

# December 5, 2023, Council Meeting Minutes

Jonestown Borough Council held meeting on the above date, beginning at 6:30 p.m., President Tom Keefer presiding. Council members attending: Justin Shuey, Tracey Charest, Rick Kline, Jeff Schott, Donnette Quairolì & David Charest. Also attending: Mayor Joe Quairolì, Attorney Colleen Gallo, Engineer; Lee Strause, Secretary/Treasurer; Joan Keefer.

**PUBLIC HEARING** – Comcast Cable Franchise Renewal Agreement Hearing opened at 6:15 p.m. No public comments or public discussion. Hearing concluded at 6:21 p.m.

**APPROVAL - MINUTES/TREASURER'S REPORT** - A motion made by Tracey Charest, seconded by Donnette Quairolì, to approve November 8, 2023, Council Meeting Minutes. Motion carried.

A motion made by Donnette Quairolì, seconded by David Charest, to approve Treasurer's Report, as presented to council, month ending November 30, 2023. Motion carried.

**PUBLIC COMMENT** – Nikki Jernigan addressed council for approval to place Veterans banners placed within the town to honor local heroes and offered to take charge of the project. Nikki reported several residents are interested in sponsoring a banner. Approximate cost per banner is \$135.00 and thirty" x 60" in size (two sided). Discussion followed regarding lifespan (approx. 2 yrs.) & maintenance of banners, and the pole attachment agreement from Met-Ed. Nikki will bring additional information back to council at a future meeting, including the number of people interested in sponsoring a banner. Michael Martin: Blue Mountain Christian School; located at 14 Silvertown Road, Jonestown, addressed council, requesting permission to obtain the elementary school flashing lights on S. Lancaster St. since the school was sold. Discussion followed. Colleen Gallo mentioned the school flashing lights were purchased when the borough did a Safe Routes to School grant and whenever you receive grant money approval is needed before selling/donating them.

Discussion/decision from Audrey Shutter to plan the 2024 Block Party will be placed on a future agenda.

**MAINTENANCE** – Tom Keefer, Supervisor – No report.

**BOROUGH ENGINEERING REPRESENTATIVE** – Lee Strause (report attached to minutes).

**DCNR Grant – Park** – Discussion was held, & bids received for the 2024 Playground Project were opened. The bids for the 2024 Playground Project received are as follows:

H&K Group, Inc. Base Bid:	\$ 96,688.75
H&K Group, Inc. Alternate #1 Bid (base draining):	\$ 5,537.50
H&K Group, Inc. Alternate #2 Bid (parking space signage):	\$ 570.00
<b>TOTAL =</b>	<b>\$102,796.25</b>

Columbia Excavating, LLC Base Bid:	\$ 57,186.00
Columbia Excavating, LLC Alternate #1 Bid (base draining):	\$ 4,050.00
Columbia Excavating, LLC Alternate #2 Bid (parking space signage):	\$ 700.00
<b>TOTAL =</b>	<b>\$ 61,936.00</b>

Construction Masters Services, LLC Base Bid:	\$ 89,660.00
Construction Masters Services, LLC Alternate #1 Bid (base draining):	\$ 5,220.00
Construction Masters Services, LLC Alternate #2 Bid (parking space signage):	\$ 2,400.00
<b>TOTAL =</b>	<b>\$ 97,280.00</b>

Lee Strause announced the apparent low bidder as Columbia Excavating, LLC. Council agreed on waiting to formally award the bid & place this decision on a future meeting agenda. Council has 60 days to decide.

Update given on last month's involvement from Light-Heigel & Associates, Inc. on following items of interest to Borough:

**TASA Grant** – Light-Heigel & Associates, Inc. will send information to PennDOT to coordinate Design Safety Committee meeting.

**Sight Distance at Broad Street** – The safe stopping sight distance is considered adequate for the posted speed at the intersection of Broad & E. Market Streets. Looking east +/- 172' provided, with 164' required. Looking west +/-165' provided with 158' required. These distances may provide more distance than required if the problem continues.

**G-3 Charrette** – The G-3 kickoff meeting went well.

**MAYOR** – Joe Quairolì – Mayor Quairolì stated receiving request for a handicap parking space on W. Market St., asking council to consider. Mayor Quairolì will get guidelines for handicap parking & contact the person requesting the space.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen requested council approve the final reading of the 2024 Budget. **A motion was made by Tracey Charest, seconded by Donnette Quairolì, to approve the final reading of the 2024 Budget. Motion carried.**

Colleen stated the tax ordinance was advertised, & requested approval to adopt Ordinance # 2023-10, setting the realty tax millage rate for tax year 2024 to 1.80 mills, providing a discount for timely payment & penalty for delinquent payment. **A motion was made by Donnette Quairolì, seconded by David Charest, to approve adopting Ordinance # 2023-10, setting the realty tax millage rate for tax year 2024 to 1.80 mills, providing a discount for timely payment and penalty for delinquent payment. Motion carried.**

Colleen requested council approve adopting Ordinance # 2023-03; authorizing executing of the Comcast Cable Franchise Renewal Agreement. **A motion was made by Donnette Quairolì, seconded by Rick Kline, to approve adopting Ordinance # 2023-03; authorizing executing of the Comcast Cable Franchise Renewal Agreement. Motion carried.**

**SECRETARY** – *Joan Keefer* – Joan Keefer announced the 2024 Meeting dates will be advertised 12/26/2023.

**OFFICE ASSISTANT** – No report.

**MS4** – Waiver expires November 2024 (borough to apply for waiver 6 months prior to expiration)

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairolì & Rick Kline* – Tom Keefer has not heard an update on the CDBG Grant to date.

Tom Keefer stated resolution to submit PennDOT Multimodal Grant was approved; 10/23/23 Planning Workshop meeting.

**GRANTS** – *D. Quairolì & Justin Shuey* – Tom Keefer reported application was submitted for LSA County Grant on behalf of N.L.F.E.S. (Northern Lebanon Fire & Emergency Services) and requested approval to ratify a \$100.00 expenditure to submit grant. **A motion was made by Rick Kline, seconded by David Charest, to approve ratifying a \$100.00 expenditure to submit LSA County grant on behalf of NLFES, paid from General Fund. Motion carried.**

**PARK & RECREATION** – *Tracey Charest* – Discussion held regarding the snowflake lights donation cannisters. Mayor Quairolì and Donnette Quairolì will check the cannisters each week for donations.

**PERSONNEL** – *Tracey Charest, Justin Shuey & Mayor Quairolì* – Tracey Charest reported having ad completed for borough office secretary position. Tom Keefer, Rick Kline & personnel committee will review the ad before advertising.

**COST REDUCTION AND FINANCES** – *Rick Kline, Donnette Quairolì & Tom Keefer* – No report on codification of 2023 ordinances to review year end of 2024. This item will be placed on 2024 agendas as a reminder for council.

**ORDINANCE COMMITTEE** – *Jeff Schott & Mayor Quairolì* – Jeff Schott opened discussion regarding a lock box ordinance provided from Bethel Township, Lebanon County, identical to Union Townships, asking council for feedback. Discussion followed. Jeff Schott proposed sending the ordinance to Colleen Gallo to prepare.

**CODES & CODE ENFORCEMENT** – *Mayor Quairolì, Tom Keefer & Tracey Charest* – After discussion at the last Planning Workshop Committee meeting, where council held discussion regarding evacuation or multiple points of egress, Mayor Quairolì reported contacting Chris Miller from Bci. Chris Miller is double checking on the IPMC first before Mayor Quairolì sends a report to Lebanon County.

Mayor Quairolì reported a current violation of an unhooked trailer on South Lancaster St. Discussion followed.

**NEW BUSINESS** – Tom Keefer opened discussion for decision to cancel Planning Workshop Committee meeting scheduled Tuesday, December 26, 2023. Council agreed. A sign indicating such will be posted on the borough door.

Tom Keefer opened discussion for decision to purchase a Smart Television for meeting/conference room. **A motion was made by Rick Kline, seconded by Donnette Quairolì, to approve purchasing a Smart Television for the meeting/conference room; at a cost not to exceed \$1,000.00, paid from the General Fund. Motion carried.**

**OLD BUSINESS** – Mayor Quairolì requested approval to submit a grant application to purchase an AED, with a cost share amount of \$350.00 made payable to The Peyton Walker Foundation upon receipt. **A motion was made by Donnette Quairolì, seconded by Justin Shuey, approving to submit grant application to purchase an AED & cost share amount of \$350.00 payable to The Peyton Walker Foundation upon receipt, paid from General Fund. Motion carried.**

Tom Keefer updated council about bidding on property at 32 W. Market St. (tax sale). At last Planning Workshop meeting council agreed to pre-register 10 days prior to tax sale. Discussion. Council decided to withdraw from bidding.

Donnette Quairolì thanked Tracey Charest for her years of service on Park, Recreation & Events committee. Council thanked David Charest and Tracey Charest for their service to the council.

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

Respectfully submitted,

Joan Keefer, Secretary/Treasurer