



Jonestown Borough Council Reorganization

Meeting Agenda

Monday, January 3, 2022

7:00 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 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, no public comments or outbursts permitted 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 to Order – Council Reorganization Meeting – 6:30 p.m.

Roll Call – *Kline Becker Raiger Keefer Shuey D. Quairol Schott*

Lord's Prayer, followed by the Pledge of Allegiance

Mayor - Administer of Oath to Newly Elected Council Members

Mayor – Accept Nomination & Election of Council vacancy 2-year term.

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 Secretary Pro Tem; 2-year term

Committee Assignments

Approval of Minutes – December 7, 2021, Council Meeting
October 25, 2021, Planning Workshop Committee Meeting
November 22, 2021, Planning Workshop Committee Meeting

Reading & Approval of Treasurer's Report – Month ending December 31, 2021

Reappointments

- Appoint 2022 Borough Secretary/Treasurer as Joan Keefer
- Appoint 2022 Borough Assistant Secretary/Treasurer as Kimberly Longenecker
- Appoint 2022 Borough Crossing Guards – Virginia Bomgardner, Sharon Heck, Elaine Aungst & Maria Higareda, Alternates: Donna Bickel & James Leach
- Appoint 2022 Borough Depository Bank – Jonestown Bank and Trust Company
- Appoint 2022 Borough Signatories for Jonestown Bank & Trust Borough Accounts
- Appoint 2022 Solicitor – Reilly Wolfson, Attorneys at Law
- Appoint 2022 Engineer – Light-Heigel & Associates, Inc.
- Appoint 2022 Code Enforcement Officer – BCI – Brad Douple & Chris Miller
- Appoint 2022 Annual Auditor – Garcia, Garman & Shea PC
- Appoint 2022 Code Enforcement Officers – BCI/Brad Douple/Chris Miller
- Appoint 2022 Zoning Officers – Lebanon County Planning Department
- Appoint Keystone Municipal Collections; 2022 - current & delinquent EIT Collector

- Appoint 2022 Tax Collector - Lebanon County Treasurer's Office
- Appoint UCC Board of Appeals; 2022 – John R. Poff, William Smeltzer & Pat Brewer; Alternate: Rick Horst
- Appoint Joan Keefer as 2022 Jonestown Borough Right to Know Officer & Jodi Swisher as alternate
- Appoint Stacy Longenecker, Planning Commission Board Member; term expires 2024 – 3 yr. term
- Appoint Jeff Pittenger, Zoning Hearing Board Member; term expires 2025 – 3 yr. term
- Appoint Keena Wolferd, Zoning Hearing Board Alternate; term expires December 2023 – 1 yr. term
- Appoint David Charest, Zoning Hearing Board 2nd Alternate, term expires December 2023 – 1 yr. term.
- Appoint Tracy Charest, Vacancy Board Chairman, term expires 2023 – 1 yr. term.
- Appoint Keena Wolferd, Vacancy Board Alternate, term expires December 2023 – 1 yr. term.
- Appoint David Charest, Vacancy Board 2nd Alternate, term expires December 2023 – 1 yr. term.
- Appoint James Schotzberger, TCC Representative, term expires December 2023 – 1 yr. term.
- Appoint _____, TCC Representative Alternate, term expires 2023 – 1 yr. term.
- Appoint _____, Borough Appointed Auditor, term expires 2027 – 6 yr. term.
- Appoint Paul Bird as G.L.R.A. Representative, term expires 2026; 5 yr. term
- Appoint Jason Kern as Northern Lebanon County Authority Board Representative, term expires 2026; 5 yr. term

Special Guests

Public Comment

Reports

- ❖ **Borough Maintenance** – *Tom Keefer* (includes monthly recorded budget expenses)
- ❖ **Borough Engineering Representative** – *Lee Strause*
- ❖ **Mayor's Report** – *Mayor*
 - Discussion on parking violation notices & fines.
- ❖ **Solicitor** – *Colleen Gallo*
- ❖ **Secretary/Treasurer** – *Joan Keefer*
 - Request for Council to approve having Colleen Gallo prepare a resolution to dispose of borough records prior to dates set forth: Records to be destroyed include account payable files & ledgers prior to 2014, account receivable files & ledgers prior to 2014, annual audit & financial reports prior to 2015, bank statement & reconciliations prior to 2014, cancelled checks & check registers prior to 2014, non-certified financial statements prior to 2020, voucher files prior to 2014, insurance claims which final settlement was in excess of six years, insurance policies prior to 2015, liquid fuels tax records prior to 2014 & treasurer bond certifications prior to 2014.
- 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>Verizon Wireless</i> – Cell Phones (Monthly)
<i>Touchtone</i> – Long Distance Phone (Monthly)	<i>USDA</i> – Mortgage (Monthly; electronically)
<i>Postal Master</i> – Post Office Box (Yearly/December)	<i>Postage/Petty Cash</i> – Code Enforcement/office postage
<i>Sewer Bills</i> - (NLCA); pd. quarterly	<i>Water Bills</i> - (COLA); pd. quarterly
<i>Kapp/Merchandise Advertising</i> – quarterly for newsletters	<i>CTI Network, Inc.</i> – website hosting
<i>Payroll Tax Bills</i> - (EFTPS, E-tides, PSAB UC, Local & State UC)	<i>WEX – Vehicle Fuel</i> – due beginning of month
<i>Lowe's</i> – Credit card/maintenance purchases/due early in month	<i>Eagle Secure Solutions</i> - Annual subscription/Microsoft 365 Standard & Basic
<i>Met-Ed</i> – All accounts (Monthly) & Met-Ed – Christmas Lights (Yearly January or February)	
<i>Insurances</i> - HA Thomson, SWIF, PIRMA, AmTrust N. America, Inc.) Workers' comp., liability, bond & auto	

- Discussion/approval to 2022 NLFES for extending workman's comp for non-firefighting in all borough's ancillary activities, carnivals, parades, rubber duck races, block parties, fireworks and traffic control, parking, emergency & non-emergency assistance for approved Borough events.

❖ **Office Assistant** – Jodi Swisher

❖ **MS4**

❖ **Infrastructure Improvements** – Keefer, Mayor Quairola & Kline

- Approve signing Resolution # _____ to send to the Lebanon County Commissioners for the Marcellus Shale Grant - Market Street RRFB Pedestrian Crosswalk Lights. Submitting application approved by Council on November 2, 2021.

❖ **Grants** – Schott, D. Quairola & Shuey

❖ **Parks, Recreation and Events** – Becker, Council Representative

❖ **Personnel** – Kline, Raiger & Mayor Quairola

- Council to approve employee increases effective as of January 1, 2022, as follows: Craig Carl - 6%, Mark Grumbine - 6% & Joan Keefer - 6%

❖ **Cost Reduction & Finances** – Raiger, D. Quairola & Keefer

❖ **Codes & Code Enforcement** – Mayor Quairola, Keefer, Shuey

- Schedule 2022 quarterly Code Enforcement Committee meetings.

❖ **Ordinance Committee** – Schott, Mayor Quairola, Becker

New Business

- Renewal of the Cleona Police agreement

Old Business

Adjournment

Committee Assignments:

Personnel – Kline, Raiger & Mayor Quairola

Cost Reduction & Finances – Raiger, D. Quairola & Keefer

Codes & Code Enforcement – Mayor Quairola, Keefer, Shuey

Grants – Schott, D. Quairola, Shuey

Ordinances – Schott, Mayor Quairola & Becker

Infrastructure Improvements – Keefer, Mayor Quairola & Kline

Park, Recreation & Events – Becker, Council Representative

Council Member Assignments:

Health and Safety – Mayor Quairola

Fire Company – Mayor Quairola

NLSD - Raiger

Water and Sewer - Keefer

Co. Planning /Commissioners - Kline

Technology & Web Site - Raiger

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 1, 2022 @ 7:00 p.m.; Jonestown Borough Bldg.
- Planning Workshop meeting is the fourth Monday, monthly. Next meeting Monday, January 24, 2022 @ 6:30 p.m.
- Jonestown Borough Park, Recreation & Events meeting, January 26, 2022 @ 7:00 p.m.
- DLCBA-Dauphin/Leb. County Borough's Assoc. mtg.; held quarterly – @ Perkins Family Restaurant & Bakery, 7833 Linglestown Rd., Harrisburg, PA; Social Time from 6 – 6:30 PM & dinner @ 6:30 PM - may change to a zoom meeting. Please RSVP to Keldeen Stambaugh at 717-564-4770 or Paxtangchief-manager@comcast.net