

January 2, 2024, Council Reorganizational Meeting

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

Mayor Joe Quairolì administered Oath of Office to newly elected council members Madisyn Breiner, Rick Kline, Jeff Schott & Jay Young.

NOMINATIONS/ELECTIONS - Mayor Quairolì opened the floor for nominations and election of Council President; 2-year term. No motions needed to open/close nominations. Jeff Schott nominated Tom Keefer. Mayor Quairolì called out three times for Council President nominations. No additional names called. Nominations closed. Anyone un-contesting will be heard by voice. Anyone contesting a nomination, voting shall be done by ballot & majority of votes declare the winner. All those in favor of voting for Tom Keefer, Council President two-year term state your intent by saying aye. No council member opposed. Mayor Quairolì announced motion, as passed, is to elect Tom Keefer as Council President, two-year term.

Tom Keefer opened the floor to accept nominations for Council Vice-President (2 yr. term). Tom Keefer nominated Rick Kline. No additional nominations: nominations closed. Tom Keefer announced Rick Kline as Council Vice-President.

Tom Keefer opened the floor to accept nominations for Council President Pro Tem (2 yr. term). Rick Kline nominated Jeff Schott as President Pro Tem; 2-year term. No additional nominations: nominations closed. Tom Keefer announced Jeff Schott as Council President Pro Tem.

Tom Keefer opened the floor accepting nomination for Council Secretary Pro Tem (2 yr. term). Rick Kline nominated Jodi Swisher. No additional nominations: nominations closed. Tom Keefer announced Jodi Swisher as Council Secretary Pro Tem.

Tom Keefer planned to appoint newly elected council members to committees after speaking with them first. All other council member committee assignments will stay the same.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Donnette Quairolì, seconded by Jeff Schott, to approve November 27, 2023, Council Planning Workshop Meeting Minutes. Motion carried.

A motion made by Rick Kline, seconded by Donnette Quairolì, to approve December 5, 2023, Council Meeting Minutes. Motion carried.

A motion made by Donnette Quairolì, seconded by Rick Kline, to approve Treasurer's Report, as presented to council, month ending December 31, 2023. Motion carried.

REAPPOINTMENTS - A motion was made to appoint Joan Keefer to position of Borough Secretary/Treasurer, for 2024 by Jeff Schott, seconded by Justin Shuey. Motion carried.

A motion was made to appoint Jodi Swisher to position of Borough Assistant Secretary/Treasurer, for 2024 by Justin Shuey, seconded by Donnette Quairolì. Motion carried.

A motion made to appoint Jonestown Bank and Trust Company as depository bank for 2024 by Justin Shuey, seconded by Donnette Quairolì. Motion carried.

A motion was made to amend the agenda to include Donnette Quairolì as a 2024 signatory by Justin Shuey, seconded by Jeff Schott. Motion carried.

A motion was made to appoint 2024 Borough Signatories for Jonestown Bank & Trust Borough Accounts as Rick Kline, Donnette Quairolì, Jodi Swisher, & Joan Keefer by Justin Shuey, seconded by Jeff Schott. Motion carried.

A motion made to appoint Reilly Wolfson Attorneys at Law as Borough Solicitor; 2-year term, Light-Heigel & Associates, Inc. as Borough Engineer; 2-year term, 2024 Code Enforcement Officer as BCI; Brad Douple & Chris Miller & Garcia, Garman & Shea PC as annual auditor by Tom Keefer, seconded by Rick Kline. Motion carried.

A motion made to appoint Lebanon County Planning Department as the 2024 Zoning Officer by Tom Keefer, seconded by Justin Shuey. Motion carried.

A motion was made to appoint Keystone Municipal Collections as current & delinquent earned income tax collector & as delinquent utility tax collector for 2024 by Tom Keefer, seconded by Donnette Quairolì. Jeff Schott opposed. Majority ruled. Motion carried.

A motion made to re-appoint Lebanon County Treasurer's Office as local tax collector for 2024 by Tom Keefer, seconded by Donnette Quairolì.

A motion made to appoint members to the Lebanon County UCC Board of Appeals for 2024 as John R. Poff, William Smeltzer & Pat Brewer – Alternate is Rick Horst by Tom Keefer, seconded by Rick Kline. Motion carried.

A motion was made to appoint Joan Keefer to position of Borough Open Records Agent for 2024, with Jodi Swisher as the alternate, by Donnette Quairolì, seconded by Jeff Schott. Motion carried.

A motion was made to appoint Bobby Boltz, for three-year term ending December 31, 2027, to Planning Commission Board by Rick Kline, seconded by Donnette Quairolì. Motion carried.

A motion made to reappoint Todd Anderberry, for three-year term ending December 31, 2027, Oriana Spittle, for a one-year term ending December 31, 2025, as alternate & David Charest, for a one-year term ending December 31, 2024, as second alternate to Zoning Hearing Board by Tom Keefer, seconded by Rick Kline. Motion carried. Rick Kline announced the need to replace Jay Young as Zoning Hearing Board member because he is on council. This item is placed on next Planning Workshop Committee meeting agenda. A motion made to accept Jay Young's resignation from the Zoning Hearing Board as of January 1, 2024, by Tom Keefer, seconded by Rick Kline. Motion carried.

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A motion was made to appoint Dennis Houser as Chairperson of Vacancy Board; one-year term, Oriana Spittle as Vacancy Board alternate; one-year term, & David Charest as Vacancy Board second alternate; one-year term, for 2024 by Tom Keefer, seconded by Rick Kline. Motion carried.

A motion was made to appoint James Sholtzberger to TCC (Tax Collection Committee) Board, & Jennifer Harding as a TCC Board alternate for a one-year term by Tom Keefer, seconded by Madisyn Breiner. Motion carried.

A motion made to appoint Gary Kneasel as Northern Lebanon County Authority Board Representative, term expiring 2029; 5 yr. term by Rick Kline, seconded by Jay Young. Motion carried.

SPECIAL GUESTS - Christopher Noble was present to address council about a safety issue at the intersection of W. Market St. & S. Broad St. pulling out into traffic. Lee Strause reported the borough is working on a project at this time to place curb bump outs on all four corners of that intersection to slow traffic on Market St. Currently the safe stopping site distance required was achieved based upon the yellowed-out section for parking zones, along with the site triangle. Discussion followed.

PUBLIC COMMENT – Audrey Shutter updated council on the 2024 Block Party. Discussion followed regarding location of block party as S. King St./Hazel St. near Jonestown Park, due to bridge closure on Route 72. Mayor Quairoli reported plans are to hold the 2025 block party back on the square in town. Rick Kline reported park playground will be under construction around the same time as block party. Discussion followed regarding road closures.

Audrey Shutter requested an interest in becoming the Park, Recreation & Events Chairperson. Council discussed separating Parks, Recs & Events Committee by having a ‘Council’ Park & Recreation Committee & a separate Events Committee.

MAINTENANCE – Tom Keefer, Supervisor – A request made to ratify an expense to repair salt spreader at a cost not to exceed \$2,000.00. A motion made by Rick Kline, seconded by Donnette Quairoli, to approve ratifying the expense to repair the salt spreader at a cost not to exceed \$2,000.00. Motion carried.

BOROUGH ENGINEERING REPRESENTATIVE – Lee Strause (report attached to minutes).

Update given on last month’s involvement from Light-Heigel & Associates, Inc. on following items of interest to Borough:

TASA Grant – All information submitted to PennDOT & Lee Strause anticipates a meeting (Safety/Retainability/Construction review) date be scheduled before end of this week.

DCNR Grant – Park – Lee Strause recommended the bid award be granted to Columbia Excavating pending council reviewing the finances. Rick Kline reported council recently reviewed finances & gave a best-case & worst-case scenario. A motion made by Rick Kline, seconded by Jeff Schott, to approve ratifying Resolution #2024-01, to apply for Lebanon County Commissioners Marcellus Shale Grant for George H. Kaufman Community Park Playground Relocation/Enhancement Project. Motion carried.

A motion made by Rick Kline, seconded by Jeff Schott, to approve applying for additional funding from DCNR; up to \$17,500, with a Borough match. Motion carried.

A motion made by Rick Kline, seconded by Jeff Schott, to approve awarding playground project bid to Columbia Excavating; base & alternate costs, in the total amount of \$61,936.00. Motion carried.

MAYOR – Joe Quairoli – Mayor Quairoli reported working with Bci to schedule 2024 ‘walk-through’. Mayor Quairoli is also scheduling a meeting with Chief Farneski to do the same.

Mayor Quairoli reported he will send the secretary/treasurer job advertisement to Joan Keefer & Justin Shuey. Discussion followed. Council agreed to advertise on the borough website, town message boards, indeed, etc. Mayor Quairoli will send the advertisement by end of this week for review.

Mayor Quairoli opened discussion regarding upcoming snow & anticipation of declaring a snow emergency.

As budgeted for 2024, the cloud software for speed limit board will be activated.

Mayor Quairoli opened discussion regarding a dumpster on W. Market St., not having a permit. Mayor Quairoli will contact Walters regarding the dumpster placed without a permit.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law – Colleen Gallo prepared Resolution # 2024-02, for approval. Cleona Police Department service rates increased to \$105.00/hr. beginning January 1, 2024. A motion made by Tom Keefer, seconded by Donnette Quairoli, to approve Resolution # 2024-02; Cleona Police Department service rates increasing to \$105.00/hr. beginning January 1, 2024. Motion carried.

Tom Keefer opened discussion about the Hometown Heroes Banners, borough financial aspect & installation costs. Colleen Gallo recommended the borough either decide to take ownership of this project or not, due to potential liabilities. Colleen Gallo recommended preparing a Memorandum of Understanding indicating the poles (under a contract between Jonestown Borough & Met-Ed) are borough poles & for any reason, flags (torn, dis-repair, etc.) may need taken down. Discussion continued.

Council held discussion regarding mailboxes on Market St. that have not been removed by January 1, 2024, deadline. Council decided to have Colleen Gallo send those residents last chance letters. A motion made by Donnette Quairoli, seconded by Madisyn Breiner, to approve amending the agenda to include mailbox enforcement by Colleen Gallo. Motion carried. A motion made by Donnette Quairoli, seconded by Madisyn Breiner, to approve having Colleen Gallo send a last chance letter to the residents on Market St. who have not removed mailboxes. Motion carried.

Council asked Colleen Gallo for recommendations on a recent request from a resident to place a BMX Park in Jonestown Park. Discussion followed. Council agreed with her recommendation & decided not to approve a BMX Park.

Colleen Gallo excused herself from the meeting to accommodate another reorganizational meeting.

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SECRETARY – *Joan Keefer* – A request was made to approve having the secretary/treasurer pay the following list of invoices, without prior approval from council (if amount due consistent with previous invoices):

A motion made by Rick Kline, seconded by Jay Young, to approve having the secretary/treasurer pay the following list of invoices, without prior approval from council (if amount due consistent with previous invoices). Motion carried.

- ✓ Telesystem – Phone Service (Monthly)
- ✓ Touchtone Long-Distance Phone (Monthly)
- ✓ Verizon Wireless – Cell Phones (Monthly)
- ✓ USDA – Mortgage (Monthly; electronically)
- ✓ Postal Master – Post Office Box (Yearly/December)
- ✓ Postage/Petty Cash – Code Enforcement/office postage
- ✓ Sewer Bills - (NLCA); pd. quarterly
- ✓ Water Bills - (COLA); pd. quarterly
- ✓ Kapp/Merchandise Advertising – quarterly for newsletters
- ✓ CTI Network, Inc. – website hosting
- ✓ Payroll Tax Bills - (EFTPS, E-tides, PSAB UC, Local & State UC)
- ✓ WEX – Vehicle Fuel – due beginning of month
- ✓ Lowe's – Credit card/maintenance purchases/due early in month
- ✓ Eagle Secure Solutions - Annual subscription/Microsoft 365 Standard & Basic
- ✓ Met-Ed – All accounts (Monthly) & Met-Ed – Christmas Lights (Yearly January or February)
- ✓ Insurances - HA Thomson, SWIF, PIRMA, AmTrust N. America, Inc.) Workers' comp., liability, bond & auto.

OFFICE ASSISTANT – No report.

MS4 – Waiver expires November 2024 (borough to apply for waiver 6 months prior to expiration)

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

GRANTS – *D. Quairolì & Justin Shuey* – No report.

PARK & RECREATION – *Madisyn Breiner* – No further report.

PERSONNEL – *Mayor Quairolì, Justin Shuey & Madisyn Breiner* – A request made to ratify council's decision to approve employee year-end bonuses at November 2023 Planning Workshop meeting. **A motion made by Jeff Schott, seconded by Donnette Quairolì, to ratify approval; employee year-end bonuses, presented to council at November 2023 Planning Workshop Committee meeting (Craig Carl; \$250, Joan Keefer; \$250, Mark Grumbine; \$200, Jodi Swisher; \$175 & Glenn Kneasel; \$125). Motion carried.**

COST REDUCTION AND FINANCES – *Rick Kline, Donnette Quairolì & Tom Keefer* – No Report.

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairolì* – No Report.

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

NEW BUSINESS – Tom Keefer opened discussion for a decision to have Met-Ed install streetlights on South Mill St. @ a cost not to exceed \$1,400.00; paid out of the General Fund. **A motion made by Donnette Quairolì, seconded by Rick Kline, to approve having Met-Ed install streetlights on South Mill St. at a cost not to exceed \$1,400.00; paid out of the General Fund. Motion carried.**

Tom Keefer reported the Chesapeake Bay Trust G3 Charrette meeting is scheduled for January 22, 2024, borough council's next Planning Workshop meeting.

Discussion opened for a decision to approve Lebanon Area Evangelical Free Church's request for the annual J-Rock Event to be held weekend of May 3-4-5, 2024. **A motion made by Jeff Schott, seconded by Madisyn Breiner, to approve Lebanon Area Evangelical Free Church's request for the annual J-Rock Event be held May 3-4-5, 2024. Motion carried.** Tom Keefer suggested council think about projects for Jonestown Park or the borough for J-Rock & bring them to the next meeting.

A motion made by Tom Keefer, seconded by Rick Kline, to approve removing Tracey Charest as a borough signatory at Jonestown Bank & Trust. Motion carried.

OLD BUSINESS – Rick Kline updated council regarding CourseVector's 1st mock-up of the new borough website, requesting approval for an additional cost to have CourseVector do a second mockup, making changes. **A motion made by Rick Kline, seconded by Tom Keefer, to approve an additional cost of \$150.00, to have CourseVector do a second website mockup by making changes to website; paid from the General Fund. Motion carried.**

Discussion opened regarding leaving the snowflake lights up longer this year. Donnette Quairolì updated council on the Christmas lights donation canisters. Donations collected to date = \$144.25.

Upon motion and second, Council adjourned at 7:53 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer