

February 6, 2024, Council Meeting

Jonestown Borough Council held the regular council meeting on above date, beginning at 6:30 p.m. Council members attended: Tom Keefer, Justin Shuey, Madisyn Breiner, Rick Kline, Jeff Schott, Donnette Quairoli & Jay Young. Also attending: Mayor Joe Quairoli, Attorney Colleen Gallo, Engineer; Lee Strause, Engineer; John Poff, Secretary/Treasurer; Joan Keefer & Office Assistant; Jodi Swisher.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Madisyn Breiner, seconded by Donnette Quairoli, to approve January 2, 2024, Council Meeting Minutes. Motion carried.

A motion made by Donnette Quairoli, seconded by Justin Shuey, to approve Treasurer's Report, as presented to council, month ending January 31, 2024. Motion carried.

Tom Keefer explained the process for placing an item on the agenda and reviewed the financial report with new council members. Agendas must be posted 24 hours in advance of meetings.

SPECIAL GUESTS – Angie Peirce requested permission for Summer Doubles Volleyball Grass League to use the lower field in Jonestown Park Tuesdays, first week of June through first week of August; 5PM to 9PM. A motion made by Rick Kline, seconded by Jay Young, to approve Summer Doubles Volleyball Grass League use of lower field in Jonestown Park, Tuesdays first week of June; through first week of August; 5PM to 9PM; contingent upon providing certificate of insurance. Motion carried.

Rissa Bortz, a board member of the Northern Lebanon Little League, in charge of fields & maintenance, addressed council for formalities of leagues using ballfields. Opening day will not be in the park this year. Practices/games begin in March, & end November using J-1 & J-2 ballfields. A motion made by Jeff Schott, seconded by Justin Shuey, to approve Northern Lebanon Little League, use of ballfields J-1 & J-2, beginning March, ending in November contingent upon providing a certificate of insurance. Motion carried. Discussion continued regarding the two sheds in need of repairs at the J-1 ballfield.

Nikki Jernigan opened discussion on town banners & the Met-Ed contract. Colleen Gallo explained obvious concerns of liability on the borough. Met-Ed has contingencies on utility poles; but Nikki, as a third-party, could contract with Met-Ed for banners being placed on their poles. If Nikki Jernigan, as an organization, would contract with Met-Ed, the Borough must grant permission. Colleen Gallo recommends the borough take over banner project in its entirety or defer to a third party because of liability. Tom Keefer asked Lee Campbell if the Jonestown American Legion may have interest in contracting with Met-Ed. Discussion followed. Colleen Gallo explained the process in contracting with Met-Ed.

Audrey Shutter compiled a budget for all events for 2024 totaling \$6,000.00. The budget will be placed on the February 26, 2024, Planning Workshop Committee's agenda. The Park, Rec & Events committee announced Audrey Shutter as chairperson.

PUBLIC COMMENT – None.

MAINTENANCE – Tom Keefer, Supervisor – Request made to approve expense to repair borough bucket truck at cost not to exceed \$500.00; paid from General Fund. A motion made by Donnette Quairoli, seconded by Jay Young, to approve expense to repair borough bucket truck at a cost not to exceed \$500.00; paid from General Fund. Motion carried.

Discussion for approval to submit 2024-2025 Salt Contract & committed tons will be placed on next Planning Workshop Committee meeting's agenda.

Discussion for a decision to apply for County Aid/Liquid Fuels Project through Penn DOT in an amount of \$1,638 (population of borough) for General Road Maintenance. A motion made by Rick Kline, seconded by Justin Shuey, to approve applying for County Aid/Liquid Fuels Project through Penn DOT in an amount of \$1,638 for General Road Maintenance. Motion carried.

BOROUGH ENGINEERING REPRESENTATIVE – Lee Strause (report attached to minutes). Update on last month's involvement from Light-Heigel & Associates, Inc. on following items of interest to Borough:

TASA Grant – Lee Strause reported he will re-submit information requested by PennDOT regarding the grant. PennDOT requested a full report with meeting agenda as a cover page & a different location map.

DCNR Grant – Park – The contractor provided Bonds & Insurance. Colleen Gallo reviewed them & approved, recommending the contract be signed by the borough.

MS4 – Lee Strause requested approval to have Light-Heigel & Associates, Inc. prepare the MS4 waiver. Council decided to place this on the March Council meeting agenda. John Poff, Engineer, reported Lee Strause is resigning from his position at Light-Heigel & Associates, Inc. John Poff will fill this position at future borough meetings. Discussion followed.

MAYOR – Joe Quairoli – Mayor Quairoli submitted the Borough's yearly NARM (Notification & Resource Manual) form to Lebanon County Department of Emergency Services. The NARM form will help DES during emergencies, to be able to contact someone if needed, & see available resources.

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Mayor Quairoli reported painting parking space lines will be placed on the next Infrastructure Committee meeting. A complaint was received regarding multi-family rental properties, in properties zoned as residential overloading parking spaces on streets & vehicles taking up two or more parking spaces. Discussion continued regarding residential properties being zoned as multi-unit apartments & addresses assigned.

Mayor Quairoli reported he will perform two weddings in March 2024 & will provide information at the next council meeting.

Colleen Gallo asked Mayor Quairoli for an update on a property having ongoing IPMC (International Property Maintenance Code) violations. Mayor Quairoli reported the family requested meeting to discuss properties violations & compliance. He will contact Colleen Gallo when a meeting is scheduled.

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

SECRETARY – *Joan Keefer* – Discussion opened for approval to submit Greater Lebanon Refuse Authority 904 Recycling Grant Application for the 2023 year. **A motion made by Tom Keefer, seconded by Donnette Quairoli, to approve submitting Greater Lebanon Refuse Authority 904 Recycling Grant Application for the 2023 year. Motion carried.**

Joan Keefer asked who wants a subscription to Borough News Magazine @ \$10.00 each. **A motion made by Tom Keefer, seconded by Donnette Quairoli, to approve spending \$20.00 total on two Borough News Magazine subscriptions. Motion carried.**

Approval request made for Colleen Gallo to prepare a resolution for disposing borough records prior to dates set forth: Records to be destroyed include account payable files & ledgers prior to 2016, account receivable files & ledgers prior to 2016, annual audit & financial reports prior to 2017, bank statement & reconciliations prior to 2016, cancelled checks & check registers prior to 2016, non-certified financial statements prior to 2022, voucher files prior to 2016, insurance claims which final settlement was in access of six years, insurance policies prior to 2017, liquid fuels tax records prior to 2016 & treasurer bond certifications prior to 2016. **A motion made by Tom Keefer, seconded by Rick Kline, to approve having Colleen Gallo to prepare a resolution for disposing borough records (including electronic records) prior to dates set forth: account payable files & ledgers prior to 2016, account receivable files & ledgers prior to 2016, annual audit & financial reports prior to 2017, bank statement & reconciliations prior to 2016, cancelled checks & check registers prior to 2016, non-certified financial statements prior to 2022, voucher files prior to 2016, insurance claims which final settlement was in access of six years, insurance policies prior to 2017, liquid fuels tax records prior to 2016 & treasurer bond certifications prior to 2016. Motion carried.**

OFFICE ASSISTANT – *Jodi Swisher* - No report.

MS4 – Discussion opened regarding the MS4 waiver expiring November 2024, requesting approval to authorize Light-Heigel & Associates, Inc. to move forward & prepare the waiver. **A motion made by Tom Keefer, seconded by Rick Kline, to approve authorizing Light-Heigel & Associates, Inc. to move forward & prepare the MS4 waiver, as budgeted, due 6 months prior to expiration. Motion carried.**

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

GRANTS – *D. Quairoli & Justin Shuey* – Discussion opened for a decision to apply for a Community Heart & Soul Grant. Council decided not to apply for this grant.

Discussion opened for a decision to apply for the DCED Greenways Trail & Recreation Program Grant for \$250,000 with a 15% match: Feb 1, 2023 - May 31, 2024. Discussion followed regarding hiring a grant writer to apply for borough grants.

Discussion opened regarding the Chesapeake Bay Trust G3 charrette. The charrette dates discussed were the 16th, 17th & 18th of April 2024. Chesapeake Bay Trust G3 grants deadline is early summer, 2024.

PARK & RECREATION – *Madisyn Breiner* – Rick Kline updated council on the Playground Relocation Project grant. Contract to be signed tonight. Groundbreaking in April. Lyons equipment plans to deliver new equipment at the end of May or beginning of June. Discussion followed.

PERSONNEL – *Mayor Quairoli, Justin Shuey & Madisyn Breiner* – Mayor Quairoli recently emailed Colleen Gallo regarding requirements to provide health insurance to full-time employees. Mayor Quairoli changed the employment advertisement to show changes discussed at the previous workshop meeting where council agreed not to provide health insurance. Mayor Quairoli will send it to council this week for review. Advertising is scheduled for next Monday in Career Link, LinkedIn, PSAB Facebook page. Discussion continued.

COST REDUCTION AND FINANCES – *Rick Kline, Donnette Quairoli & Tom Keefer* – After the Cost Reduction & Finances Committee meeting, committee recommended paying \$25,000.00 on the borough's mortgage, using general fund account to pay mortgage loan earlier. Council agreed to check into investing funds into a CD (Certificate of Deposit) & re-visit the idea at Planning Workshop.

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ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairolì* – Lock Box ordinance discussion placed on next Planning Workshop, & Council meeting agenda.

Discussion opened regarding mailboxes remaining on Market St. Colleen Gallo sent last chance letters to those property owners, & the next step is for Colleen to file a formal complaint. No decision was made by council.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, Tom Keefer & Jay Young* – No Report.

NEW BUSINESS – A request to amend previous appointments on UCC Board of Appeals, 2024 as follows: Chairperson - John R. Poff, Vice-Chairman - Pat Brewer, Secretary - Rick Horst, Carrie Smeltzer- alternate.

A motion made by Tom Keefer, seconded by Rick Kline, to approve amending appointments for UCC Board of Appeals, 2024 as follows: Chairperson - John R. Poff, Vice-Chairman - Pat Brewer, Secretary - Rick Horst, Carrie Smeltzer- alternate. Motion carried.

Request made to allow Paul Wehrman, NL Soccer team representative, to use south field of Jonestown Park for U7 teams. Practices 5:30P to dark (Monday-Thursday) starting March 7, 2024. Games on Saturday mornings (9:30AM-12PM) beginning April 6, 2024. Last game - May 25, 2024. **A motion made by Tom Keefer, seconded by Donnette Quairolì, to approve allowing NL Soccer team use of south field of Jonestown Park for U7 teams. Practices 5:30P to dark (Monday-Thursday) starting March 7, 2024. Games on Saturday mornings (9:30AM-12PM) beginning April 6, 2024. Last game - May 25, 2024. Motion carried.**

Discussion opened for approval to participate in Lebanon Tire Collection 2024. Pledge is due February 16, 2024. Discussion followed. Council decided not to participate.

A letter & map were received from a family wishing to plant a pollinator garden at Northern Lebanon Elementary School, requesting a donation. Council decided not to donate.

Tom Keefer announced Northern Lebanon Ministries is opening a Clothing Closet in the I.U. Building (formerly Jonestown Elementary School). Mayor Quairolì reported this will aid in educating I.U. students. Mayor Quairolì plans to attend ribbon cutting ceremony. Discussion followed.

Discussion opened about LVRT/Jonestown Spur Trail being added to LEBCO MPO (Lebanon County Metropolitan Planning Organization) long range transportation plan. Tom Keefer sent information, including plans for adding a walking bridge, to Tom Kotay.

Discussion opened for a decision to adopt Resolution # 2024-04, Lebanon County Municipal Hazard Mitigation Plan. **A motion made by Tom Keefer, seconded by Jay Young, to approve adopting Resolution # 2024-04, Lebanon County Municipal Hazard Mitigation Plan. Motion carried.** Mayor Quairolì reported being a part of planning for the plan.

OLD BUSINESS – Rick Kline reported Jonestown Borough website is ready. Robert Yeagley, Jonestown Borough's IT representative, plans to put the correct IP address on the site for it to be available for the borough to set up new .gov emails & I-pads will be distributed to mayor/council.

Discussion opened for a decision regarding school zone flashing lights. Tom Keefer contacted PennDOT about the school zone flashing lights & PennDOT requested a letter to cancel the borough agreement. Once agreement is cancelled, the borough may donate them as requested by Blue Mountain Christian School, in Union Township.

Upon motion & second, Council adjourned at 8:07 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer