

April 4, 2023, Council Meeting

Jonestown Borough Council held meeting on the above date, beginning at 6:30 p.m., President Tom Keefer presiding. Council members attending: Rick Kline, Tracey Charest, Jeff Schott & Donnette Quairol. Also attending: Mayor Joseph Quairol, Attorney Colleen Gallo, Engineer; Lee Strause, Secretary Treasurer; Joan Keefer & Office Assistant; Jodi Swisher.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Rick Kline, seconded by Jeff Schott, to approve March 7, 2023, Council Meeting Minutes. Motion carried.

A motion made by Tracey Charest, seconded by Justin Shuey, to approve Treasurer's Report, as presented to council, for month ending March 31, 2023. Motion carried.

PUBLIC COMMENT – Rob Taylor presented a N.F.F.E.S. financial report to the council & plans to send quarterly financial statements. Northern Lebanon Fire & Emergency scheduled to aid with traffic control at Jonestown Block Party, Saturday, May 27, 2023 & Memorial Day Parade on Monday, May 29, 2023. N.L.F.E.S. recently sent a grant for a new engine at Greenpoint station. Colleen Gallo said a local share grant opportunity (gambling funds) is becoming available on May 1, 2023, & closes September 2023. The grant needs submitted by a municipality. Discussion followed. Rob Taylor reported on planning to have a representative from N.L.F.E.S. present at Jonestown Borough's monthly council meetings.

MAINTENANCE – Tom Keefer, Supervisor – Jonestown Park opened on April 1, 2023, and the maintenance department is currently cleaning stormwater basins & storm drains.

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

TASA Grant – Plan work & coordination with PennDOT is on-going.

DCNR Grant – Park – Plans are complete & ready for review by DCNR (sending tomorrow). Light-Heigel & Associates, Inc. expect advertising for bids April 25, 2023 & receiving bids for opening at May Planning Workshop meeting, & awarded at the June 6, 2023, Council Meeting.

Park Subdivision Plans – Lebanon County reviewed park subdivision plans, commented with a review letter which needs addressed for plan approval. Colleen Gallo will contact Attorney Jones to check on whose signature name to put on final plans. Colleen Gallo dictated the agreement of sale recently to send to Attorney Jones. Discussion followed.

West Blackberry Street Stormwater – Lee Strause presented a proposal for survey, stormwater design, design plan preparation, specification preparation & bidding. No permit is necessary because drainage goes directly into storm outfall & is 100 ft. away from the wetland area. The council will further review the base plan from LHAI for approval.

Street and Sidewalk Cut Permits – Lee Strause presented a copy of the streets & sidewalks cut permit issued for 236 W. Market St. & reported the project will not have final inspection until the paving is complete.

Sidewalk Violations – As warmer weather is moving in follow up will resume on outstanding properties needing to complete sidewalk repairs.

MAYOR – Joe Quairol – Joan Keefer sent the Block Party detour plan & application to PennDOT.

Discussion opened for decision to approve Lebanon County Emergency Management Agency assume role as Borough Emergency Management Coordinator. Approve Memorandum & Resolution. **A motion made by Rick Kline, seconded by Donnette Quairol, to approve appointing Lebanon County Emergency Management Agency to assume role as Jonestown Borough Emergency Management Coordinator; execute memorandum & resolution. Motion carried.**

Discussion opened to approve the Fire Company "Box Cards" for Jonestown Borough as presented. **A motion made by Tracey Charest, seconded by Rick Kline, to approve the fire company use Box Cards for Jonestown Borough as presented. Motion carried.**

Mayor Quairol requested council approval to represent the Borough, & draft a letter in support of the Fire Company seeking funding from the Federal Government for responding on interstate system, adding a paragraph in support of Legislation requiring insurance companies pay for Emergency Services responses & permit a local "per capita" tax, for those municipalities that choose to implement such a tax (rental properties/tenants vs. property owners only). Colleen Gallo recommended sending two letters: one to the federal government and one to local government. **A motion made by Jeff Schott, seconded by Justin Shuey, to permit Mayor Quairol draft a letter in support of Northern Lebanon Fire &**

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Emergency Services seeking funding from the Federal Government for interstate system responses. Motion carried. Discussion followed about allowing a local per capita tax for those municipalities that choose to implement such a tax. **A motion made by Jeff Schott, seconded by Rick Kline, to authorize Mayor Quairolì to draft a letter in support of legislation requiring insurance companies pay for emergency services responses. Motion carried.**

Discussion opened for a decision to send a letter to the Postmaster General asking for a walking route carrier in Jonestown (South Lancaster & Market Streets). **A motion made by Tom Keefer, seconded by Jeff Schott, to authorize Mayor Quairolì to draft a letter to the Postmaster General asking for them to supply a walking route carrier in Jonestown. (South Lancaster & Market Streets). Motion carried.**

A motion made by Justin Shuey, seconded by Jeff Schott, to authorize Mayor Quairolì to draft a letter to Postmaster General asking for a walking route carrier in Jonestown, & copying Congressman Dan Meuser on the letter. Tracey Charest opposed. Motion carried.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Discussion opened for approval to appoint Barley Snyder, as solicitor, due to affiliation with Reilly Wolfson; effective April 1, 2023. **A motion made by Donnette Quairolì, seconded by Rick Kline, to appoint Barley Snyder, as solicitor, due to affiliation with Reilly Wolfson; effective April 1, 2023. Motion carried.**

SECRETARY – *Joan Keefer* – After checking with Amy Rhoad, the following events do need approval for NLFES fire police to participate for coverage from the Workers' Comp. insurance: 3/4/23 Chicken Pot Pie Take Out, 4/1/23 Chicken Pot Pie Supper, 4/2/23 Spring Raffle, 4/8/23 Filling Sale, 5/6/23 Chicken Pot Pie Take Out, 7/15/23 Chicken BBQ & Bake Sale, 7/15/23 Ono Yard Sales, 9/9/23 Chicken Pot Pie Take Out, 10/14/23 Chicken Pot Pie Supper, 10/25/23 Hamboat Sale, 11/4/23 Ham & Turkey Supper, 11/21/23 Filling Sale. **A motion made by Jeff Schott, seconded by Justin Shuey, to approve NLFES fire police to participate in: 3/4/23 Chicken Pot Pie Take Out, 4/1/23 Chicken Pot Pie Supper, 4/2/23 Spring Raffle, 4/8/23 Filling Sale, 5/6/23 Chicken Pot Pie Take Out, 7/15/23 Chicken BBQ & Bake Sale, 7/15/23 Ono Yard Sales, 9/9/23 Chicken Pot Pie Take Out, 10/14/23 Chicken Pot Pie Supper, 10/25/23 Hamboat Sale, 11/4/23 Ham & Turkey Supper, 11/21/23 Filling Sale, for coverage from the Workers' Comp. insurance. Motion carried.**

OFFICE ASSISTANT – Jodi Swisher reported the Park Naming Contest received ten entries to date & there is a lot of website interaction.

MS4 – Waiver for Jonestown Borough expires November 30, 2024. The borough must apply for another waiver six (6) months before the end date.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairolì & Rick Kline* – *See Engineer's report attached to minutes*) – No report.

GRANTS – *D. Quairolì, Jeff Schott & Justin Shuey* – Regarding the CDBG grant, Tom Keefer hopes to hear about the award sometime this spring.

Tom Keefer spoke to Erik Harmon about writing the DCED Multi-modal grant, which Erik is willing to write. No further update on grants.

PARK & RECREATION – *Tracey Charest* – No report.

PERSONNEL – *Tracey Charest, Justin Shuey & Mayor Quairolì* – Discussion opened about future school bus stops & Crossing Guard roles. Donnette Quairolì will reach out to Northern Lebanon School District for further information. A recess to executive session planned following tonight's meeting about a decision on the maintenance helper salary.

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

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairolì* – Colleen Gallo sent example rental ordinances to council and mayor. The committee plans to continue working on a rental ordinance.

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CODES & CODE ENFORCEMENT – *Mayor Quairolì, Tom Keefer & Tracey Charest* – The current iWorQ website account manager does not work for iWorQ anymore. Mayor Quairolì & the new account manager are getting the system up & running. The next training session is on permits.

NEW BUSINESS – Request opened for discussion to close Martin St. for a resident having building repairs. ***AGENDA AMENDED*** – **A motion made by Donnette Quairolì, seconded by Rick Kline, to approve amending the agenda for approving a request from Mr. Schmitt to close the alley behind his property at 119 W. Market St. for building repairs. Motion carried.**

A motion made by Rick Kline, seconded by Donnette Quairolì, to approve a request from Mr. Schmitt to close Martin St.; between N. Broad St. & N. Walnut St., behind 119 W. Market St. for building repairs contingent upon giving borough a 48-hour notice & only having the alley closed no longer than 48 hours. Motion carried. Rick Kline requested not closing Martin St. on Tuesday due to trash pick-up at the church.

Colleen Gallo has a court hearing scheduled Monday, April 10, 2023, for a property on E. Queen St., asking a representative to be present, if property has not complied. Jodi Swisher will attend the hearing.

A property in violation on E. Market St needs final inspection by March 28, 2023, placed on Planning Workshop meeting, if not complied.

Discussion opened for a decision to plant flowers in the pots at 49 W. Market St. Park. Tracey Charest suggested contacting the Girl Scouts. A council member offered to donate the flowers. Tracey Charest will coordinate planting the flowers.

Discussion opened for a decision to send letters to local businesses for sponsorship of tree plantings at 49 W. Market St. For a \$500.00 donation a tree will be dedicated in their name on a plaque. The council agreed to send sponsorship letters to local businesses. Justin Shuey volunteered to help write the letter.

Upon motion and second, the Council recessed into executive session at 7:42 p.m. for a personnel matter.

The council re-entered into regular session at 7:48 p.m.

A motion made by Justin Shuey, seconded by Donnette Quairolì, to approve the hourly rate increase for the summer maintenance helper to \$14.00/hr. Motion carried.

Upon motion and second, Council adjourned at 7:50 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer