

December 2, 2008

The regular meeting of the Jonestown Borough Council was held on the above date at 7:00 P.M. with President Jason Kern presiding. The following members were in attendance: Jason Kern, Dennis Houser, Lynn Kleinfelter, Oriana Spittle, Paul Bird, Ron Gue, and Joel Lehman. Also attending was Mayor George Kaufman, Attorney Tim Sheffey, Attorney Colleen Gallo, Maintenance Supervisor Kevin Shuey, and Secretary Renee Lehman.

A motion was made to approve the Minutes of the November 4, 2008 meeting by Dennis Houser, seconded by Paul Bird. Motion carried.

A motion was made to approve the Treasurer's Report for the month of November 2008 by Paul Bird, seconded by Lynn Kleinfelter. Motion carried.

POLICE REPORT

Although not in attendance, Sergeant Richard submitted a police report to Mayor Kaufman. Of the 13 incidents in the month of November, there were three criminal mischief, two disorderly conduct, two thefts of various types, two liquor law violations, three DUI arrests, and one suspicious person. The following was also stated in the report:

“With the impending winter weather, the Pennsylvania State Police at Jonestown would like to remind citizens to prepare their vehicles for winter weather driving. A few helpful suggestions include ensuring their vehicle tires have sufficient tread depth, check their vehicle coolant level, and check their vehicle battery for proper working levels. Drivers are also encouraged to install in their vehicles an emergency kit to include a heavy blanket, flash light, reflective devices or flares, a small medical kit, and a bottle of water. The Pennsylvania State Police at Jonestown encourage motorists to schedule additional time for winter traveling, always obey the posted speed limit, and always wear a safety seat belt regardless of the length of the trip. Any questions concerning this report may be directed to Sergeant Jeremy Richard at 717-865-2194.”

SPECIAL GUESTS

Swatara Township resident Megan Auman, a member of the Lebanon Valley Bicycling Club, was in attendance to ask Council to consider making Jonestown Borough a “Bicycle Friendly Community”. This program is sponsored by the League of American Bicyclists, a group which promotes bicycling safety awareness and education. Ms. Auman said that such communities are typically linked with a higher quality of life, better air quality, safe routes to school, obesity control, raised real estate value, and increased media public attention (which provides better access to grant funding to do additional bicycling type activities). The program encourages the following: bike lanes, shared bike paths, bicycle parking, education for bicyclist and motorists, enthusiasm to get more people on bikes, enforcement, which is how police work with bicyclists, and evaluation and planning in order to continue the program. Mayor Kaufman said that the timing is great because of the current Market Street Study, the proposed walking, biking and hiking trail along the Big and Little Swataras, and

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the Lebanon Valley Rails to Trails project. There is no cost to the program. Many parts of this program, such as a bike path on Market Street, can be implemented for free, low cost or by way of volunteers. **A motion was made by Lynn Kleinfelter, seconded by Ron Gue, to authorize Dennis Houser to head up the committee to promote the Bicycle Friendly Community Program. Motion carried.**

CITIZEN'S COMMENTS

Don Nelson was in attendance to report that a new sidewalk was placed between Swatara Creek Drive and Fortna Street after Kreiser Construction determined it should have been installed according to the Twin Creeks Development Plan. Mr. Nelson commented that he is concerned that the Borough is still having problems with the youth in the community. On a different note, Mr. and Mrs. Nelson wished the Council Happy Holidays.

MAYOR

Wade Meyerhoffer took the Oath of Office of Junior Council member and was therefore sworn in by Mayor Kaufman. Mayor Kaufman encouraged Wade to speak up and become involved in what the Council is doing.

Two thank you letters were received at the office. Bunker Hill Fire Company thanked the Council for the use of the Bucket Truck to repair lights and trim trees. The Churches at Jonestown thanked the Council for its contribution to the November 15th Jonestown Area Fifth Annual Thanksgiving Celebration.

The Borough Brochure Map final draft has been reviewed and approved. The write-up is done and will be submitted for a first draft.

The shining star award was presented to the committee of people that worked to put up the Christmas lights, including Dennis Houser, Lynn Kleinfelter, Jason Kern, Joel Lehman and Paul Bird. Mayor Kaufman said "they did one heck of a job volunteering to complete the project in freezing and snowy weather and the Borough has received many nice compliments of the tree and lights display."

MAINTENANCE

Kevin is collecting road sweeping estimates.

Council agreed that Kevin should plan to paint road lines in the Twin Creeks development. The project will include stop sign lines, no parking at fire hydrants and handicap curb cuts.

The bucket truck has been fixed.

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A live wire is exposed on the pole between 123 and 125 East Market Street. Mike Unger is a licensed electrician and will determine if he can fix it.

All of the handicap curb cuts on Market Street and Lancaster Street have been repaired to current specifications as requested by Light-Heigel following the July 2008 sidewalk inspections.

The dump truck is not working and was towed to Zimmey's Automotive located on Horseshoe Pike in Lebanon. Zimmey's will provide an estimate to repair it.

Kevin left following his report.

SOLICITOR

The Omnibus Ordinance update was published and is ready for adoption. **A motion was made by Paul Bird, seconded by Ron Gue, to adopt the Omnibus Ordinance. Motion carried.**

Kreiser Construction provided Tim Sheffey a \$176,000 Maintenance Letter of Credit for Twin Creeks Phase 1 which is valid for 18 months.

Tim Sheffey will prepare an Open Records Policy and a Records Retention Schedule for the Council to review.

An executive session will be held to discuss property.

SECRETARY

More information is requested of R.J. Hall Company regarding the changes to the Non-Uniform Pension Plan document which implements changes as per the Pension Protection Plan of 2006. Renee will send a copy detailing the changes and the Pension Plan document to the attorney's office for review.

A motion was made by Dennis Houser, seconded by Paul Bird, to retain Light-Heigel as the Borough's engineer for 2009. Motion carried. Their rates will increase 1½ percent.

A motion was made by Paul Bird, seconded by Dennis Houser, to appoint Renee Lehman as the Right-to-Know Officer. Motion carried.

A motion was made by Paul Bird, seconded by Joel Lehman, to appoint Dennis Houser as the Right-to-Know Assistant. Motion carried.

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A motion was made by Dennis Houser, seconded by Oriana Spittle, to advertise the 2009 Meeting Dates. Motion carried. The 2009 meeting dates are:

January 6, 2009	August 4, 2009
February 3, 2009	September 1, 2009
March 3, 2009	September 8, 2009 Budget meeting
April 7, 2009	October 6, 2009
May 5, 2009	October 13, 2009 Budget meeting
June 2, 2009	November 3, 2009
July 7, 2009	December 1, 2009

A motion was made by Joel Lehman, seconded by Oriana Spittle, to pay for Mayor Kaufman, Kevin Shuey, and Mike Unger to attend the PSAB Webinar “How to Deal with Difficult Citizens” on January 28th, for a cost of \$30. Motion carried.

GRANTS

The remaining money in the playground Parking Lot and Pavilion Fund, recently thought to be \$8,000, is only \$2,000. Part of the installation cost was not included in the initial calculation. DCNR will not allow the Borough to use the remaining money for a backstop at the Ed Spittle Field. Therefore, the \$2,000 will be used to purchase picnic tables and to make other enhancements to the pavilion.

PARK AND RECREATION

The Welcome to Jonestown Community Park entry sign will not fit in the parking lot. **A motion was made by Dennis Houser, seconded by Ron Gue, to allow the Park and Recreation Committee to proceed with the two signs, if that is what the committee agrees upon, with the bigger sign placed off of Mill Street and the smaller sign coming in to the Park from Hazel Street for a price not to exceed \$1,900. Motion carried.**

HEALTH AND SAFETY

The pedestrian crossing road signs have been taken down for the remainder of the snow season.

EMPLOYEE PERSONNEL

A motion was made by Lynn Kleinfelter, seconded by Dennis Houser, to remove “starting July 1st of that year” from the Sick Leave/Personal Days section of the Personnel Policy-Procedures Manual. Motion carried. This motion allows Mike Unger to receive sick/personal days starting 10/16/08, so long as he successfully completes his probation period.

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An executive session will be held to discuss personnel.

BUDGET

The budget was approved following the executive session.

CHRISTMAS LIGHTS

A motion was made by Paul Bird, seconded by Ron Gue, to allow Dennis Houser to disburse monies from the Christmas Lights account accordingly, not-to-exceed \$300, for expenses incurred in putting up the Christmas lights on November 22nd. Dennis Houser and Lynn Kleinfelter abstained from the motion. Motion carried.

Weather permitting, the Christmas lights will be taken down on Saturday, January 3, 2009.

NEW BUSINESS

Mayor Kaufman and Jason Kern will prepare a recommendation regarding the Planning Commission and their payroll.

OLD BUSINESS

Upon motion and second, Council recessed into Executive Session at 8:43p.m.

Council reentered regular session at 9:40p.m.

Lynn Kleinfelter performed the employee evaluations for Maintenance Employee Clarence "Mike" Unger, Maintenance Supervisor Kevin Shuey and Secretary-Treasurer Renee Lehman. The following motions were made in response to Lynn's recommendations:

A motion was made by Lynn Kleinfelter, seconded by Ron Gue, to approve Clarence "Mike" Unger's Letter of Understanding, to approve his pay raise to \$12.40 per hour effective October 16, 2008, and to approve his pay raise to \$13.00 per hour effective January 1, 2009. Motion carried.

A motion was made by Lynn Kleinfelter, seconded by Paul Bird, to approve Kevin Shuey's pay raise to \$21.00 effective January 1, 2009 pending approval of the budget. Motion carried.

A motion was made by Lynn Kleinfelter, seconded by Ron Gue, to approve Renee Lehman's pay raise to \$14.70 effective January 1, 2009 pending approval of the budget. Joel Lehman abstained from the vote. Motion carried.

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A motion was made by Lynn Kleinfelter, seconded by Ron Gue, to change the Policy Procedures Manual to include that the Permanent Part-Time Employee, as added benefits, will have six holiday days based on the previous year's weekly average hours worked and vacation pay the same as Permanent Full-Time Employees based on the previous year's weekly average hours worked. Joel Lehman abstained from the vote. Motion carried.

A motion was made by Paul Bird, seconded by Dennis Houser, to add \$100,000 to the budget line item Operating Reserve Fund as anticipated income for the sale of property, to approve the budget as amended and to approve the advertisement of the budget. Motion carried.

A motion was made by Paul Bird, seconded by Ron Gue, to keep the 2009 taxes the same as 2008 and to advertise the tax ordinance. Motion carried.

Upon motion and second, Council adjourned at 9:51p.m.

Respectfully submitted,

Renee Lehman
Secretary