Borough and Jonestown Park. Council agreed to have Kayla volunteer her services. Colleen Gallo requested a liability waiver be signed.

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

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2017 Sidewalk Inspections – Sidewalk repairs have not yet been completed at 4 E. Market Street & 32 W. Market Street. Council decided on Colleen Gallo to take action on those properties.

DCNR Grant – Park Trails – LHAI personnel was in the park on 8/22/18 and performed a topographic field survey, necessary for the park trails construction plans.

North Broad Street Culvert Pipe – Erik gave council an estimate of approximately \$5,000 to \$7,000 for the cost to repair the pipe, by filling the void and placing rip-rap around the upstream & downstream ends of the pipe. This is a short-term fix & the potential for repetitive damage is likely. Erik reported on Friday August 31, 2018, at approximately 10:00 a.m., he observed the stream flow as being over the roadway at the culvert pipe. Erik stated a new culvert pipe project, sized to convey the 25 year storm flows, will cost approximately \$20,000 to \$25,000. Discussion followed. Council decided to apply for an emergency permit and have the maintenance department repair the pipe by filling the void and placing rip-rap around the upstream and downstream ends of the pipe. **A motion was made by David Charest, seconded by Don Raiger, to approve applying for an emergency permit and have the maintenance department repair the pipe by filling the void and placing rip-rap around the upstream and downstream ends of the pipe, then apply for a regular permit. Motion carried.**

MAYOR – The property owner of 55 Fortna Street addressed council on a concern about the storm drain, on his property, that he wasn't aware. The drain was packed full of grass clippings. He cleaned out the drain and showed council pictures taken. He stated if the storm drain would have been cleaned out and open, his property possibly wouldn't have flooded recently. Discussion followed. Colleen Gallo stated if the storm drain is located on private property, the borough is not responsible for maintaining it. Council agreed to have Colleen check on the deed and plans to verify ownership.

Robin Wolferd requested approval for Jonestown Elementary School to end their Freedom Walk in Jonestown Park on September 11, 2018, to salute the flag. **A motion was made by Rick Kline, seconded by Melissa Reynolds, to allow Jonestown Elementary School to end their Freedom Walk in Jonestown Park on September 11, 2018. Motion carried.**

Robin requested council ratify approval for having Swisher's Cleaning restore the Borough office, carpet drying and cleaning, not to exceed \$2,200.00 from damages due to heavy rains on Friday, August 31, 2018. **A motion was made by Melissa Reynolds, seconded by Don Raiger, to ratify the approval for having Swisher's Cleaning restore the Borough office, carpet drying and cleaning, not to exceed \$2,200.00. Motion carried.**

Robin reported talking to Chief Easter in regard to an increase in service fees for the borough. The fee will increase from \$80.00 per hour to \$88.00 per hour. Council will make a note of this when preparing the 2019 budget.

Robin reported East Hanover Township scheduled a meeting with Northern Lebanon Fire and Emergency Services (NLFES) and municipalities involved, on Monday, September 17, 2018 @ 5:30 p.m. The meeting will give the municipalities information for planning budgets.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen reported she will move forward and contact property owners from the sidewalk violations discussed earlier.

Robin Wolferd reported a code enforcement issue on West Market St. Colleen Gallo will get the owners contact information to the borough.

Erik Harmon requested placing information in the newsletter about flood maps available for review at the Borough office.

SECRETARY – *Joan Keefer* – George Kaufman recently filled out an application for the Jonestown Historical Commission to use of Borough meeting room for their meetings the first Monday of every month.

Joan requested approval for completing/submitting the Minimum Municipal Obligation (MMO) worksheet, to be completed by the municipal pension plan's Chief Administrative Officer & shared with the municipality's governing board by the last business day in September (9/28/18), prior to the next plan year. The MMO is the amount the municipality must contribute to the plan in the next plan year. Total payroll (exclusive of overtime) for year 2019 for Craig E. Carl = \$35,131.00, @ a 9% contribution = \$3,161.00, and total payroll (exclusive of overtime) for year 2019 for Richie Deibert = \$42,432.00, @ a 9% contribution = \$3,819.00. Combined total contribution = \$6,980.00. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve the MMO for 2019 by completing/submitting the Minimum Municipal Obligation (MMO) worksheet. Motion carried.**

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Roy Lefever & Rick Kline* – Rick Kline updated council on the LED street lights. The September invoice may show credit from the past four or five months, when LED lights were installed.

LOCAL BUSINESS – *Roy Lefever & Melissa Reynolds* – Melissa Reynolds shared information with council in regard to the various changes in recycling with Greater Lebanon Refuse Authority (GLRA). A flyer was distributed to municipalities showing the recyclable items, and a new motto: "When in doubt, throw it out". Discussion followed.

Roy Lefever stated parking is an issue on Market St. at times.

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GRANTS – *Mayor Sellers & Don Raiger* – In regard to grants (Chestnut Street & Park Trail Grant), Don met with former Mayor Sellers to review borough grants. Don will continue to update council & check for more grant opportunities. Discussion followed in regard to a possible grant for opening East Swatara Drive.

PARK, RECREATION & EVENTS – *David Charest & Tracey Charest; Chairperson* – Tom is waiting for estimates to replace park lights (& 7 remaining LED street lights in Borough) with LED bulbs.

Roy Lefever updated council on recent truck repairs.

Melissa Reynolds updated council on the QR Active Program through WellSpan. Jonestown Borough is now on the list.

David Charest updated council on the Halloween Event in the Park, and message boards.

PERSONNEL – *Robin Wolferd, Rick Kline, Mayor Sellers & Roy Lefever* – Roy Lefever requested executive session.

COST REDUCTION AND FINANCES – *Don Raiger & David Charest* – No report.

CODES & CODE ENFORCEMENT – *Mayor Sellers, Roy Lefever & David Charest* – Council opened discussion in regard to the process for recent vandalism in the Park. David will talk to Tracey Charest about possibly having the children perform community service at events.

Tom presented an article written for the Jonestown Newsletter on code enforcement. Council agreed to put the article in the newsletter. Discussion followed in regard to enforcing ordinances.

Council decided to have Melissa write an article for the newsletter about searching for volunteers to help put up the Christmas Snowflake lights. Tentative dates to put the lights up are November 3rd or November 10th.

Tom Keefer requested meeting with Chris Miller (code enforcement). Council agreed.

ORDINANCE COMMITTEE – No report on the Conduct of Special Events Ordinance. No report on the False Alarm Ordinance & International Property Maintenance Code.

NEW BUSINESS – No Report

OLD BUSINESS – David Charest will contact Tony Barone in regard to the land at the boat launch, and bring ideas back to council. Discussion opened on a possible extension from the Rail Trail to a borough trail leading to Jonestown Park.

Discussion was opened in regard to the fire wood at the boat launch area. Council decided to offer the fire wood to the public on the Facebook page.

Joan updated council on the past 4 years of funds received from PennDOT through the Winter Maintenance Agreements.

Tom updated council on running the lines for cameras in the park and garage.

Tom updated council on Choice Communications door/call box/buzzer system. He is waiting for an estimate on a glass enclosure for the office window.

Tom requested Roy check with Richie about having the storm drain on W. Chestnut St. pumped/cleaned out.

Discussion was opened in regard to a school bus parking on W. Market St. near the entrance to N. Broad St., which blocks the view of drivers pulling out from N. Broad St. onto Market St. This issue was carried over from the last school year. Don Raiger will contact the school about this issue.

Robin opened discussion on the process for payroll for school crossing guards, and the process to increase salaries. Discussion followed. Colleen recommended checking on other municipalities crossing guard salaries to compare. Don Raiger will look into this, and bring information back to the Planning Workshop meeting.

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

Council recessed into executive session at 9:48 p.m.

Council re-entered into regular session at 10:24 p.m.

Upon motion and second, Council adjourned at 10:25 p.m.

Respectfully submitted,

Joan Keefer, Secretary

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