

August 3, 2021

A meeting of Jonestown Borough Council was held on the above date, beginning at 7:00 p.m., with Vice-President Don Raiger presiding. Council members attending: Rick Kline, Nick Becker, Tom Keefer, Donnette Quairolì and Jeff Schott. Also attending: Mayor Joe Quairolì, Attorney Colleen Gallo, Engineering Representative; Erik Harmon & Secretary/Treasurer; Joan Keefer.

APPOINT & SWEAR IN NEW COUNCIL MEMBER

Request to approve Resolution # 2021-08; appointing Donnette Quairolì as council member to fill vacancy as a result of Robin Wolford resigning. All necessary paperwork has been completed. **A motion was made by Tom Keefer, seconded by Jeff Schott, to approve Resolution # 2021-08; appointing Donnette Quairolì as council member to fill vacancy as a result of Robin Wolford resigning. Motion carried.**

A motion was made by Tom Keefer, seconded by Rick Kline, to approve accepting a resignation from council member Tyler Longenecker effective August 2, 2021. Motion carried.

APPROVAL - MINUTES/TREASURER'S REPORT

A motion was made by Rick Kline, seconded by Jeff Schott, to approve the July 6, 2021 Council Meeting Minutes. Motion carried.

A motion was made by Rick Kline, seconded by Donnette Quairolì, to approve the Treasurers Report, month ending July 31, 2021. Motion carried.

SPECIAL GUESTS – No report.

PUBLIC COMMENT – Jeff Waltermeyer addressed council with a concern of children skateboarding and riding scooters on the church parking lots. Discussion followed. Mr. Waltermeyer asked to be placed on the September 7, 2021 Council meeting agenda. Jonestown Council of Churches and Pastors from the borough churches will plan to attend.

MAINTENANCE – *Rick Kline, Supervisor – (budget report attached to minutes)* Rick Kline reported the following: Monthly expenses for June - \$ 111.41.

Request to have Craig Carl attend Flagger Training, and possibly hosting the training class in the borough meeting room. **A motion was made by Rick Kline, seconded by Tom Keefer, to approve Craig Carl to attend a Flagger Training class, and consider hosting the class, if needed. Motion carried.**

BOROUGH ENGINEERING REPRESENTATIVE – *Erik Harmon (report attached to minutes)*. During the past month Light-Heigel & Associates, Inc. (LHAI) has been involved in the following items of interest to the Borough:

Maintenance Garage – The gutters have not yet been installed on the rear of the maintenance garage.

South Fisher Street Paving Project – Bonds & a certificate of insurance was received & accepted. The contract has been executed. A pre-construction meeting was held July 13, 2021. Construction is tentatively scheduled the week of August 30th. Construction may take approximately 3 days to complete. Letters will be sent to property owners along South Fisher St. to make them aware of the construction date.

Park Trails (Paving) – A Notice of Intent to Award the Park Trails Project was issued to Woodland Contractors for Trail Section 'A' only. Bonds & a certificate of insurance will be mailed to the borough office tomorrow.

Market Street Planning (TASA Application) - LHAI attended a meeting with the Infrastructure Committee & Jon Fitzkee regarding a potential TASA funding application. LHAI has begun preparing a conceptual cost estimate for use in the pre-application. Joan Keefer will check online to register for a business partner ID with PennDOT.

West Martin Street CDBG Application – In regard to the application, LHAI prepared a service area map and list of property owners along Martin Street. The deadline for the application is August 31, 2021. Dan Lyons offered to assist anyone with the income surveys. **A motion was made by Tom Keefer, seconded by Jeff Schott, to approve proceeding with doing the income surveys as part of the application process for the Martin St. DCBG grant. Motion carried.**

A letter and survey will be sent to approximately 30 properties.

MAYOR – *Joe Quairolì* – Mayor Quairolì shared/reviewed the Life Lion monthly report. Discussion followed.

Mayor Quairolì reported on recent damages to church properties, recommending if anyone takes notice to this happening, call the State Police.

Mayor Quairolì updated council on an ordinance violation notice involving the Lebanon County Conservation District and Department of Environmental Protection taking corrective action.

School begins on August 30, 2021. A meeting will be scheduled with the School Crossing Guards before school begins.

Mayor Quairolì will invite the N.L. Superintendent & N.L. District Resource Officer to the meeting.

The next IPMC Committee meeting is scheduled for Thursday August 19, 2021 @ 6:30 PM.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – No Report.

SECRETARY – *Joan Keefer* – A request was made for approval to have Mayor Quairolì sign the North Lebanon Township green waste Grinder Agreement. The pricing for grinding the green waste remains the same as last year. **A motion was made by Donnette Quairolì, seconded by Tom Keefer, to approve having Mayor Quairolì sign the North Lebanon Township green waste Grinder Agreement. Motion carried.**

MS4 – No Report.

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

GRANTS – *Tyler Longenecker & Jeff Schott* – Playground Expansion Grant – No update.

Tom Keefer reported submitting the Hotel Tax Grant in the amount of \$10,000.

No further discussion on the W. Martin St. CDBG Income Survey Grant (Lebanon County Redevelopment Authority)

PARK & RECREATION – *Tracey Charest, Chairperson* – An additional cost for Park culvert maintenance/cleanup is \$700.00. The original cost was \$300.00; but to complete proper clean-up (& more area), and cover permit fees, there were additional costs. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve paying an additional cost of \$700.00 for Park culvert maintenance/cleanup from the General Fund. Motion carried.**

PERSONNEL – *Rick Kline, Don Raiger & Mayor Quairolì* – Request to approve revisions made to the Employee Handbook. **A motion was made by Tom Keefer, seconded by Jeff Schott, to approve revisions made to the Employee Handbook. Motion carried.**

Don Raiger requested an executive session following the council meeting for discussion on employee personnel & appointing a Secretary Pro-Tem.

COST REDUCTION AND FINANCES – *Don Raiger, Rick Kline & Tom Keefer* – The committee will schedule a meeting for budget planning. The first budget meeting is September 14, 2021.

CODES & CODE ENFORCEMENT – *Mayor Quairolì & Tom Keefer* – No further report.

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairolì* – The Snow Emergency Ordinance has been prepared. Joan Keefer will print a map to show the snow emergency routes. Colleen Gallo will prepare paperwork for processing the ordinance. The maintenance department will purchase Snow Emergency signage. Discussion followed in future ordinances such as a mailbox ordinance and a rental ordinance. Colleen will contact Shelly Houck from PSAB for sample ordinances.

NEW BUSINESS – Discussion was held on the Jonestown Bank & Trust signatories. Council decided to remove Robin Wolferd and Kim Longenecker as signatories. **A motion was made by Nick Becker, seconded by Jeff Schott, to approve removing Robin Wolferd & Kim Longenecker as Jonestown Bank & Trust signatories. Motion carried.**

Mayor Quairolì requested council authorize paying the ‘clean-up’ invoice (Krall’s) & the additional police patrol costs for 133 E. Queen St. **A motion was made by Tom Keefer, seconded by Nick Becker, to authorize paying the ‘clean-up’ invoice to Krall’s, & the additional police patrol costs for 133 E. Queen St. Motion carried.**

OLD BUSINESS – In regard to the street & sidewalk permit application guidelines and the infrastructure project guidelines, Rick Kline & Erik Harmon met and will be completing the guidelines.

Council decided to take pursuing a trash hauler off of future agendas. Discussion followed.

Don Raiger drafted a letter in regard to the elementary school land acquisition. Colleen Gallo agreed to review the letter before it is sent to N.L. School District.

Joan Keefer reported no insurance claim will be made for the repairs to the green waste gate that was struck by lightning. The cost of repairs was less than the insurance deductible.

Upon motion and second, Council recessed into Executive Session, in regard to personnel at 8:12 p.m.

Council re-entered regular meeting @ 8:42 p.m.

A request was made to post an advertisement for a part-time office secretary. House will be approximately 15-20 per week in the afternoons. **A motion was made by Donnette Quairolì, seconded by Tom Keefer, to approve placing an ad in the Merchandiser for a part-time office secretary. Motion carried.**

Council agreed not to fill the substitute position for a crossing guard.

Council agreed to allow Joan Keefer to fill in, as needed, in the absence of an office helper.

Nominations were open to fill the position as Council President. Donnette Quairolì requested nominating Don Raiger as Council President. There were no other nominations. **A motion was made by Donnette Quairolì, seconded by Nick Becker, to close nominations to appoint a Council President. Motion carried.**

A motion was made by Donnette Quairolì, seconded by Jeff Schott, to appoint Don Raiger as Council President. Motion carried.

Nominations were open to fill the position as Council Vice-President. Rick Kline requested nominating Tom Keefer as Council Vice-President. There were no other nominations. **A motion was made by Rick Kline, seconded by Donnette Quairolì, to close nominations to appoint a Council Vice-President. Motion carried.**

A motion was made by Donnette Quairolì, seconded by Nick Becker, to appoint Tom Keefer as Council Vice-President. Motion carried.

Council agreed to have Rick Kline to take over as supervisor of the day to day office duties. Council agreed to have Tom Keefer; with Rick Kline assisting as supervisor of the day to day maintenance duties.

Upon motion and second, Council adjourned @ 8:52 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer