

# December 7, 2021

A meeting of Jonestown Borough Council held on the above date, beginning at 7:00 p.m.; President Don Raiger presiding. Council members attending: Rick Kline, Tom Keefer, Donnette Quairoli (virtually) & Jeff Schott. Also attending: Mayor Joe Quairoli (virtually), Attorney Colleen Gallo, Engineer Representative; Lee Strause & Secretary Treasurer; Joan Keefer.

Don Raiger introduced Jodi Swisher; borough office assistant & Lee Strause; Engineer Representative; Light-Heigel & Associates, Inc.

## **APPROVAL - MINUTES/TREASURER'S REPORT**

**A motion made by Rick Kline, seconded by Jeff Schott, to approve the November 2, 2021, Council Meeting Minutes. Motion carried.**

**A motion made by Tom Keefer, seconded by Rick Kline, to approve the Treasurers Report, month ending November 30, 2021. Motion carried.**

**MAINTENANCE** – *Tom Keefer, Supervisor – (budget report attached to minutes)* Tom Keefer reported the following:

Two new lawn mowers delivered to the borough. The total cost came in at \$1,700 less than expected due to one mower price given at last year's cost. Another customer ordered the mower, then cancelled their order.

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

**Maintenance Garage** – Woodland Contractors submitted final application for payment & remaining certified payroll reports. The \$350 electricity usage credit - applied to the final application for payment. LHAI recommends payment in the amount of \$3,519.45. **A motion made by Tom Keefer, seconded by Rick Kline, to approve submitting payment to Woodland Contractors in the amount of \$3,519.45; paid from the General Fund. Motion carried.**

**Park Trails (Paving)** – The project is mostly complete; however, grass not expected to grow until spring of 2022. The contractor sent an application for payment. Woodland Contractors requested payment in the full contract amount, \$26,917.00. LHAI recommends holding \$2,784.00 of retainage & issuing payment of \$24,133.00 to Woodland Contractors. The purpose for the retainage is for uncompleted seeding & two areas of pavement that may need repaired in spring. **A motion made by Tom Keefer, seconded by Rick Kline, to approve holding \$2,784.00 of retainage & issuing payment of \$24,133.00 to Woodland Contractors; paid from the Union Township Fund. Motion carried.** Tom Keefer reported the borough will send a request for reimbursement to Lebanon County regarding the Hotel Tax Grant funding, in the amount of \$10,000.

**West Blackberry Street CDBG** – The project is mostly complete. An unmarked stormwater pipe, encountered near the west end of West Blackberry Street & portions had damage during the roadway excavation; approximately 70 LF of 10-inch pipe: replaced/repaired. The final inspection with the Contractor & the Redevelopment Authority is pending. Tom Keefer reported a need for a future project on W. Blackberry St. to place additional drainage & repair the underground water drainage problem. Discussion followed.

**East Blackberry Street CDBG** – Jonestown Borough received the cooperation agreement. LHAI requests authorization to proceed with preparation of construction plans & submit a PennDOT HOP application for the work along S. Lancaster St. Tom Keefer will sign the cooperation agreement. **A motion made by Tom Keefer, seconded by Rick Kline, to authorize Light-Heigel & Associates, Inc. to proceed with the preparation of construction plans & submit a PennDOT HOP application for work along South Lancaster Street. Motion carried.**

**MAYOR** – *Joe Quairoli* – Mayor Quairoli spoke to Dan Bost regarding scheduling the Rt. 72 N. Bridge Project meeting which included other municipalities involved. Discussion continued. Mayor Quairoli is inviting council to attend the meeting & will let them know when it is.

Mayor Quairoli addressed vacancies on borough council & contacted Lebanon County Voter Registration office. They told him final write in votes will be available by December 15, 2021.

Mayor Quairoli addressed council regarding support to send a letter to the Lebanon County Commissioners asking them to re-consider their vote to increase realty taxes 18% in 2022. The county commissioners take a final vote on December 23, 2021. Mayor Quairoli requested council agree for him to send correspondence in an official capacity & voice our displeasure; asking them to potentially reconsider or reduce any kind of property tax as it burdens our residents. Colleen Gallo stated if council wishes to make a formal request, council must amend the agenda. If council passes the motion to amend the agenda, then they may make a formal motion to send a letter to the County Commissioners.

**\*Request to amend agenda and add approval for Mayor Quairoli to submit a letter to the Lebanon County Commissioners regarding not being in favor of a county tax increase.**

**A motion made by Jeff Schott, seconded by Rick Kline, to amend the agenda to include discussion on taking a vote regarding the County Tax increase. Motion carried.** Discussion followed.

**A motion made by Jeff Schott to authorize Mayor Quairoli to write a letter to the County Commissioners, on behalf of the representatives of the Borough, to express his concerns of a tax increase. No second made. Motion not carried.**

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo reminded council 2022 is a re-organizational year for the Borough, & the first meeting is the first Monday (January 3<sup>rd</sup>) in January 2022, beginning at 6:30 p.m. Colleen Gallo needs dismissed from the first meeting by 7:45 p.m.

Colleen Gallo requests all persons involved in code issues, be on the same page. Regarding an IPMC issue on compliance at a property located 25 North Lancaster St., the borough sent a letter stating the property complies; but in the meantime, Colleen Gallo sent a letter of costs owed to the property owner. The borough should not send a final compliance letter to a property owner until all fees paid or may state the property complied; but owes a remaining fee to fully comply. Discussion followed. The borough may assign case numbers to each code violation.

**SECRETARY** – *Joan Keefer* – Joan Keefer reported 2020 Audit copies are available for Council/Mayor. Colleen Gallo expressed her concern about making sure that borough bank funds are secure because of having over \$250,000 in a fund. Colleen Gallo spoke to the auditor & Jonestown Bank & Trust has a letter of security. The auditor will make sure to have a copy of this letter for next year's audit.

Joan Keefer shared information available from the Open Office Records Right-to-Know Webinar regarding placing information on agendas. Council is welcome to this information.

Joan Keefer called JBT for information on opening a bank account for The American Rescue Plan Act. The cost = \$50.00. **A motion made by Tom Keefer, seconded by Jeff Schott, to authorize opening an American Rescue Plan Act Account at Jonestown Bank & Trust. Motion carried.**

**ASSISTANT SECRETARY** – *Jodi Swisher* – Jodi Swisher opened discussion regarding a follow up email she received from Keystone regarding an insurance quote. Council agreed to invite Keystone Insurance representatives to join a 2022 Planning Workshop meeting to further discuss.

**MS4** – Lee Strause reported Jonestown Borough's MS-4 waiver is good for two more years.

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairolì & Rick Kline* – On November 2, 2021, council approved applying for the Marcelles Shale Grant; funding planned for the use of flashing solar crosswalk lights.

Tom Keefer requested approval/decision from council for permission to have Light Heigel & Associates, Inc. do a cost analysis for a storm drain project at Fisher Street & Market Street using funds from the American Rescue Plan Act. This project will help capture water runoff and dispense it properly. **A motion made by Tom Keefer, seconded by Rick Kline, authorizing Light Heigel & Associates, Inc. to do a cost analysis for a storm drain project at Fisher Street & Market Street using funds from the American Rescue Plan Act. Motion carried.** Mayor Quairolì stated further discussion on storm drainage will be on agenda for the next Infrastructure Committee meeting.

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

**PARK & RECREATION** – *Nick Becker* – Joan Keefer requested council approve additional expenses for the Tree Lighting Event. Previously approved = \$250.00. Expenses total = \$276.61; additional difference = \$26.61. **A motion made by Tom Keefer, seconded by Jeff Schott, approving the additional expenses for the Tree Lighting Event. Previously approved = \$250.00. Expenses total = \$276.61; additional difference = \$26.61. Motion carried.**

**PERSONNEL** – *Rick Kline, Don Raiger & Mayor Quairolì* – Discussion/approval of employee's year-end bonus. **A motion made by Rick Kline, seconded by Jeff Schott, to approve increasing the year-end bonuses given to employees as follows: Crossing Guards (4 @ \$75 ea.), Substitute Crossing Guards (2 @ \$50 ea.), Full-time employees (3 @ \$200 ea.), Part-time employees (2 @ \$125 ea.). Motion carried.** Checks will be issued on the next payroll date (December 17, 2021).

Rick Kline announced Jodi Swisher began her regular office hours beginning this week. As of Monday, December 6, 2021, office hours are Monday–Friday, 8:00 a.m. to 3:00 p.m. This information amended on the Jonestown Borough website, Facebook page & office phone message.

**COST REDUCTION AND FINANCES** – *Don Raiger, Tom Keefer, & D. Quairolì* – Request made to approve the Final Reading of the 2022 Budget. **A motion made by Tom Keefer, seconded by Jeff Schott, to approve the Final Reading of the 2022 Budget. Motion carried.**

Request made to approve adoption of Resolution # 2021-10, establishing the 2022 realty tax millage rate. **A motion made by Tom Keefer, seconded by Donnette Quairolì to approve adopting Resolution # 2021-10, establishing the 2022 realty tax millage rate, no increase, @ 1.80. Motion carried.**

**CODES & CODE ENFORCEMENT** – *Mayor Quairolì, Justin Shuey & Tom Keefer* – Mayor Quairolì scheduled a meeting for Wednesday, December 15, 2021, with Jodi Swisher, Brad Douple, Rick Kline, & himself to set up guidelines for code enforcement violations.

Mayor Quairolì will schedule a Code Committee meeting in January of 2022 to review & closeout outstanding violation issues.

**ORDINANCE COMMITTEE** – *Jeff Schott, Mayor Quairolì & Nick Becker* – Jeff Schott reported the committee will schedule a meeting soon.

**NEW BUSINESS** – Discussion held regarding PSAB Magazine Subscriptions. Complimentary issues are available for Borough Office & digital editions available at no cost.

Discussion/approval to donate towards a bench in memory of George Kaufman, & to add this information to Newsletter, Website & Facebook page. **A motion made by Donnette Quairolì, seconded by Tom Keefer to approve donating \$500**

towards the bench in memory of George Kaufman; paid from the Park Fund, and to add information to the next Newsletter, Website & Facebook page. Motion carried.

Discussion held regarding a letter of request for the borough to allocate a portion of the Borough's ARPA (American Recovery Plan Act) funds to subsidize NLCA costs associated with rehabilitation of the aging sewer collection system infrastructure. Council agreed funds from the American Recovery Plan Act are allocated to borough projects. The borough will send a reply letter to Northern Lebanon County Authority.

Discussion/decision to participate in the Free Christmas Tree Recycling Program with Greater Lebanon Refuse Authority. Trees accepted from December 27th through February 19, 2022. **A motion made by Tom Keefer, seconded by Jeff Schott to approve participating in the Free Christmas Tree Recycling Program with Greater Lebanon Refuse Authority. Trees accepted from 12/27/21 through 2/19/22. Motion carried.** Discussion followed.

Rick Kline opened discussion for decision regarding rules & regulations for the Green Waste Facility. Council agreed a permit may renewed/purchased in December of the past year and be valid through end of the following year. Discussion followed.

**OLD BUSINESS** – Discussion opened regarding a 2022 Fall Festival. Joan Keefer shared an email response from the insurance company representative regarding special occasions-permits involving alcohol. No further discussion.

Mayor Quairoli opened discussion requesting approval to purchase a speed detection sign. He reviewed the quote he received & further information about the sign. The quote from All Traffic Solutions, a Costars dealer, included a cost for the speed detection sign as \$5,593.00. Discussion followed regarding grant possibilities to cover the cost of a speed detection sign. **A motion made by Donnette Quairoli, seconded by Don Raiger to approve purchasing a speed detection sign from All Traffic Solutions, a Costars dealer, at a total cost of \$5,593.00; paid from the General Fund; replacing the cost with the General Reserve Fund. A roll call vote taken. Votes as follows: Donnette Quairoli – yes, Don Raiger - yes, Jeff Schott – yes, Rick Kline – no, & Tom Keefer – no. Motion carried.**

**Appointments/Reappointments expiring 2021:** Council reviewed 2022 appointments having terms expiring as follows:

- ✓ Stacy Longenecker: Planning Commission term expires December 31, 2021 (3 yr. term) Lee Strause will contact Stacy Longenecker.
- ✓ Jeff Pittenger: Zoning Hearing Board term expires December 31, 2021 (3 yr. term) Rick Kline will contact Jeff Pittenger.
- ✓ David Charest: Zoning Hearing Board term as an alternate expires December 31, 2021 (1 yr. term) Tom Keefer will contact David Charest.
- ✓ Tracey Charest: Vacancy Board Chairman term expires December 31, 2021 (1 yr. term) Tom Keefer will contact Tracey Charest.
- ✓ Paul Bird: G.L.R.A. Representative term expires December 31, 2021 (5 yr. term) Committed to this term
- ✓ Jason Kern: Northern Lebanon County Representative term expires December 31, 2021 (5 yr. term) Tom Keefer will contact Jason Kern.
- ✓ Borough Auditor Committee – appoint a member to replace Donnette Quairoli; term expires December 31, 2023
- ✓ Paul Bird: Borough Auditor Committee term expires December 31, 2021, Joan Keefer will contact Paul Bird.

Discussion followed regarding Tyler Longenecker's disqualification in accepting his election to a 4-year term on Council.

Upon motion and second, Borough Council meeting adjourned into executive session at 8:53 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer