

February 7, 2023, Council Meeting

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

APPOINTMENTS - Nominations opened to appoint Council Member; term ending 2023. Rick Kline nominated David Charest. **A motion made by Rick Kline, seconded by Justin Shuey, to close nominations & approve Resolution # 2023-03; appointing David Charest as Council Member; term ending 2023. Jeff Schott voted no. Motion carried.** Tracey Charest abstained; David Charest is her spouse. David Charest took Oath of Office & Sworn in by Mayor Quairolì.

Nominations opened to appoint a Council President Pro Tem; term ending 2023. Rick Kline nominated Jeff Schott. **A motion made by Rick Kline, seconded by Justin Shuey, to close nominations & appoint Jeff Schott as Council President Pro Tem; term ending 2023. Motion carried.**

APPROVAL - MINUTES/TREASURER'S REPORT - **A motion made by Justin Shuey, seconded by Jeff Schott, to approve January 3, 2023, Council Meeting Minutes & January 3, 2023 Auditor Committee Minutes. Motion carried.**

A motion made by Rick Kline, seconded by Justin Shuey, to approve Treasurer's Report, as presented to council, for month ending January 3, 2023. Motion carried.

SPECIAL GUESTS – Cleona Police Chief Farneski provided an update on 2022 violation numbers & reports. Discussion followed. Cleona Borough has a new car coming in April 2023 with mobile plate reader. Cleona police hours in Jonestown Borough increased 5 hours/month. Cleona Police Department has 6 fulltime officers, 2 part-time officers, 1 investigator & a school officer.

Jonestown Block Party Chairperson, Audrey Shutter updated council on upcoming Block Party. Discussion followed regarding submission of Road Closure TR-300 permit application to Penn DOT. Roads closed from 1:00 p.m. to 10 p.m. Mayor Quairolì & Audrey Shutter decided to meet the last Tuesday monthly @ 4:00 p.m. in preparation for the Block Party. Council agreed to have a representative assist with end of the Block Party collections & reporting. **A motion made by Rick Kline, seconded by Jeff Schott, to approve allowing the Block Party Committee to use their discretion for waiving vendor fee for services rendered. Motion carried.**

MAINTENANCE – *Tom Keefer, Supervisor* – Discussion opened for approval to apply for County Aid/Liquid Fuels Project through Penn DOT (\$1,629) for General Road Maintenance. **A motion made by David Charest, seconded by Rick Kline, to approve applying for County Aid/Liquid Fuels Project through Penn DOT (\$1,629) for General Road Maintenance. Motion carried.**

Discussion opened for approval to submit the 2023-2024 Salt Contract, agreeing to order fifty (50) tons of salt. **A motion made by David Charest, seconded by Tracey Charest, to approve submitting the 2023-2024 Salt Contract, agreeing to order 50 tons of salt. Motion carried.**

Tom Keefer shared results from flushing storm drain system on Spring Court. The storm drain system is clear of debris.

BOROUGH ENGINEERING REPRESENTATIVE – 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: **TASA Grant** – Plan work & coordination of project with PennDOT is on-going. Other funding activities for project are in planning stage. Draft CADD plans requested & being sent to Penn DOT contacts for Rt. 72 bridge project. **DCNR Grant – Park** – Plans moving forward on additional survey information, scheduled by L-H survey department. On-site meeting anticipated with DCNR representatives & equipment manufacturer when weather is milder. (End of March, beginning of April) Plans include sending bids out end of March. Playground equipment scheduled delivery is late June, early July.

February 7, 2023, Council Meeting

Park Subdivision Plans – Plans forwarded to solicitor for review, then sending to school district for review. Once these reviews are complete, plans are sent to the county.

Comprehensive Land Use Plan – A meeting held with Borough Planning Commission representatives & Light-Heigel team scheduled Thursday, February 9, 2023 to determine the best approach for updating Comprehensive Land Use Plan in a cost effective manner. The last update on Comprehensive Land Use Plan was in 1971.

Green Street Grant Opportunity through Chesapeake Bay Trust – A meeting held with DCNR representatives & Chesapeake Bay Trust representatives Friday, February 3, 2023, provided information that may be useful in enhancing the Market St. TASA project, as well as the pocket park at 49 W. Market St.

MAYOR – *Joe Quairolì* – Nate Carpenter will request permission, at Planning Workshop meeting to approve the Memorial Day Parade in Jonestown May 29, 2023, beginning 9 AM; same plans as in 2022.

Lee Strause plans to follow-up with Lebanon County Planning regarding two notices of violations; one on N. Broad St., the other on W. Market St. No further violations in discussion.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo received draft Comcast agreement today from Attorney Winston. Colleen Gallo plans to review agreement and provide comment to council.

Three IPMC hearings scheduled for Thursday, February 9, 2023, E. Queen St., E. Market St. & W. Market St.

SECRETARY – *Joan Keefer* – Discussion opened for approval to submit Greater Lebanon Refuse Authority 904 Grant Application for 2022. **A motion made by David Charest, seconded by Rick Kline, to approve submitting the Greater Lebanon Refuse Authority 904 Grant Application for 2022. Motion carried.**

OFFICE ASSISTANT – No report.

MS4 – Waiver for Jonestown Borough expires November 30, 2024. The borough must apply for another waiver six (6) months before expiration.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairolì & Rick Kline* – *See Engineer's report attached to minutes)*

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

PARK & RECREATION – *Tracey Charest* – Regarding fundraising for Park & Recreation, NLFES agreed to allow borough use of their 501c3 (Small games of chance) permit for a 'Duck in Park' event, Tracey Charest referred to Colleen Gallo for recommendation. Discussion followed. Park & Recreation Committee plans to continue meetings, searching for members. Colleen Gallo suggested advertising for committee members, as volunteers may also be from nearby municipalities.

Discussion/Decision to accept landscaping & tree plantings proposal at 49 W. Market St. from Boltz Tree Farm & Josephson Nature Care. **A motion made by Rick Kline, seconded by Tracey Charest, to approve accepting the landscaping & tree plantings proposal from Boltz Tree Farm & Josephson Nature Care, at 49 W. Market St., at a cost not to exceed \$11,500.00; paid from the Park Fund. Motion carried.**

Tracey Charest reported contacting Bethany Canner, Swatara Watershed Association, to meet in March & look at tree plantings from a project in the park a few years ago.

PERSONNEL – *Tracey Charest, Justin Shuey & Mayor Quairolì* – No report.

COST REDUCTION AND FINANCES – *Rick Kline, Donnette Quairolì & Tom Keefer* – Discussion opened for decision to approve proposal to purchase IPADS & Email Migration, Battery Backup & POE Network Switch from Eagle Secure Solutions. Discussion followed. **A motion made by Rick Kline, seconded by Jeff Schott, to approve the proposal from Eagle Secure Solutions to purchase 8 IPADS & 7 additional Microsoft Business Licenses (Email migrations), including 15 hours of set-up and Battery Backup including a POE Network**

February 7, 2023, Council Meeting

Switch, at a cost not to exceed \$8,000.00; paid from the ARPA (American Rescue Plan Act) Fund. Motion carried.

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairolì* – Jeff Schott opened discussion regarding a tree trimming ordinance reviewed from Cleona Borough. Jonestown Borough's tree trimming ordinance is to be similar. Jeff Schott will review a mailbox ordinance. Both ordinances placed on Planning Workshop agenda. Discussion continued regarding another mailbox placement request on W. Market St. & mailbox regulations.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, Tom Keefer & Tracey Charest* – The new Iworq software is up & running. The GIS department needs a letter stating files being released to Iworq. Next code enforcement meeting scheduled February 16, 2023.

NEW BUSINESS – Discussion opened regarding council members interest on being part of a council member reduction committee. Justin Shuey, Mayor Quairolì & Donnette Quairolì appointed to the committee. Justin Shuey volunteered to be chairperson. Colleen Gallo suggested contacting Shelley Houck from Pennsylvania State Association of Boroughs for information.

Discussion/decision regarding council communication committee placed on Planning Workshop agenda.

Tom Keefer opened discussion for a decision to purchase a plaque, at cost not to exceed \$200 to welcome PA State Representative Russ Diamond & staff to Jonestown Borough. **A motion made by Tom Keefer, seconded by Tracey Charest, to approve purchasing a plaque, at cost not to exceed \$200 to welcome PA State Representative Russ Diamond & staff to Jonestown Borough. Motion carried.**

Discussion opened regarding applying for a realty tax exemption at the Lebanon County Assessment office for 49 W. Market St. **A motion made by David Charest, seconded by Jeff Schott, to approve applying for a realty tax exemption at the Lebanon County Assessment office for 49 W. Market St. Motion carried.**

Discussion opened regarding borough council member terms expiring the end of 2023. The 2023 Municipal Primary Election window to collect petition signatures is: February 14th to March 7th. Candidate packages are available at the Lebanon County Municipal Building.

OLD BUSINESS – Discussion opened regarding (E. Hanover, Union Twp. & Jonestown Borough) plans on having an audit performed on Northern Lebanon Fire & Emergency Services. East Hanover gathered audit costs. Colleen Gallo recommended meeting with NLFES board members & municipalities to further discuss an audit.

David Charest requested revisiting a rental ordinance. This item placed on February 27, 2023, Planning Workshop Committee meeting agenda. Discussion followed.

Upon motion and second, Council adjourned at 8:17 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer