



Jonestown Borough Council  
Meeting Agenda  
Tuesday, January 7, 2025  
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 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.

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

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

**Approval of Planning Workshop Meeting Minutes – December 23, 2024**

**Approval of Council Meeting Minutes – December 3, 2025**

**Approval of Treasurer's Report Month of December 2025, as presented to Council.**

**Re-appointments:**

- Appoint 2025 Borough Secretary/Treasurer as Mariah Mauser
- Appoint 2025 Borough Depository Bank – Jonestown Bank and Trust Company
- Appoint 2025 Borough Signatories ( Tom Keefer, Donnette Quairolì, Rick Kline & Mariah Mauser) for Jonestown Bank & Trust Borough Accounts
- Appoint 2025 Solicitor – Barley Snyder, Attorneys at Law
- Appoint 2025 Engineer – Light-Heigel & Associates, Inc.
- Appoint 2025 Code Enforcement Officers – Dependable Construction Code Services
- Appoint 2025 Annual Auditor – Garcia, Garman & Shea PC
- Appoint 2025 Zoning Officers – Lebanon County Planning Department
- Appoint Keystone Municipal Collections; 2025 - current & delinquent EIT Collector
- Appoint 2025 Tax Collector - Lebanon County Treasurer's Office
- Appoint UCC Board of Appeals; 2025 – John R. Poff, Rick Horst & Pat Brewer; Alternate: Carrie Boyer
- Appoint Mariah Mauser as 2025 Jonestown Borough Right to Know Officer
- Appoint Tom Keefer Right- to -Know Officer Alternate
- Appoint Joan Keefer for Secretary Pro Tem

**Special Guests**

**Public Comment**

**Reports**

❖ **Borough Maintenance – Jay Young**

- -Purchase Can-Am Defender Model DPS HD10 from Brooks Powersports @ cost not to exceed \$20K paid from the General fund.

❖ **Borough Engineering Representative – Stacey Longnecker**

❖ **Mayor's Report** – *Mayor Quairo*

❖ **Solicitor** – *Colleen Gallo*

❖ **Secretary/Treasurer** – *Mariah Mauser*

- Approve having the secretary/treasurer pay the following list of invoices, without prior approval from council (if amount due is consistent with previous invoices):

*Telesystem* – Phone Service (Monthly)

*Touchtone* – Long Distance Phone (Monthly)

*Postmaster* – Post Office Box (Yearly/December)

*Sewer Bills* - (NLCA); pd. quarterly

*Intuit QB* – Payroll

*Payroll Tax Bills* - (EFTPS, E-tides, PSAB UC, Local & State UC)

*Lowe's* – Credit card/maintenance purchases/due early in month

*Verizon Wireless* – Cell Phones (Monthly)

*USDA* – Mortgage (Monthly; electronically)

*Postage/Petty Cash* – Code Enforcement/office postage

*Water Bills* - (COLA); pd. quarterly

*CTI Network, Inc.* – website hosting

*WEX – Vehicle Fuel* – due beginning of month

*Eagle Secure Solutions* - Annual subscription/Microsoft  
365 Standard & Basic

*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

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

❖ **Grants** – *Shuey, Breiner & Schott*

❖ **Parks & Recreation** – *Breiner & Young*

❖ **Personnel** – *Shuey, Breiner & Mayor Quairoli*

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

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

❖ **Codes & Code Enforcement** – *Mayor Quairoli, Young & Keefer*

❖ **New Business**

- Discuss/ Approve Matthews Library Donation
- Discuss/ Approve Internal Street & Sidewalk Permits

❖ **Old Business**

- Discuss / Approve Purchase of Leaf Vac

❖ **Adjournment**

**Committee Assignments:**

**Grants** – Schott, Shuey & Breiner

**Personnel** – Shuey, Breiner & Mayor Quairoli

**Cost Reduction & Finances** – Kline, D. Quairoli & Keefer

**Codes & Code Enforcement** – Mayor Quairoli, Young & Keefer

**Council Member Reduction Committee** – Shuey, Mayor Quairoli, D. Quairoli

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

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

**Park, Recreation & Events** – Breiner & Young

**Council Member Assignments:**

**Health and Safety** – Mayor Quairoli

**Fire Company** – Mayor Quairoli

**NLSD** – Donnette Quairoli

**Water and Sewer** - Keefer

**Co. Planning /Commissioners** - Kline

**Technology & Web Site** - Kline

**Legal Proceedings** – M. Mauser

**Mediation** – Schott

**DLCBA** - Council Members & Mayor

**Information to Council Members: Upcoming Seminars, Meetings**

- Jonestown Borough Council next meeting; Tuesday, February 2025 @ 6:30 p.m.; Jonestown Borough Bldg.
- Jonestown Borough Planning Workshop next mtg; Monday, January 27, 2025 @ 6:30 p.m.; Jonestown Borough Bldg.
- Jonestown Borough Park, Recreation & Events next meeting, January 22, 2025 @ 7:00 p.m.