

# December 6, 2022, Council Meeting

Jonestown Borough Council held meeting on the above date, beginning at 6:30 p.m., President Thomas Keefer presiding. Council members attending: Rick Kline, Don Raiger, Tracey Charest, and Jeff Schott (dismissed 7:30 PM). Also attending: Attorney Colleen Gallo, Engineer; Lee Strause, Secretary Treasurer; Joan Keefer and Office Assistant; Jodi Swisher.

**APPROVAL - MINUTES/TREASURER'S REPORT** - A motion made by Don Raiger, seconded by Tracey Charest, to approve November 1, 2022, Council Meeting Minutes. Motion carried.

A motion made by Rick Kline, seconded by Tracey Charest, to approve Treasurer's Report, as presented to council, for month ending November 30, 2022. Motion carried.

A motion made by Tom Keefer, seconded by Rick Kline, to approve amended Financial Statement, as presented to council, for October 2022. Motion carried.

**AGENDA ACTION ITEMS** - Council discussed following agenda items first due to council member leaving early: Discussion opened for approval of Resolution # 2022-12; realty tax remaining the same as 2022 (1.8 mills) for 2023. A motion made by Tom Keefer, seconded by Rick Kline, to approve Resolution # 2022-12; realty tax remaining the same as 2022 (1.8 mills) for 2023. Motion carried.

Council held discussion deciding to cancel Planning Workshop Committee meeting December 29, 2022.

Discussion held regarding approval to act upon Final Reading of 2023 Budget. A motion made by Tom Keefer, seconded by Rick Kline, to approve the Final Reading of the 2023 Budget. Motion carried.

Discussion/Decision held regarding Jonestown Borough sharing costs with East Hanover Township & Union Township to perform an audit on Northern Lebanon Fire & Emergency Services (NLFES). A motion made by Tom Keefer, seconded by Justin Shuey, to approve moving forward with an audit on NLFES, paid from the General Fund (Emergency Services), contingent upon East Hanover & Union Townships participating & paying their portions. Motion carried.

Discussion opened regarding new population numbers & percentages for sharing costs of services for Northern Lebanon Fire & Emergency Services. Discussion followed. Council decided to place on January 3, 2023, Council agenda.

Discussion opened regarding council member reduction process. Colleen Gallo explained the process for reducing council members & will email more information to council. Colleen Gallo recommended council form a committee for council member reduction. This item placed on January 3, 2023, council agenda.

**SPECIAL GUEST** – Audrey Shutter opened discussion for decision to have her take over the Jonestown Block Party held in the square each year. Audrey Shutter will collaborate with Mayor Quairolì to plan the 2023 Block Party. A motion made by Tom Keefer, seconded by Rick Kline, to approve having Audrey Shutter collaborate with Mayor Quairolì to plan the Jonestown Block Party on May 27, 2023, from 3PM to 9PM. Motion carried. Audrey Shutter informed council no further discussion necessary regarding a restaurant opening.

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

**BOROUGH ENGINEER** – 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:

**Sidewalk Inspections** – Properties in violation of sidewalk repairs have either completed work or are in process of completing work. Seven (7) properties are still on the "in progress" list & will be completing repairs. Light-Heigel will follow-up with these properties in spring to check completion.

**TASA Grant** – Plan work is on-going. Coordination of project with Penn DOT on-going. Scoping form, once completed, needs approval through Penn DOT for entire scope of project moving forward. Next planned phases will not be on scoping form; planned for completion in next week or two.

**Multimodal Grant – Market Street** – Grant application submitted & should hear about grant approval spring of 2023.

**CDBG Local Grant** – Grant application submitted to Lebanon County Redevelopment Authority for Local CDBG funds. Grant funds submitted were for new curbing in the square area of Market Street Project.

**DCNR Grant - Park** – A short conference call meeting occurred with Rick Kline & Tom Keefer to confirm all proposed equipment. Moving forward with all plans for this project & equipment delivery planned by May of 2023.

**Park Subdivision Plans** – All field work & boundary computations completed. Drafting on subdivision of lot add on plans is in progress for reviewal when complete. Discussion followed. Colleen Gallo updated council regarding the Park Land Acquisition & Park Subdivision from N.L.S.D. (Northern Lebanon School District).

**CDBG State Competitive Grant** – A conference call with Dan Lyons held today 12/6/22 to discuss possibility to apply for CDBG Competitive Grant money to enhance Market Street Project. Discussion held during the conference call to apply for funding to install stamped concrete, replace concrete in square area, as well as beautification of project. The borough should know if they received the grant by spring of 2023.

**MAYOR** – *Joe Quairolì* – Discussion/Decision on renewal quote from All Traffic Solutions (Traffic Board App, Traffic Suite (12 mo.); equip. mgmt., reporting, image mgmt., alerts, mapping & premier care = \$1,500.00) placed on January 3, 2023, council agenda.

Discussion/Decision on IWORQ Service Agreement for Code Enforcement placed on January 3, 2023, council agenda.

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

**SECRETARY** – *Joan Keefer* – No report.

**ASSISTANT SECRETARY** – *Jodi Swisher* – No Report.

**MS4** – No Report.

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairolì, Rick Kline*. Multimodal Grant previously discussed. CDBG Competitive Grant Evaluation due February 2023.

**GRANTS** – *D. Quairolì, Jeff Schott & Justin Shuey* – No report.

**PARK & RECREATION** – *Tracey Charest* – Tom Keefer opened discussion regarding 2023 Carnival & will continue updating council.

No report available on snowflake lights donation canisters.

Tom Keefer opened discussion regarding replacing Christmas tree & landscaping 49 W. Market St. lot. Tracey Charest & Tom Keefer met with Bruce Boltz this past week to check the tree which is dying. Council agreed to have Mr. Boltz draw preliminary plans to landscape lot & send borough a cost proposal.

**PERSONNEL** – *Rick Kline, Don Raiger & Mayor Quairolì* – No report.

**COST REDUCTION AND FINANCES** – *Don Raiger, Tom Keefer, & D. Quairolì* – Discussion opened for approval on JBT Credit Card users as Mayor Joe Quairolì & Joan Keefer, Secretary/Treasurer. **A motion made by Rick Kline, seconded by Justin Shuey, to approve Mayor Joe Quairolì & Joan Keefer, Secretary Treasurer as authorized users on JBT credit card. Motion carried.**

**ORDINANCE COMMITTEE** – *Jeff Schott, Mayor Quairolì & Don Raiger* – No report

**CODES & CODE ENFORCEMENT** – *Mayor Quairolì, Tom Keefer & Tracey Charest* – A committee meeting scheduled Monday, December 12, 2023 @ 6:30 p.m.

**NEW BUSINESS** – Discussion opened for decision to update Jonestown Borough Comprehensive Plan dated July 1971. Light-Heigel & Associates, Inc. can update the Comprehensive Plan. Lee Strause will bring information to the next council meeting.

**OLD BUSINESS** – Discussion opened regarding the new Borough APP (Jonestown Connects) contents & building onto the app moving forward. Council held discussion regarding a viable option for residents to contact the borough through app to report issues.

Rick Kline opened discussion regarding updating borough telephone system. Quote = \$766.56, and monthly invoicing = \$161.68. Discussion followed. **A motion made by Tom Keefer, seconded by Rick Kline, to approve purchasing and installing an updated phone system at a cost not to exceed \$1,000.00, including a monthly fee of \$161.68; paid from the General Fund. Motion carried.**

Executive session cancelled.

Upon motion and second, Council adjourned into executive session at 8:07 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer