



Jonestown Borough Council Reorganization **Amended**

Meeting Agenda

Tuesday, January 2, 2024

6:30 p.m.

www.jonestown-pa.com

295 South Mill Street, P.O. Box 446

Jonestown, PA 17038

717-861-5414

To address Council during the public comment period your issue should be on this agenda in advance. You should also 'sign in' on the sign in sheet. You will have 5 minutes to address the council during the public comment period. If your issue is not on this agenda, please briefly let us know your concern which will be on the agenda for public comment at the next monthly meeting. After the public comment period, there will be no public comment or outburst allowed during the meeting. If anyone wishes to comment on a topic during the meeting, he/she shall raise their hand and not speak unless called on by the Borough President. Meetings are audio recorded.

Mayor - Call Reorganization Meeting to Order

Roll Call – Shuey M. Breiner Kline Keefer J. Quairolì Schott D. Quairolì J. Young

Lord's Prayer, followed by the Pledge of Allegiance

Mayor - Administer of Oath to Newly Elected Council Members

Mayor – Accept Nomination & Election of Council President; 2-year term. (President takes Chair)

President - Accept Nomination & Election of Council Vice-President; 2-year term.

Accept Nomination & Election of Council President Pro Tem; 2-year term.

Accept Nomination & Election of Council Vice President Pro Tem; 2-year term.

Accept Nomination & Election of Council Secretary Pro Tem; 2-year term.

Council President proceed with appointing council members to committee assignments.

Approval of Planning Workshop Meeting Minutes – November 27, 2023

Approval of Council Meeting Minutes – December 5, 2023

Approval of Treasurer's Report Month of December 2023, as presented to Council.

Re-appointments:

- Appoint 2024 Borough Secretary/Treasurer as Joan Keefer
- Appoint 2024 Borough Assistant Secretary/Treasurer as Jodi Swisher
- Appoint 2024 Borough Depository Bank – Jonestown Bank and Trust Company
- Appoint 2024 Borough Signatories for Jonestown Bank & Trust Borough Accounts
- Appoint 2024 Solicitor – Barley Snyder, Attorneys at Law
- Appoint 2024 Engineer – Light-Heigel & Associates, Inc.
- Appoint 2024 Code Enforcement Officers – BCI Code Compliance (Brad Douple & Chris Miller)
- Appoint 2024 Annual Auditor – Garcia, Garman & Shea PC
- Appoint 2024 Zoning Officers – Lebanon County Planning Department
- Appoint Keystone Municipal Collections; 2024 - current & delinquent EIT Collector
- Appoint 2024 Tax Collector - Lebanon County Treasurer's Office
- Appoint UCC Board of Appeals; 2024 – John R. Poff, William Smeltzer & Pat Brewer; Alternate: Rick Horst
- Appoint Joan Keefer as 2024 Jonestown Borough Right to Know Officer; Jodi Swisher as alternate.
- Appoint Bobby Boltz, Planning Commission Board Member; term expires 2027 – 3 yr. term.
- Appoint Todd Anderberry, Zoning Hearing Board Member; term expires 2027 – 3 yr. term.

- Appoint Oriana Spittle, Zoning Hearing Board Alternate; term expires 2025 – 1 yr. term.
- Appoint David Charest, Zoning Hearing Board 2nd Alternate, term expires 2025 – 1 yr. term.
- Appoint Dennis Houser, Vacancy Board Chair, term expires 2025 – 1 yr. term.
- Appoint Oriana Spittle, Vacancy Board 1st Alternate, term expires 2025 – 1 yr. term.
- Appoint David Charest, Vacancy Board 2nd Alternate, term expires 2025 – 1 yr. term.
- Appoint James Schotzberger, TCC Representative, term expires 2025 – 1 yr. term.
- Appoint _____, TCC Representative Alternate, term expires 2025 – 1 yr. term.
- Appoint Gary Kneasel as Northern Lebanon County Authority Board Representative, term expires 2029; 5 yr. term.

Special Guests

- Christopher Noble to address council about an issue with parking on Market St.

Public Comment

Reports

- ❖ **Borough Maintenance – Tom Keefer**
 - Ratify expense to repair the salt spreader.
- ❖ **Borough Engineering Representative – Lee Strause**
- ❖ **Mayor’s Report – Mayor**
- ❖ **Solicitor – Colleen Gallo**
 - Discussion/Decision to approve Resolution # _____, regarding police service rate increase.
- ❖ **Secretary/Treasurer – Joan Keefer**
 - Approve having the secretary/treasurer pay the following list of invoices, without prior approval from council (if amount due is consistent with previous invoices):

<i>Telesystem</i> – Phone Service (Monthly) <i>Touchtone</i> – Long Distance Phone (Monthly) <i>Postmaster</i> – Post Office Box (Yearly/December) <i>Sewer Bills</i> - (NLCA); pd. quarterly <i>Kapp/Merchandise Advertising</i> – quarterly for newsletters <i>Payroll Tax Bills</i> - (EFTPS, E-tides, PSAB UC, Local & State UC) <i>Lowe’s</i> – Credit card/maintenance purchases/due early in month	<i>Verizon Wireless</i> – Cell Phones (Monthly) <i>USDA</i> – Mortgage (Monthly; electronically) <i>Postage/Petty Cash</i> – Code Enforcement/office postage <i>Water Bills</i> - (COLA); pd. quarterly <i>CTI Network, Inc.</i> – website hosting <i>WEX – Vehicle Fuel</i> – due beginning of month <i>Eagle Secure Solutions</i> - Annual subscription/Microsoft 365 Standard & Basic
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 - Met-Ed* – All accounts (Monthly) & Met-Ed – Christmas Lights (Yearly January or February)
 - Insurances* - HA Thomson, SWIF, PIRMA, AmTrust N. America, Inc.) Workers’ comp., liability, bond & auto
- ❖ **Office Assistant – Jodi Swisher**
- ❖ **MS4**
 - Waiver expires Nov 2024 (apply for waiver 6 months prior to expiration)
- ❖ **Infrastructure Improvements – Keefer, Mayor Quairola & Kline**
- ❖ **Grants – D. Quairola, Shuey & Schott**

❖ **Parks, Recreation and Events**

- Approve Resolution # 2024-01 for Marcellus Shale Grant Park Playground
- Approval to request additional funding from DCNR up to \$17,500 with Boro match.
- Relocation/Enhancement Project for \$25,000.
- Approve to accept Playground Project Bid.

❖ **Personnel – Shuey & Mayor Quairolì**

- Ratify the decision to approve employee year-end bonuses, as presented to council at the November 2023 Planning Workshop Committee (Craig Carl - \$250, Joan Keefer - \$250, Mark Grumbine - \$200, Jodi Swisher - \$175 and Glenn Kneasel - \$125).

❖ **Cost Reduction & Finances – Kline, D. Quairolì & Keefer**

❖ **Ordinance Committee – Schott, Mayor Quairolì & Shuey**

❖ **Codes & Code Enforcement – Mayor Quairolì & Keefer**

❖ **New Business**

- Discussion/Decision for additional cost for installing streetlights on South Mill St.
- Discussion Chesapeake Bay Trust G3 Charrette held at January Planning Workshop meeting.
- Discussion/Decision – Lebanon Area Evangelical Free Church request in for the weekend of May 3-4-5, 2024, for J*Rock event.
- Formally approve removing Tracey Charest as a borough signatory at Jonestown Bank & Trust.

❖ **Old Business**

- Discussion/Decision about the financial aspect/installation costs for the Hometown Heroes Banners. T. Keefer
- **AGENDA AMENDED** – Motion made by Donnette Quairolì, seconded by Madisyn Breiner to approve amending the agenda to include approval for enforcement of the mailbox ordinance violations.
- Approve additional cost for second mockup of web page.

❖ **Adjournment**

Committee Assignments:

Grants – D. Quairolì, Schott, Shuey

Personnel – Shuey & Mayor Quairolì

Cost Reduction & Finances – Kline, D. Quairolì & Keefer

Codes & Code Enforcement – Mayor Quairolì & Keefer

Council Member Reduction Committee – Shuey, Mayor Quairolì, D. Quairolì

Ordinances – Schott, Mayor Quairolì & Shuey

Infrastructure Improvements – Keefer, Mayor Quairolì & Kline
Park, Recreation & Events –

Council Member Assignments:

Health and Safety – Mayor Quairolì

Fire Company – Mayor Quairolì

NLSD – Donnette Quairolì

Water and Sewer - Keefer

Co. Planning /Commissioners - Kline

Technology & Web Site - Kline

Legal Proceedings - J. Keefer & J. Swisher

Mediation – Schott

DLCBA - Council Members & Mayor

Information to Council Members: Upcoming Seminars, Meetings

- Jonestown Borough Council next meeting; Tuesday, February 6, 2024 @ 6:30 p.m.; Jonestown Borough Bldg.
- Jonestown Borough Planning Workshop next mtg; Monday, January 22, 2024 @ 6:30 p.m.; Jonestown Borough Bldg.
- Jonestown Borough Park, Recreation & Events next meeting, January 24, 2024 @ 7:00 p.m.