



# Jonestown Borough Council Meeting Agenda

Tuesday, January 3, 2023

6:30 p.m.

[www.jonestown-pa.com](http://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.

**Roll Call – Kline Keefer J. Quairoli Shuey D. Quairoli Schott Charest**

**Lord's Prayer, followed by the Pledge of Allegiance**

**Resignations** - Discussion/Decision to accept Don Raiger' resignation; council member, as of Wednesday, December 21, 2022.

Discussion/Decision to accept Dawn Raiger' resignation; zoning hearing board member, as of Wednesday, December 21, 2022.

**Accept Nominations to Elect Council Vice-President;** due to Don Raiger' resignation

**Approval of Minutes – December 6, 2022, Council Meeting**

**November 28, 2022, Planning Workshop Committee Meeting**

**Reading & Approval of Treasurer's Report Month ending December 31, 2022, as presented to Council.**

**Reappointments**

- Appoint 2023 Borough Secretary/Treasurer as Joan Keefer
- Appoint 2023 Borough Assistant Secretary/Treasurer as Jodi Swisher
- Appoint 2023 Borough Crossing Guards – Virginia Bomgardner, Sharon Heck, Donna Bickle & Maria Higareda, Alternate: James Leach
- Appoint 2023 Borough Depository Bank – Jonestown Bank and Trust Company
- Appoint 2023 Solicitor – Reilly Wolfson, Attorneys at Law
- Appoint 2023 Engineer – Light-Heigel & Associates, Inc.
- Appoint 2023 Annual Auditor – Garcia, Garman & Shea PC
- Appoint 2023 Borough Appointed Auditors – Paul Bird; 4 yr. term, Jamie Carl; 2 yr. term & Cynthia Raiger; 6 yr. term
- Appoint 2023 Zoning Officers – Lebanon County Planning Department
- Appoint Keystone Municipal Collections; 2023 - current & delinquent EIT Collector
- Appoint 2023 Tax Collector - Lebanon County Treasurer's Office
- Appoint UCC (Uniform Construction Code) Board of Appeals; 2023 – John R. Poff, William Smeltzer & Pat Brewer; Alternate: Rick Horst
- Appoint Joan Keefer as 2023 Jonestown Borough Right to Know Officer & Jodi Swisher as alternate
- Reappoint Rick Kline, Planning Commission Board Member; term expires December 2025 – 3 yr. term
- Appoint \_\_\_\_\_, Zoning Hearing Board Member; term expires December 2025 – 3 yr. term
- Reappoint Keena Wolferd, Zoning Hearing Board Alternate; term expires December 2023 – 1 yr. term
- Reappoint David Charest, Zoning Hearing Board 2nd Alternate, term expires December 2023 – 1 yr. term.
- Reappoint Dennis Houser, Vacancy Board Chairman, term expires December 2023 – 1 yr. term.
- Reappoint Keena Wolferd, Vacancy Board Alternate, term expires December 2023 – 1 yr. term.
- Reappoint David Charest, Vacancy Board 2nd Alternate, term expires December 2023 – 1 yr. term.
- Reappoint James Schotzberger, TCC (Tax Collection Committee) Representative, term expires December 2023 – 1 yr. term.
- Reappoint Jamie Carl: Borough Auditor Committee member term expires December 31, 2024 (2 yr. term)

❖ **Public Comment**

❖ **Reports**

❖ **Borough Maintenance – Tom Keefer**

❖ **Borough Engineering Representative – Lee Strause**

❖ **Mayor's Report – Mayor**

- Discussion/Decision on renewal quote from All Traffic Solutions (Traffic Board App, Traffic Suite (12 mo.); equip. mgmt., reporting, image mgmt., alerts, mapping & premier care = \$1,500.00)
- Discussion/Decision on IWORQ Service Agreement for Code Enforcement

❖ **Solicitor – Colleen Gallo**

- Ratify approval for Northern Lebanon Fire & Emergency Services using traffic control unit direct traffic at the Wreath's Across America Event on 12/17/2022 from 9 AM to 12 NOON.

- Discussion/Decision regarding new census numbers & percentages for NLFES share of services
- NLFES activities they participate in 2023
- Approve Resolution # \_\_\_\_\_; Northern Lebanon Fire & Emergency Services – approving participation 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.

❖ **Secretary/Treasurer – Joan Keefer**

- Approve secretary/treasurer to pay 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>Postmaster</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>Choice Communications</i> – Phone Service (Monthly)
<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; State Workers Insurance Fund, PIRMA; Pennsylvania International Risk Mgmt., AmTrust N. America, Inc.) Workers' comp., liability, bond & auto	
<i>JBT Credit Card</i> – monthly purchases	

❖ **Office Assistant – Jodi Swisher**

❖ **MS4**

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

- Discussion/Decision to apply for US DOT RAISE (Rebuilding America infrastructure w/ Sustainability & Equity) Grant, due February 28, 2023
- Update – CDBG Competitive Grant

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

❖ **Parks, Recreation and Events – Council Representative - Charest**

- Ratify expenditure (\$33,000.00) for previously approved playground grant; paid from Park & Recreation Fund to Lyons Recreation for playground equipment. Proposal ref. # R0095221134.
- Ratify additional expense for pizzas in the amount of \$12.54, paid from Park & Rec Fund to Tracey Charest for volunteers who helped with the snowflake lights.
- Lebanon Area Evangelical Free Church – discussion/approval for J-Rock Event in the park May 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup>, 2023.
- Discussion/Decision to have Huey's Amusements hold a Carnival May 11, 12, 13 & 14, 2023. Set-up takes place beginning May 8, 2023.

❖ **Personnel – Kline & Mayor Quairolì**

- Discussion/Approval for Jonestown Bank & Trust Signatories.

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

- Re-appoint signatory; (Don Raiger resignation)

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

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

❖ **New Business**

- Appoint Committee Members

❖ **Old Business**

- Discussion/decision as to resolution needed regarding new population numbers & percentages for sharing costs for services between municipalities for NLFES.

❖ **Adjournment**

**Committee Assignments:**

**Personnel** – Kline & Mayor Quairolì

**Cost Reduction & Finances** – D. Quairolì & Keefer

**Codes & Code Enforcement** – Mayor Quairolì, Keefer & Charest

**Grants** – D. Quairolì, Schott, Shuey

**Ordinances** – Schott, Mayor Quairolì & Shuey

**Infrastructure Improvements** – Keefer, Mayor Quairolì & Kline

**Park, Recreation & Events** – Charest, Council Representative

**Council Member Assignments:**

**Health and Safety** – Mayor Quairolì

**Fire Company** – Mayor Quairolì

**NLSD** -

**Water and Sewer** - Keefer

**Co. Planning /Commissioners** - Kline

**Technology & Web Site** -

**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 7, 2023 @ 6:30 p.m.; Jonestown Borough Bldg.
- Jonestown Borough Planning Workshop mtg; Next meeting Tuesday, January 23, 2023 @ 6:30 p.m.; Jonestown Borough Bldg.
- Jonestown Borough Park, Recreation & Events meeting, January 25, 2023 @ 7:00 p.m.
- DLCBA-Dauphin/Leb. County Borough's Assoc. mtg.; held quarterly – January, April, July & October; @ 6:30 PM. Treasurer Tyler Thatcher at [milkermank@hotmail.com](mailto:milkermank@hotmail.com)

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