

# July 5, 2023, Council Meeting Minutes

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

**APPROVAL - MINUTES/TREASURER'S REPORT** - A motion made by Donnette Quairolì, seconded by David Charest, to approve June 6, 2023, Council Meeting Minutes. Motion carried.

A motion made by Justin Shuey, seconded by Rick Kline, to approve Treasurer's Report, as presented to council, for month ending June 30, 2023. Motion carried.

**SPECIAL GUESTS** – No report.

**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**

A conference call meeting with Penn DOT requested to move forward, since all requested information was added to the CE Scoping System. The conference call is scheduled for this Friday @ 10:00 a.m. Discussion followed.

**DCNR Grant – Park**

Council agreed on a recommendation to re-bid the DCNR Grant. Cost opinion will be provided for the updated plans.

**Park Subdivision Plans**

Planning Commission to review plans at a meeting scheduled for July 11, 2023 @ 6:00 p.m. Jonestown Borough will place an advertisement in the local paper. Discussion followed.

**MAYOR** – Joe Quairolì – Mayor Quairolì reviewed a quote for signs he would like to purchase for when Rt. 72 bridge is closed. Two sets of signs will cost \$418.00 and two 48-inch barricades cost \$718.00. Discussion followed. Mayor Quairolì will check for additional quotes.

**SOLICITOR** – Colleen Gallo; Reilly, Wolfson Attorneys at Law – No update on the Comcast Audit.

Colleen Gallo researched mailbox placement. Regarding the post office, the borough is limited in what they can do. Most Subdivision Land Development ordinances state in their line-of-sight distances, for intersections of streets and sidewalks, you cannot have anything obstructing site distance including mailboxes can be enforced as a safety issue. Tom Keefer will schedule meeting with the Jonestown postmaster to further discuss.

**SECRETARY** – Joan Keefer – Regarding the Utility Choice Program, a representative was to call and see if council is interested in finding the lowest rate possible for the borough (Email received July 3, 2023). No call received.

A request was made to purchase fifty "Did You Know" booklets from Key Comp at a cost not to exceed \$350.00. **A motion made by Tom Keefer, seconded by Rick Kline, to approve purchasing fifty "Did You Know" booklets from Key Comp at a cost not to exceed \$350.00. Motion carried.**

**OFFICE ASSISTANT** – Jodi Swisher reported receiving a total of twenty-nine entries for the name the 49 W. Market St. Park contest. The final deadline for receiving entries is July 31, 2023.

**MS4** – Waiver for Jonestown Borough expires November 30, 2024. The borough must apply for another waiver six (6) months before the end date. Colleen Gallo reminded council to add costs to apply for the waiver to their 2024 budget.

**INFRASTRUCTURE IMPROVEMENTS** – Tom Keefer, Mayor Quairolì & Rick Kline – See Engineer's report attached to minutes) – Open discussion regarding the US DOT Technical Assistance Grant to discuss and decide on submitting a qualifying application for a park trail project to connect park trails to the Rails to Trails with a walking bridge. Technical assistance includes drawings & feasibility studies performed for this kind of grant. Tracey Charest will complete the qualifying application for the grant.

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Tom Keefer shared an email that Jonestown Borough has been selected as one of the 2023 G3 grant recipients (Green Streets, Green Jobs & Green Towns) to provide the borough with consulting & technical services for stormwater and watershed planning using charettes.

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

**PARK & RECREATION** – *Tracey Charest* – Discussion opened for a decision to vote on accepting or rejecting the bid received & opened at the June 6, 2023, council meeting for the Playground Project. The Planning Commission met, & Rick Kline reported their recommendation was to not accept the bid from CMS – Construction Masters Services, LLC in the amount of \$120,899.00, recommending the project be re-bid in the fall of 2023. Jeff Moore from Lyons Recreation agreed to stop production on the playground equipment until spring of 2024. The DCNR grant is valid through December of 2025. The committee agreed there are items on the bid that the borough can do themselves. Discussion followed. **A motion made by Rick Kline, seconded by David Charest, to approve rejecting all bids (one; from CMS) received for the Park Playground Project. Motion carried.**

Tracey Charest reported there are 112 dead trees in the south-west corner of the park next to the green waste yard. Originally 350 trees were planted. Trees are going to be ordered and planted in the fall of 2023.

Tracey Charest requested a letter for BG's Market for sponsorship of the ice cream for Nation Ice Cream Day.

Tracey Charest reported the next craft day is on July 6, 2023.

Discussion followed regarding events in the park.

**PERSONNEL** – *Tracey Charest, Justin Shuey & Mayor Quairolì* – Discussion opened for decision to give an 'end of the year' bonus to the School Crossing Guards; Donna Bickle, Sharon Heck, Maria Higareda, Virginia Bomgardner & James Leach. \$200.00 each; paid from the General Fund. **A motion made by Tom Keefer, seconded by Tracey Charest, to approve paying an 'end of the year' bonus to the School Crossing Guards; Donna Bickle, Sharon Heck, Maria Higareda, Virginia Bomgardner & James Leach; \$200.00 each, paid from the General Fund. Motion carried.** Mayor Quairolì will contact all the crossing guards and ask them to attend the next meeting for recognition.

**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 & Tracey Charest* – Mayor Quairolì announced the next Code Enforcement Committee meeting is scheduled for Thursday, July 20, 2023 @ 4:30 p.m.

**NEW BUSINESS** – No report.

**OLD BUSINESS** – Discussion opened for a decision on the Official Proclamation for Jonestown Borough Council to proclaim October 13th as Metastatic Breast Cancer Awareness Day annually. Mayor Quairolì suggested doing this proclamation on an annual basis. Rick Kline suggested following what Lebanon County decides. Council agreed to place this on the next Planning Workshop Committee meeting agenda for further discussion.

Colleen Gallo mailed easement letters to four property owners (of five properties) along Blackberry St. for a stormwater project.

Upon motion and second, Council adjourned at 7:10 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer