

April 2, 2024, Council Meeting

Jonestown Borough Council held meeting on the above date, beginning at 6:30 p.m., President Tom Keefer presiding. Council members attended: Justin Shuey, Madisyn Breiner, Rick Kline, Jeff Schott, Donnette Quairoli & Jay Young. Also attending: Attorney Colleen Gallo, Engineer; John Poff, Secretary/Treasurer; Joan Keefer & Office Assistant; Jodi Swisher.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Donnette Quairoli, seconded by Rick Kline, to approve March 5, 2024, Council Meeting Minutes. Motion carried.

Tom Keefer reported receiving the Municipal Liquid Fuels Allocation in the amount of \$56,112.17.

Tom Keefer reported the American Rescue Plan Act Fund balance is \$91,742.75. Jonestown Borough did not receive DCED Multi-Modal Grant & is waiting to hear about PennDOT Multi-Modal Grant. Tom Keefer suggested council consider possibilities for the ARPA funds, expiring in 2026. **A motion made by Rick Kline, seconded by Jeff Schott, to approve Treasurer's Report, as presented to council, month ending March 31, 2024. Motion carried.**

SPECIAL GUESTS – Steve Yeagley requested approval for United Methodist Church to close N. Broad St. (from W. Market St. to W. Martin Street) at 2:00 p.m. through 6:00 p.m. on April 13, 2024, & use Founders Park for their annual “Spring Fling”. A motion made by Justin Shuey, seconded by Donnette Quairoli, to approve United Methodist Church closing N. Broad St. (W. Market St. to W. Martin St.) at 2:00 p.m. - 6:00 p.m. April 13, 2024, & use Founders Park for their annual “Spring Fling”. Motion carried.

Steve Yeagley reported United Methodist Church is ready for Public Meeting about Jonestown Borough's Masterplan in Founders Park, April 18, 2024.

Tom Keefer gave an update on LSA Grant submitted for Northern Lebanon Fire & Emergency Services.

PUBLIC COMMENT – No report.

MAINTENANCE – Jay Young, Supervisor – Jay Young presented two estimates to clean tennis courts (attached to the minutes): Outlaw Power Washing - \$1,100, & Showers Pressure Washing - \$1,314.40. Discussion followed. Placing this on the next Council meeting agenda for approval.

Jay Young opened discussion for approval on estimate from K&S Auto, LLC to repair bucket truck at a cost of \$3,177.44, paid from the General Fund. **A motion made by Jay Young, seconded by Rick Kline, to approve accepting estimate from K&S Auto, LLC to repair bucket truck at a cost of \$3,177.44, paid from General Fund. Motion carried.**

Discussion followed regarding purchasing a new bucket truck.

BOROUGH ENGINEERING REPRESENTATIVE – John Poff, Engineer (*report attached to minutes*). Update on last month's involvement from Light-Heigel & Associates, Inc. on following items of interest to Borough:

TASA Grant – On March 6, 2024, LHAI presented project to PennDOT Design/Safety Committee (virtually), who approved. LHAI finalizing designs for curb ramps (including curb bump outs). Scheduling next step for technical review with PennDOT tentatively week of April 29, 2024. Once date's confirmed John will let council know.

DCNR Grant – Park – LHAI attended playground preconstruction meeting March 19, 2024, with Site Contractor, Playground Equipment Installer & Rick Kline. Equipment delivery tentatively scheduled May 15, 2024; but trying to schedule for an earlier date. Columbia Excavating will begin approximately 2 wks. before delivery.

PARK/PLAYGROUND PHASE II – DCED GRANT – LHAI working on cost estimate for this phase of project, as well as relocation of volleyball court.

MS-4 Waiver Application – LHAI is working on PA DEP MS4 waiver renewal application to be presented at May Council meeting for signatures. Application due June 3, 2024, to PA DEP. DEP published a new table for TMDLs (total maximum daily loads) for pollutants on the streams. John Poff will look back & check new table criteria. If borough meets the parameters, they may receive a five-year waiver. Borough population criteria are met. Discussion.

MAYOR – Joe Quairoli – Donnette Quairoli reported on behalf of Mayor Quairoli. Traffic lights in Borough Square are coming this week. Lights flash at placement until April 15th; then regular red-light schedule begins.

Mayor Quairoli officiated wedding; Hanover Township; 3/30/24. Ceremony for Brandon Blatt & Katelyn Burrows.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law – Colleen Gallo reported last month council authorized her to prepare & properly advertise the Key Lock Box Ordinance; ready for adoption. A request made to approve Ordinance # 2024-01; requiring structures to have a Key Lock Box installed on the exterior for fire safety purposes. **A motion made by Donnette Quairoli, seconded by Jeff Schott, to approve Ordinance # 2024-01 requiring structures to have a Key Lock Box installed on the exterior for fire safety purposes. Motion carried.** Colleen Gallo recommends sending ordinance to fire company & identify businesses/structures ordinance would pertain to & send them a letter & copy of ordinance.

Colleen Gallo stated Statement of Financial Interest papers must be given to borough office by May 1, 2024.

SECRETARY – Joan Keefer – No report.

April 2, 2024, Council Meeting

OFFICE ASSISTANT – *Jodi Swisher* – Jodi Swisher will contact those persons who did not complete Statement of Financial Interest papers due by May 1, 2024.

MS4 – Light-Heigel & Associates, Inc. continues the process on MS4 waiver expiring Nov 2024.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairolì & Rick Kline* – No report.

GRANTS – *D. Quairolì & Justin Shuey* – Madisyn Breiner opened discussion regarding application process for DCED Greenways Trail & Recreation Program Grant due in May 2024.

PARK & RECREATION – *Madisyn Breiner* – Madisyn Breiner reported committee wanted to order 1,000 helium balloons & helium for Block Party, not previously approved in 2024 events budget, requesting approval to purchase, as a cost not to exceed \$550.00, paid from Park Fund. **A motion made by Tom Keefer, seconded by Jay Young, to approve purchasing balloons & helium for Jonestown Borough Block Party, as a cost not to exceed \$550.00, paid from the Park Fund. Motion carried.**

Madisyn Breiner reported the community voted on having the following movies in the park this summer season & council agreed: 6/11/24 Wonka, 7/19/24 Trolls Band Together, 8/9/24 (PG-13 HS/MS Movie Night) Barbie & 8/13/24 Kung Fu Panda 4. PRE-Committee may request more movie nights based on participation & fundraising.

Madisyn Breiner reported PRE-Committee is looking to establish as a 501c3 under name of “Friends of Jonestown”.

PERSONNEL – *Mayor Quairolì, Justin Shuey & Madisyn Breiner* – Council will recess into executive session at meeting end regarding personnel action.

COST REDUCTION AND FINANCES – *Rick Kline, Donnette Quairolì & Tom Keefer* – No report.

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairolì* – Jeff Schott opened discussion regarding Rental Ordinance and permit example sent to council to review.

Dumpster Ordinance – Jeff Schott confirmed with council his addition of PODS to the ordinance. Council agreed to add PODS to the ordinance.

Discussion regarding amending burn/recycle ordinances. Jeff Schott, Colleen Gallo, & Tom Keefer are staying after tonight’s meeting to discuss.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, Tom Keefer & Jay Young* – On behalf of Mayor Quairolì, Donnette Quairolì reported Jonestown Borough needs to find an IPMC Code Enforcement company as Bci is closing. Donnette Quairolì said a meeting is scheduled next Thursday, April 11, 2024, at 6:30 p.m. with potential replacement.

NEW BUSINESS – Tom Keefer opened discussion for decision to approve having the borough secretary coordinate address changes/additions to GIS Department, Tax Assessment Department, Post Office, & Emergency Management Agency as needed. Tax roll information was given to Jonestown Post Office to check if addresses are on tax rolls when residents wish to obtain a PO box. If not listed on tax rolls, borough approval will be necessary. Discussion followed. **A motion made by Madisyn Breiner, seconded by Jeff Schott, to approve authorizing the borough secretary to assign address changes/additions & report them to GIS Department, Tax Assessment Department, Post Office, & Emergency Management Agency. Motion carried.**

OLD BUSINESS – No report.

Council recessed into executive session at 7:20 p.m. regarding personnel.

Council re-entered regular council meeting at 7:30 p.m.

A motion made by Donnette Quairolì, seconded by Justin Shuey, to approve amending agenda to add hiring an Office Administrator. Amendment came to attention of the board within the past 24 hrs. Motion carried.

A motion made by Madisyn Breiner, seconded by Donnette Quairolì, to approve hiring Mariah Mauser, Office Administrator at \$18.25/ hour, a \$.50 increase after 90-day probation period, additional \$.50 after six months, & \$200.00/month health care stipend: contingent upon pre-employment requirements. Motion carried.

Upon motion & second, Council adjourned at 7:35 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer