

January 3, 2022, Reorganizational Council Meeting

The regular/reorganizational meeting of Jonestown Borough Council held on the above date, beginning at 6:30 p.m. Council members in attendance: Don Raiger, Rick Kline, Tom Keefer, Donnette Quairola, Justin Shuey and Jeff Schott. Also attending were Mayor Joe Quairola, Attorney Colleen Gallo, Engineering Representative; Lee Strause, Assistant Secretary/Treasurer; Jodi Swisher & Secretary/Treasurer; Joan Keefer.

Mayor Joe Quairola, previously sworn in, by taking his Oath of Office for the elected position as Mayor, administered the Oath of Office to the newly elected council members: Tom Keefer, Don Raiger, Justin Shuey, Jeff Schott & Donnette Quairola.

NOMINATIONS/ELECTIONS

Mayor Quairola opened the floor for nominations for a council member vacancy; term of 2 years until the next municipal election. Discussion followed. Colleen Gallo stated council will have 45 days from 1/1/2022 to fill the vacancy.

Mayor Quairola opened the floor accepting nominations for Council President (2 yr. term). Rick Kline nominated Tom Keefer. Donnette Quairola nominated Don Raiger. Nominations closed. Ballots need cast (1 vote per council member). Votes were tie, three votes for Tom Keefer, three votes for Don Raiger. Don Raiger withdrew his nomination. Mayor Quairola announced Tom Keefer as Council President.

Tom Keefer opened the floor to accept nominations for Council Vice President (2 yr. term). Jeff Schott nominated Don Raiger. Tom Keefer nominated Rick Kline. Ballots need cast (1 vote per council member). Votes were four votes for Don Raiger to two votes for Rick Kline. Tom Keefer announced Don Raiger as Council Vice President.

Tom Keefer opened the floor to accept nominations for Council President Pro Tem (2 yr. term). Nominations closed. **A motion made by Justin Shuey, seconded by Don Raiger to appoint Rick Kline as President Pro Tem; 2-year term. Motion carried.** Tom Keefer opened the floor to accept nomination for Council Secretary Pro Tem (2 yr. term). Nominations closed. **A motion made by Jeff Schott, seconded by Justin Shuey appoint Jodi Swisher as the Secretary Pro Tem; 2-year term. Motion carried.**

Council reviewed/amended the Committee Assignments.

APPROVAL - MINUTES/TREASURER'S REPORT

A motion made by Donnette Quairola, seconded by Jeff Schott, to approve the December 7, 2021, Council Meeting Minutes, and the October 25, 2021 & November 22, 2021, Workshop Committee meeting minutes. Motion carried.

A motion made by Rick Kline, seconded by Donnette Quairola, to approve the Treasurer's Report, as presented to council, for the month ending December 31, 2021. Motion carried.

REAPPOINTMENTS

A motion made to appoint Joan Keefer to the position of Borough Secretary/Treasurer, and Jodi Swisher to the position of Assistant Secretary/Treasurer for 2022 by Don Raiger, seconded by Rick Kline. Motion carried.

A motion made to appoint Virginia Bomgardner, Sharon Heck, Elaine Aungst & Maria Higareda, as the Borough's school crossing guards for 2022, and Donna Bickel & James Leach as 2022 alternate school crossing guards by Justin Shuey, seconded by Donnette Quairola. Motion carried.

A motion made to appoint Jonestown Bank and Trust Company as the depository bank for 2022 by Justin Shuey, seconded by Rick Kline. Motion carried.

A motion made to appoint 2022 Borough Signatories for all Jonestown Bank & Trust Borough Accounts as Rick Kline, Don Raiger, Jodi Swisher and Joan Keefer by Rick Kline, seconded by Justin Shuey. Motion carried.

A motion made to appoint Reilly Wolfson Attorneys at Law to the position of Borough Solicitor; 2-year term, by Donnette Quairola, seconded by Justin Shuey. Motion carried.

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A motion made to appoint Light-Heigel & Associates, Inc. to the position of Engineer; 2-year term, by Justin Shuey, seconded by Donnette Quairoli. Motion carried.

A motion made to appoint the 2022 Code Enforcement Officer as BCI; Brad Douple & Chris Miller by Donnette Quairoli, seconded by Rick Kline. Motion carried.

A motion made to appoint Garcia, Garman & Shea PC as the annual auditor by Donnette Quairoli, seconded by Rick Kline. Motion carried.

A motion made to appoint Lebanon County Planning Department as the Zoning Officer for 2022 by Rick Kline, seconded by Donnette Quairoli. Motion carried.

A motion made to appoint Keystone Municipal Collections as the current and delinquent earned income tax collector and as the delinquent utility tax collector for 2022 by Rick Kline, seconded by Donnette Quairoli. Motion carried.

A motion made to re-appoint Lebanon County Treasurer's Office as the local tax collector for 2022 by Justin Shuey, seconded by Jeff Schott.

A motion made to appoint members to the Lebanon County UCC Board of Appeals for 2022 as John R. Poff, William Smeltzer & Pat Brewer – Alternate is Rick Horst by Rick Kline, seconded by Jeff Schott. Motion carried.

A motion made to appoint Joan Keefer to the position of Borough Open Records Agent for 2022, with Jodi Swisher as the alternate, by Jeff Schott, seconded by Rick Kline. Motion carried.

A motion made to reappoint Stacy Longenecker, for a three-year term ending December 31, 2024, to the Planning Commission by Jeff Schott, seconded by Rick Kline. Motion carried.

A motion made to reappoint Jeff Pittenger, for a three-year term ending December 31, 2024, Keena Wolferd, for a one-year term ending December 31, 2022, as an alternate and David Charest, for a one-year term ending December 31, 2022, as second alternate to the Zoning Hearing Board. Motion carried.

A motion made to reappoint Tracey Charest as Chairman of the Vacancy Board, Keena Wolferd as an alternate, and David Charest as a second alternate for 2022 by Donnette Quairoli, seconded by Justin Shuey. Motion carried.

A motion made to appoint James Shotzberger to the TCC (Tax Collection Committee) Board for 2022 by Don Raiger, seconded by Jeff Schott. Motion carried.

A motion made to appoint Cynthia Raiger as Borough Appointed Auditor, for a six-year term expiring in 2027 by Don Raiger, seconded by Donnette Quairoli. Motion carried.

A motion made to appoint Paul Bird as Greater Lebanon Refuse Authority (G.L.R.A.), for a five-year term expiring in 2026 by Donnette Quairoli, seconded by Rick Kline. Motion carried.

A motion made to appoint Jason Kern as Northern Lebanon County Authority Board Representative, term expiring 2026; 5 yr. term by Rick Kline, seconded by Jeff Schott. Motion carried.

MAINTENANCE – Tom Keefer, Supervisor – (budget report attached to minutes) No Report.

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 – For the most part, the project complete. Final inspection with contractor and Redevelopment Authority pending.

East Blackberry Street CDBG – Cooperation agreement received by the Borough. Light-Heigel and Associates, Inc. scheduled to begin work for preparing the construction plans and Penn DOT HOP plans. Survey crews plan to survey in January 2022. Tom Keefer stated remaining funds from West Blackberry project (\$10,000) might be available towards using for East Blackberry project.

Fisher Street Stormwater – Light-Heigel, Tom Keefer, Rick Kline & Mayor Quairoli plans a site walk to begin work on the Fisher St. Stormwater issue on January 6, 2022.

MAYOR – Joe Quairoli – Mayor Quairoli opened discussion regarding parking violation notices & fines. The borough office received the Parking Violation Notices the mayor ordered for council to review. Discussion followed. Fines are determined by resolutions.

Mayor Quairoli reported Jodi Swisher is diligently working on a case file system (giving each case a number) which identifies each case separately.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo asked if Rick Kline will continue supervising the office staff. **Tom Keefer reported yes, and Tom will continue supervising the maintenance department.**

SECRETARY – *Joan Keefer* – Request for Council to approve having Colleen Gallo prepare a resolution to dispose of borough records prior to dates set forth: Records to be destroyed include account payable files & ledgers prior to 2014, account receivable files & ledgers prior to 2014, annual audit & financial reports prior to 2015, bank statement & reconciliations prior to 2014, cancelled checks & check registers prior to 2014, non-certified financial statements prior to 2020, voucher files prior to 2014, insurance claims which final settlement was in access of six years, insurance policies prior to 2015, liquid fuels tax records prior to 2014 & treasurer bond certifications prior to 2014. **A motion made by Rick Kline, seconded by Jeff Schott, to approve having Colleen Gallo prepare a resolution to dispose of borough records prior to dates set forth: Records to be destroyed include account payable files & ledgers prior to 2014, account receivable files & ledgers prior to 2014, annual audit & financial reports prior to 2015, bank statement & reconciliations prior to 2014, cancelled checks & check registers prior to 2014, non-certified financial statements prior to 2020, voucher files prior to 2014, insurance claims which final settlement was in access of six years, insurance policies prior to 2015, liquid fuels tax records prior to 2014 & treasurer bond certifications prior to 2014. Motion carried.**

Request 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):

- ✓ 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/Merchandiser 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

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

Discussion/approval to 2022 NLFES & extending workman's comp for non-firefighting in all borough's ancillary activities, carnivals, parades, rubber duck races, block parties, fireworks & traffic control, parking, emergency & non-emergency assistance for approved Borough events.

A motion made by Rick Kline, seconded by Donnette Quairoli, to approve NLFES extending their workman's comp for non-firefighting in all borough's ancillary activities, carnivals, parades, rubber duck races, block parties, fireworks & traffic control, parking, emergency & non-emergency assistance for approved Borough events in 2022. Motion carried.

ASSISTANT SECRETARY – Jodi Swisher – No Report

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – Tom Keefer, Mayor Quairoli & Rick Kline – Tom Keefer made a request to approve signing Resolution # 2022-01 to send to Lebanon County Commissioners for the Marcellus Shale Grant - Market Street RRFB Pedestrian Crosswalk Lights. Council approved submitting this grant application on November 2, 2021. **A motion made by Don Raiger, seconded by Donnette Quairoli, to approve signing Resolution # 2022-01 to send to Lebanon County Commissioners for the Marcellus Shale Grant - Market Street RRFB Pedestrian Crosswalk Lights. Motion carried.**

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

PARK & RECREATION – No Report.

PERSONNEL – Rick Kline, Don Raiger & Mayor Quairoli – A request made for Council to approve employee increases effective as of January 1, 2022, as follows: Craig Carl - 6%, Mark Grumbine – 6% & Joan Keefer – 6%. **A motion made by Rick Kline, seconded by Don Raiger, to approve employee increases effective as of January 1, 2022, as follows: Craig Carl - 6%, Mark Grumbine – 6% & Joan Keefer – 6%; as listed on the meeting agenda. Motion carried.**

COST REDUCTION AND FINANCES – Don Raiger, Tom Keefer, & D. Quairoli – The committee plans to schedule a meeting soon.

CODES & CODE ENFORCEMENT – Mayor Quairoli, Justin Shuey & Tom Keefer – The committee scheduled a meeting for January 12, 2022, beginning at 6:30 PM, requesting Joan Keefer and Jodi Swisher attend.

ORDINANCE COMMITTEE – Jeff Schott, Mayor Quairoli & Don Raiger – The committee plans to schedule a meeting soon. Jeff Schott requested Don Raiger join the Ordinance Committee. Tom Keefer agreed.

NEW BUSINESS – Regarding the renewal of the Cleona Police agreement, the agreement is ongoing from 2020 until Cleona Police or Jonestown Borough provides a written document 60 days prior to cancelling the agreement.

OLD BUSINESS – No Report.

Upon motion and second, Borough Council meeting adjourned at 7:35 p.m.
Respectfully submitted,

Joan Keefer, Secretary/Treasurer