

January 3, 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 & Donnette Quairol. Also attending: Mayor Joseph Quairol, Attorney Colleen Gallo, Engineer; Lee Strause, Secretary Treasurer; Joan Keefer and Office Assistant; Jodi Swisher.

RESIGNATIONS – Discussion/Decision to accept Don Raiger' resignation, council member as of December 21, 2022, Council decided to place on January Planning Workshop Committee meeting agenda.

Decision to accept Dawn Raiger' resignation as Zoning Hearing Board member as of December 21, 2022. **A motion made by Tom Keefer, seconded by Donnette Quairol, to approve accepting Dawn Raiger' resignation as Zoning Hearing Board member as of December 21, 2022. Motion carried.**

Accepting nominations to elect council vice-president (Don Raiger resigned); council decided to place on January 23, 2023, Planning Workshop Committee meeting agenda.

APPROVAL - MINUTES/TREASURER'S REPORT - **A motion made by Rick Kline, seconded by Donnette Quairol, to approve December 6, 2022, Council Meeting Minutes. Motion carried.**

A motion made by Rick Kline, seconded by Donnette Quairol, to approve November 28, 2022, Planning Workshop Committee Meeting Minutes. Motion carried.

A motion made by Tom Keefer, seconded by Rick Kline, to approve Treasurer's Report, as presented to council, for month ending December 31, 2022. Motion carried.

REAPPOINTMENTS – Request Council to approve the following appointments: Appoint 2023 Borough Secretary/Treasurer as Joan Keefer, 2023 Borough Assistant Secretary/Treasurer as Jodi Swisher, 2023 Borough Crossing Guards as Virginia Bomgardner, Sharon Heck, Maria Higareda & Donna Bickle, Alternate: James Leach, 2023 Borough Depository Bank as Jonestown Bank and Trust Company, 2023 Solicitor as Reilly Wolfson, Attorneys at Law, 2023 Engineer as Light-Heigel & Associates, Inc., 2023 Annual Auditor as Garcia, Garman & Shea PC, 2023 Borough Appointed Auditors as Paul Bird; 4 yr. term, Jamie Carl; 2 yr. term & Cynthia Raiger; 6 yr. term & 2023 Zoning Officers as Lebanon County Planning Department.

A motion as made by Rick Kline, seconded by Donnette Quairol, to approve the following appointments as one motion: Appoint 2023 Borough Secretary/Treasurer as Joan Keefer, 2023 Borough Assistant Secretary/Treasurer as Jodi Swisher, 2023 Borough Crossing Guards as Virginia Bomgardner, Sharon Heck, Maria Higareda & Donna Bickle, Alternate: James Leach, 2023 Borough Depository Bank as Jonestown Bank and Trust Company, 2023 Solicitor as Reilly Wolfson, Attorneys at Law, 2023 Engineer as Light-Heigel & Associates, Inc., 2023 Annual Auditor as Garcia, Garman & Shea PC, 2023 Borough Appointed Auditors as Paul Bird; 4 yr. term, Jamie Carl; 2 yr. term & Cynthia Raiger; 6 yr. term & 2023 Zoning Officers as Lebanon County Planning Department. Motion carried.

Appoint Keystone Municipal Collections; 2023 - current & delinquent EIT Collector. **A motion made by Tom Keefer, seconded by Rick Kline, to approve appointing Keystone Municipal Collections as 2023 current & delinquent EIT Collector. Jeff Schott voted no. Motion carried.**

Appoint 2023 Tax Collector as Lebanon County Treasurer's Office. **A motion made by Rick Kline, seconded by Donnette Quairol, to approve appointing Lebanon County Treasurer's Office as 2023 current & delinquent Tax Collector. Motion carried.**

Appoint UCC Board of Appeals; 2023 as John R. Poff, William Smeltzer & Pat Brewer; Alternate: Rick Horst, & Joan Keefer as 2023 Jonestown Borough Right to Know Officer & Jodi Swisher as alternate. **A motion as made by Rick Kline, seconded by Donnette Quairol, to approve appointing UCC Board of Appeals; 2023 as John R. Poff, William Smeltzer & Pat Brewer; Alternate: Rick Horst, and Joan Keefer as 2023 Jonestown Borough Right to Know Officer & Jodi Swisher as alternate. Motion carried.**

Re-appoint Rick Kline, Planning Commission Board Member; term expires December 2025 – 3 yr. term. **A motion made by Donnette Quairol, seconded by Jeff Schott, to re-appoint Rick Kline, Planning Commission Board Member; term expires December 2025; 3 yr. term. Motion carried.**

January 3, 2023, Council Meeting

Appoint Jay Young, Zoning Hearing Board Member; term expires December 2025 – 3 yr. term. **A motion made by Tom Keefer, seconded by Rick Kline, to appoint Jay Young, Zoning Hearing Board Member; term expires December 2025; 3 yr. term. Motion carried.**

Appoint Oriana Spittle, Zoning Hearing Board Alternate; term expires December 2023; 1 yr. term. **A motion made by Tom Keefer, seconded by Rick Kline, to appoint Oriana Spittle, Zoning Hearing Board Alternate; term expires December 2023; 1 yr. term. Motion carried.**

Reappoint David Charest, Zoning Hearing Board 2nd Alternate, term expires December 2023; 1 yr. term. **A motion made by Tom Keefer, seconded by Rick Kline, to reappoint David Charest, Zoning Hearing Board 2nd Alternate, term expires December 2023 – 1 yr. term. Motion carried.**

Reappoint Dennis Houser, Vacancy Board Chairman, term expires December 2023; 1 yr. term. **A motion made by Tom Keefer, seconded by Jeff Schott, to reappoint Dennis Houser, Vacancy Board Chairman, term expires December 2023; 1 yr. term. Motion carried.**

Appoint Oriana Spittle, Vacancy Board Alternate, term expires December 2023; 1 yr. term. **A motion made by Tom Keefer, seconded by Rick Kline, to appoint Oriana Spittle, Vacancy Board Alternate, term expires December 2023 – 1 yr. term. Motion carried.**

Reappoint David Charest, Vacancy Board 2nd Alternate, term expires December 2023; 1 yr. term, James Schotzberger, TCC Representative, term expires December 2023; 1 yr. term, & Jamie Carl, Borough Auditor Committee member term expires December 31, 2024; 2yr. term. **A motion made by Tom Keefer, seconded by Tracey Charest, to reappoint David Charest, Vacancy Board 2nd Alternate, term expires December 2023; 1 yr. term, James Schotzberger, TCC Representative, term expires December 2023; 1 yr. term and Jamie Carl, Borough Auditor Committee member term expires December 31, 2024; 2yr. term. Motion carried.**

PUBLIC COMMENT – Sharon Mahaffey expressed concerns of water pumping onto the streets & freezing. W. Market & Fisher St. intersection is a major problem. Discussion followed. Council recognizes this problem & the borough engineers have drawn plans to remedy the issue to address in the future.

MAINTENANCE – *Tom Keefer, Supervisor* – No Report.

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 – Plans are on-going with Penn DOT. Lee Strause submitting draft plans to Penn DOT.

DCNR Grant – Moving forward on plans. On-site meeting anticipated with DCNR representatives & equipment manufacturer.

Park Subdivision Plans – Lot addition plans (attached to the minutes), including the cemetery land reviewed by council & solicitor. Next step to submit plans to County to review. Colleen Gallo will send plans to Northern Lebanon School District's attorney for approval before submitting to County.

Comprehensive Land Use Plan – Updating Comprehensive Land Use Plan warranted. Light-Heigel & Associates, Inc. continues working on providing updated plan proposal. Tom Keefer asked Colleen if Planning Commission should be involved updating plans. Colleen Gallo agrees Planning Commission be involved with plan. Lee Strause will submit plans to committee & council once complete.

Raise Grant Opportunity – Grant opportunity (Rebuilding America Infrastructure w/ Sustainability & Equity) through US DOT, forwarded to Tom Keefer, has a match of 20% & must be at least in amount of five million dollars. Discussion followed. Council not interested in pursuing grant.

MAYOR – *Joe Quairolì* – Mayor Quairolì officiated a wedding on December 17, 2022, in East Hanover Township for Michael T. Burrows & Erin E. Rider.

Discussion for council decision on renewal quote from All Traffic Solutions (Traffic Board App, Traffic Suite (12 mo.); equip. mgmt., reporting, image mgmt., alerts, mapping & premier care = \$1,500.00). Mayor Quairolì asked council to consider purchasing software. Discussion followed.

January 3, 2023, Council Meeting

Discussion opened to decide on purchasing IWORQ Service Agreement for Code Enforcement at a cost of \$2,000.00 per year (3-year term). Mayor Quairoli explained procedure of software. Discussion followed. **A motion made by Rick Kline, seconded by Tom Keefer, to approve using ARPA funds; \$3,300.00 & \$2,000.00 for two following years. Jeff Schott voted no. Motion not carried.** Discussion followed.

A motion made by Jeff Schott, seconded by Rick Kline, to amend previous motion, stating the acceptance of contract offer is contingent upon receiving a shorter term offer for 3 years or less. Motion carried.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo requested council ratify approval for Northern Lebanon Fire & Emergency Services having traffic control unit direct traffic at Wreath's Across America Event 12/17/2022 from 9 AM to 12 NOON. **A motion made by Tom Keefer, seconded by Donnette Quairoli, to ratify approval for Northern Lebanon Fire & Emergency Services having traffic control unit direct traffic at Wreath's Across America Event Saturday, 12/17/2022 from 9 AM to 12 NOON. Motion carried.**

Colleen Gallo requested council approve Resolution #2023-01; Northern Lebanon Fire & Emergency Services participation in all borough's ancillary activities; carnivals, parades, rubber duck races, block parties, fireworks and traffic control, parking, emergency & non-emergency assistance for approved Borough events. **A motion made by Donnette Quairoli, seconded by Justin Shuey, to approve Resolution # 2023-01; Northern Lebanon Fire & Emergency Services participation in all borough's ancillary activities; carnivals, parades, rubber duck races, block parties, fireworks and traffic control, parking, emergency & non-emergency assistance for approved Borough events. Motion carried.**

Colleen Gallo opened discussion regarding new census numbers & percentages for NLFES share of services. Discussion followed. Colleen Gallo requested council approve Resolution #2023-02; agreeing to pay for a share of the cost of workers' compensation insurance for Northern Lebanon Fire & Emergency Services. **A motion made by Rick Kline, seconded by Donnette Quairoli, to approve Resolution # 2023-02; agreeing to pay for an equal per capita share of service percentage on cost of workers' compensation insurance for Northern Lebanon Fire & Emergency Services based on the current U.S. census. Motion carried.**

Colleen Gallo reported three court hearings for code enforcement scheduled the afternoon of February 9, 2023, requesting a representative from the borough attend.

Tom Keefer reported on the NLFES audit, bringing council up to date.

SECRETARY – *Joan Keefer* – Joan Keefer requested approval to have the secretary/treasurer pay the following list of invoices, without prior approval from council (if amount due is consistent with previous invoices): *Telesystem* – Phone Service (Monthly), *Touchtone* – Long Distance hone (Monthly), *Verizon Wireless* – Cell Phones (Monthly), *USDA* – Mortgage (Monthly; electronically), *Postmaster* – 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, *Choice Communications* – Phone Service (Monthly) & *JBT Credit Card* – monthly purchases. **A motion made by Donnette Quairoli, seconded by Jeff Schott, to approve having the secretary/treasurer pay the list of invoices presented to them above, without prior approval from council, if amount due is consistent with previous invoices. Motion carried.**

OFFICE ASSISTANT – No report.

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairoli & Rick Kline* – See Engineer's report attached to minutes) No further discussion.

January 3, 2023, Council Meeting

Tom Keefer gave an update on State CDBG Competitive Grant. Dan Lyons did not receive determination back from DCED on proposed service area for the borough to meet the grant application deadline. Next year council plans to apply for the sidewalk replacement project grant.

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

PARK & RECREATION – *Tracey Charest* – A request to ratify expenditure (\$33,000.00 down payment) for previously approved playground grant; paid from Park & Recreation Fund to Lyons Recreation for playground equipment; Proposal ref. #R0095221134. **A motion made by Rick Kline, seconded by Donnette Quairolì, to ratify expenditure (\$33,000.00 down payment) for previously approved playground grant; paid from Park & Recreation Fund to Lyons Recreation for playground equipment. Motion carried.**

A request made to ratify additional expense for pizzas - \$12.54, paid from Park & Rec Fund to Tracey Charest for volunteers who helped with snowflake lights. **A motion made by Rick Kline, seconded by Donnette Quairolì, to ratify additional expense for pizzas in the amount of \$12.54, paid from Park & Rec Fund to reimburse Tracey Charest for volunteers who helped with snowflake lights. Motion carried.**

Request for approval to allow Lebanon Area Evangelical Free Church have J-Rock Event in park May 5th, 6th & 7th, 2023. **A motion made by Tracey Charest, seconded by Justin Shuey, to approve permitting Lebanon Area Evangelical Free Church to have J-Rock Event in park May 5th, 6th, & 7th, 2023. Motion carried.**

Open discussion to decide on Huey's Amusements holding Carnival May 11, 12, 13 & 14, 2023. Set-up beginning May 8, 2023. **A motion made by Jeff Schott, seconded by Rick Kline, to approve Huey's Amusements to hold a carnival May 11, 12, 13 & 14, 2023, contingent upon not conflicting with opening day of baseball; giving council president authorization to contact Huey's. Set-up beginning May 8, 2023. Donnette Quairolì voted no. Motion carried.** Discussion followed regarding playground grant update.

PERSONNEL – *Tracey Charest, Justin Shuey & Mayor Quairolì* – Request for discussion and approval to assign Jonestown Bank & Trust Signatories for Jonestown Borough, due to Don Raiger's resignation.

A motion made by Tom Keefer, seconded by Jeff Schott, to approve assigning Jonestown Bank & Trust Signatories for Jonestown Borough as Rick Kline, Tracey Charest, Joan Keefer & Jodi Swisher. Motion carried.

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

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairolì* – Jeff Schott reported working on tree trimming ordinance, asking it placed on next Planning Workshop agenda.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, Tom Keefer & Tracey Charest* – Mayor Quairolì opened discussion regarding upcoming court case on code enforcement violations. Colleen Gallo requested a borough representative be present. Placing this on Planning Workshop agenda for discussion/decision.

NEW BUSINESS – Tom Keefer reviewed committee assignments & council assignments, amending positions.

OLD BUSINESS – No report.

Upon motion and second, Council adjourned at 8:10 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer