

February 1, 2022, Council Meeting

Jonestown Borough Council held a meeting of on the above date, beginning at 6:30 p.m.; President Tom Keefer presiding. Council members attending: Rick Kline, Don Raiger, Justin Shuey & Jeff Schott. Also attending: Mayor Joe Quairol, Attorney Colleen Gallo, Engineer Representative; Lee Strause, Secretary Treasurer; Joan Keefer and Assistant Secretary Treasurer; Jodi Swisher.

APPROVAL - MINUTES/TREASURER'S REPORT

A motion made by Justin Shuey, seconded by Rick Kline, to approve the January 3, 2022, Council Meeting Minutes. Motion carried.

A motion made by Don Raiger, seconded by Rick Kline, to approve the Treasurer's Report, as presented to council, for the month ending January 31, 2022. Motion carried.

SPECIAL GUESTS – On behalf of the Jonestown American Legion Post # 883, Mike Carmel requested they hold Easter Egg Hunt in the Park on April 16, 2022, using the park from 8:30 a.m. to 12:00 p.m. **A motion made by Rick Kline, seconded by Justin Shuey, to approve Jonestown American Legion Post #883 hold an Easter Egg Hunt in the Park on April 16, 2022, using the park from 8:30 a.m. to 12:00 p.m. Motion carried.**

MAINTENANCE – *Tom Keefer, Supervisor – (budget report attached to minutes)* Tom Keefer requested approval to apply for Liquid Fuels County Aid Funding, as general road maintenance. **A motion made by Don Raiger, seconded by Justin Shuey, to approve applying for Liquid Fuels County Aid Funding, as general road maintenance. Motion carried.**

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:

West Blackberry Street CDBG – The project is close to completion & the Redevelopment Authority manages final closeout documents. A retainage held, in the amount of \$3,000, is for topsoil & seeding in springtime. The wall at the Walnut Street intersection damaged by the removal of the stormwater pipe was along and encroaching onto the municipal right-of way. The contractor's opinion is they should not be responsible for damages. Always attached to one another was the stormwater pipe and the wall. Colleen Gallo stated permits may be necessary, and the wall must put back on the owner's property, outside the borough right-of-way. Tom Keefer will contact the homeowner.

East Blackberry Street CDBG – Survey work is complete & LHAI began preparing the construction plans & Penn DOT HOP (Highway Occupancy Permit) plans. LHAI will complete & submit the PennDOT HOP application for the accessible ramp work along Lancaster Street no later than February 8, 2022.

Fisher Street Stormwater – Light-Heigel was on site with Tom Keefer on January 6, 2022. After surveying the area, Light-Heigel completed a concept design. LHAI will complete and forward the Engineer Opinion of Probable Cost for design to the Infrastructure Committee no later than February 10, 2022, for discussion.

Street Cut Permits – The borough received a street, sidewalk/curb replacement permit application for a street opening at 176 Queen Street for a sewer lateral repair. Light-Heigel & Associates, Inc. reviewed the application and gave their recommendation to the borough January 25, 2022. On January 27, 2022, the sewer lateral repair was complete using temporary pavement restoration. In the springtime the permanent pavement restoration will be complete. Lee Strause expects a street, sidewalk/curb replacement permit application, soon, for an area along Fortna Street.

TASA Grant Funding - The selection committee for the TASA funds reached out to the borough with questions regarding the application for funding. LHAI received the email on January 27, 2022, following up with the committee on January 28, 2022, answering questions received. The committee had two concerns: first one; permanent right-of-way acquisitions needed for the accessible ramp improvements rather than only temporary construction easements, and second; the unit cost for sidewalk improvements were too low. LHAI addressed both concerns and took them back to the committee. Discussion followed about justification on the applications and numbers.

DCNR Grant Funding - The borough received the DCNR grant funding for new playground equipment & park trail paving. As part of this project funding application the Opinion of Probable Cost included \$13,000 of “in kind” work for installing play structures and installing engineered wood fiber. Council discussed this at the last Planning Workshop meeting. Don Raiger will give an updated report (on tonight’s agenda).

MAYOR – *Joe Quairoli* – Mayor Quairoli opened discussion, updating council on a complaint of dumping dirt as fill off Fisher St.

Mayor Quairoli stated Nate Carpenter contacted him & requested presenting council with his concerns of the Memorial Day Parade (safety concerns and parade route).

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo addressed questions regarding a resolution for the Borough record retention policy; disposal of records. Colleen Gallo will prepare a resolution for the next council meeting. Colleen Gallo reminded everyone the Statement of Financial Interest forms are due by May 1, 2022.

SECRETARY – *Joan Keefer* – A request made to approve adding Cleona Borough Police invoices to the list of invoices paid upon the due date, without prior approval from council, if the amount due is consistent with previous invoices. **A motion made by Don Raiger, seconded by Rick Kline, to approve adding Cleona Borough Police invoices to the list of invoices paid by Joan Keefer, Jodi Swisher, or designee upon the due date, without prior approval from council, if the amount due is consistent with previous invoices. Motion carried.**

A letter received from Lebanon Conservation District requesting participation in the Lebanon Tire Collection 2022. Pledge due by February 25, 2022. Council decided not to participate in the tire collection for 2022.

A request made to approve Northern Lebanon Youth Soccer Team use of the lower field in Jonestown Park on Monday-Thursdays from 5:00 PM to dusk and games beginning Saturday, April 2, 2022, through Saturday, May 28, 2022. Discussion followed. **A motion made by Rick Kline, seconded by Justin Shuey, to approve Northern Lebanon Youth Soccer Team use of the lower field in Jonestown Park on Monday-Thursdays from 5:00 PM to dusk and games beginning Saturday, April 2, 2022, through the end of May 2022. Motion carried.**

Joan Keefer will share the Planning Workshop agendas & minutes with Colleen Gallo & Lee Strause to keep them updated.

Tom Keefer requested placing approval for the Jonestown Little League Baseball Teams use of the park. Opening day is April 23, 2022.

ASSISTANT SECRETARY – *Jodi Swisher* – Tom Keefer asked if Jodi Swisher heard from the representative who contacted the borough by email regarding insurance. Jodi Swisher did not hear back from him.

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairoli & Rick Kline* – No Report.

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

PARK & RECREATION – *Nick Becker* – Don Raiger contacted Cheri Matter, Section Chief of the Community Parks & Conservation Division at DCNR regarding questions on the DCNR Grant funding for a new playground in the park. Don Raiger, Tom Keefer, & Cheri Matter are rescheduling a meeting later this week for discussion around grant expectations & specifications before council makes a final decision.

Tom Keefer updated council regarding meeting including Tracey Charest & Joan Keefer on January 26, 2022, with Kristi Hollinger & daughter Tori (Lebanon Area E-Free Church) to discuss murals & renovations to the park concession stand during J-Rock weekend.

Block Party vendor applications & payments have been coming to the Jonestown Borough office via mail. A request made for Council to approve the 2022 Block Party Event on May 28, 2022, from 3 PM to 9 PM. **A motion made by Rick Kline, seconded by Jeff Schott, to approve the 2022 Block Party Event on May 28, 2022, from 3 PM to 9 PM; requesting the chairperson provide plans to borough council for review. Motion carried.**

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

COST REDUCTION AND FINANCES – *Don Raiger, Tom Keefer, & D. Quairolì* – Cost Reduction & Finance Committee requests approval to transfer \$10,000.00 from the General Fund to Capital Improvements Fund for yearly expenses as building maintenance, vehicle maintenance, & town maintenance. **A motion made by Don Raiger, seconded by Justin Shuey, to approve transferring \$10,000.00 from the General Fund to the Capital Improvements Fund for yearly expenses as building maintenance, vehicle maintenance, & town maintenance. Motion carried.**

CODES & CODE ENFORCEMENT – *Mayor Quairolì, Justin Shuey & Tom Keefer* – No Report.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairolì & Don Raiger* – Jeff Schott updated council on codifying borough ordinances (already budgeted). The committee decided to update the proposal & purchase five hardcover ordinance books for Mayor, Office, Ordinance Committee, Ordinance Committee President & Colleen Gallo. The committee will report back to council at Planning Workshop meeting with the existing proposal update.

NEW BUSINESS – No Report.

OLD BUSINESS – Tom Keefer reported Dennis Houser agreed to fill the vacant position as Vacancy Board Chairman. **A motion made by Jeff Schott, seconded by Rick Kline, to appoint Dennis Houser to fill the vacant position as Vacancy Board Chairman. Motion carried.**

The Code Enforcement Committee plans to meet with Colleen Gallo & Brad Douple Wednesday February 16, 2022, for the quarterly code meeting to review cases.

Upon motion and second, Borough Council meeting adjourned at 7:30 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer