

March 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, David Charest & Donnette Quairoli. Also attending: Mayor Joseph Quairoli, Attorney Colleen Gallo, Engineer; Lee Strause, Secretary Treasurer; Joan Keefer & Office Assistant; Jodi Swisher.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Rick Kline, seconded by Donnette Quairoli, to approve February 7, 2023, Council Meeting Minutes. Motion carried.

A motion made by Tom Keefer, seconded by Jeff Schott, to approve Treasurer's Report, as presented to council, for month ending February 28, 2023. Motion carried.

SPECIAL GUESTS – Gary Verna, Lebanon County Emergency Management Agency gave presentation to assume role as Borough Emergency Management Coordinator. Lebanon County Emergency Management Agency is coordinator for three other local municipalities. Borough council placed this on April 7, 2023, meeting agenda.

PUBLIC COMMENT – Audrey Shutter opened discussion about a request for a CBD vendor at the 2023 Block Party. Colleen Gallo stated not to be in favor & the council agreed.

Discussion continued regarding the process to have Fire Police at the Block Party and Mayor Quairoli announced a meeting scheduled soon to plan traffic control. Discussion continued regarding NLFES request for approval to have their fire police participate in the following list events: 3/4/23 Chicken Pot Pie Take Out, 4/1/23 Chicken Pot Pie Supper, 4/2/23 Spring Raffle, 4/8/23 Filling Sale, 5/6/23 Chicken Pot Pie Take Out, 7/15/23 Chicken BBQ & Bake Sale, 7/15/23 Ono Yard Sales, 9/9/23 Chicken Pot Pie Take Out, 10/14/23 Chicken Pot Pie Supper, 10/25/23 Hamboat Sale, 11/4/23 Ham & Turkey Supper & 11/21/23 Filling Sale. Colleen Gallo recommended tabling this until the next meeting & contact Amy Rhoad, NLFES, to check if fire police will be directing traffic at these events. Borough council does not have to approve events unless fire police are being utilized due to workman's compensation insurance.

Audrey Shutter plans to attend April 4, 2023 & May 2, 2023, council meetings for approval on 2023 Block Party expenses. Tracey Charest updated the council about the Park Recreation & Events committee having a table set up at the Block Party.

Steven Yeagley opened discussion requesting approval for the United Methodist Church to host an Easter Egg Hunt on April 8, 2023, using 49 W. Market Street lot.

***A motion made by Jeff Schott, seconded by David Charest to amend the agenda to add approval for the United Methodist Church to host an Easter Egg Hunt on April 8, 2023, using 49 W. Market Street lot. Motion carried.**

A motion made by Donnette Quairoli, seconded by Jeff Schott to approve the United Methodist Church hosting an Easter Egg Hunt on April 8, 2023, and allowing them use of 49 W. Market Street lot. Motion carried.

Discussion continued regarding the United Methodist Church sidewalk repairs. Lee Strause explained the permit fees waived due to borough mandating sidewalk repairs. A property owner must fill out a permit application for approval before the project begins.

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 – Plan work in on-going. L-H sent draft CADD plans to Penn DOT for the Rt. 72 bridge project.

DCNR Grant – Park – Plan work is moving forward. Survey information completed & base maps completed today.

Park Subdivision Plans – L-H submitted plans for the school/park subdivision to the county for review.

Comprehensive Land Use Plan – Borough Planning Commission representatives & Light-Heigel team met on Thursday, February 9, 2023. The planning Commission will determine what aspects Light-Heigel will be assisting with the comprehensive plan update, by trying to keep it as cost effective as possible.

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Green Street Grant Opportunity through Chesapeake Bay Trust – A grant application for the Chesapeake Bay Trust is in process & submission deadline is March 8, at 4:30 p.m. Grant is to enhance Market St. TASA project with trees, as well as tree plantings in the pocket park.

West Blackberry Street Stormwater – Previously council discussed a temporary fix by placing rip rap on the corner where a resident was having issues with water drainage. To move forward on a stormwater project, additional survey information of the area is necessary. Once the survey work's finished, solution plans will be presented to the council. Discussion continued regarding project timeline. Additional surveying is necessary because of a previous road paving project. The council will review the base plan at the next Planning Workshop Committee meeting.

MAYOR – *Joe Quairolì* – Discussion opened for approval to submit a TE-300 Road Closure Special Event application to Penn DOT for Block Party on May 27, 2023, 1:00 p.m. to 10:00 p.m. **A motion made by Donnette Quairolì, seconded by David Charest, to approve submitting a TE-300 Road Closure Special Event application to Penn DOT for Block Party on May 27, 2023, 1:00 p.m. to 10:00 p.m. Motion carried.**

Gerald Reardon officially resigned his position as Emergency Management Coordinator for Jonestown Borough. **A motion made by Donnette Quairolì, seconded by David Charest, to approve accepting Gerald Reardon's official resignation as Emergency Management Coordinator for Jonestown Borough. Motion carried.**

Mayor Quairolì continues to work on adding information to the iWorQ website for code enforcement operation.

Mayor Quairolì updated the council regarding resolving a mailbox placement for a resident.

Mayor Quairolì continues work on the 2023 Hazard Mitigation Plan & may have Lee Strause assist as needed.

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo continues working on information on residential ordinances for council to review. Colleen Gallo will email the information to the council once completed.

Colleen Gallo continues to research the mailbox issue & what the postal service is required to provide regarding mail service.

Colleen Gallo recently shared emails received from Attorney Winston regarding the draft cable franchise agreement, which is progressing.

Colleen Gallo is collaborating with Attorney Jones regarding moving forward with the agreement of sale for the Northern Lebanon School park property. Discussion continued.

SECRETARY – *Joan Keefer* – Discussion opened for approval to transfer \$17,595.15 from ARPA (American Rescue Plan Act) Fund to the General Fund. All Light-Heigel & Associates Inc. invoices for TASA (Transportation Alternatives Set-Aside) that were paid from the General Fund should have been paid by the ARPA Fund. **A motion made by David Charest, seconded by Rick Kline, to approve transferring \$17,595.15 from ARPA (American Rescue Plan Act) Fund account to the General Fund account. Motion carried.**

Discussion opened for approval to include eligibility of Northern Lebanon Fire & Emergency to use Federal Surplus Property Program for an application sent in by Jonestown Borough. Application deadline is March 16, 2023. **A motion made by Donnette Quairolì, seconded by Rick Kline, to approve including eligibility of Northern Lebanon Fire & Emergency to use Jonestown Borough's Federal Surplus Property Program as per Resolution # 2023-5. Motion carried.**

OFFICE ASSISTANT – Jodi Swisher stated she still needs a few Statement of Financial Interest forms completed & has extra copies. The Statement of Financial Interest forms are due by May 1, 2023.

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) -

West Blackberry stormwater drainage problem addressed in Light-Heigel & Associates, Inc. report.

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Road sealing on Rose Lane, W. Swatara & N Broad has be postponed until next year (April 2024) due to road patch work needed around some storm drains.

Crack Sealing scheduled for the week of September 11, 2023.

GRANTS – *D. Quairola, Jeff Schott & Justin Shuey* – The committee is waiting to hear back from applications submitted for CDBG, Gaming & Multi-model Grants. The borough did not receive the ARLE Grant this year.

PARK & RECREATION – *Tracey Charest* – Council reviewed a list of events NLFES sent to the borough for approval. After discussion, Joan Keefer will contact Amy Rhoad from NLFES asking if the fire police were going to be used at these events. If they are using fire police, approval is needed due to workers' comp insurance.

A discussion opened for approval to plant (replace) a dedicated tree in the park at a cost of \$800.00; paid from the Park fund. **A motion made by Rick Kline, seconded by Tom Keefer, to approve planting (replacing) a dedicated tree in the park at a cost not to exceed \$800.00; paid from the Park fund.. Motion carried.**

PERSONNEL – *Tracey Charest, Justin Shuey & Mayor Quairola* – The committee will bring their recommendation regarding a pay increase to the next council meeting for executive session.

COST REDUCTION AND FINANCES – *Rick Kline, Donnette Quairola & Tom Keefer* – Rick Kline explained progress working on tracking committed funds in a financial statement.

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairola* – Jeff Schott requested the council give him input regarding the mailbox ordinance he shared. Discussion followed.

Regarding a tree trimming ordinance, Jeff Schott plans to send the ordinance to Colleen Gallo for review & language enhancement within the next week.

CODES & CODE ENFORCEMENT – *Mayor Quairola, Tom Keefer & Tracey Charest* – A code enforcement committee meeting scheduled for March 16, 2023 @ 6:30 p.m.

NEW BUSINESS – Discussion opened for a decision on proposal #230121 received from Reed's Lock & Access Control Systems, Inc. for a Cellular Communicator on the borough alarm system. The proposal amount of \$1,032.00 includes the monthly/annual monitoring fee of \$250.00 per year & a cellular data line air fee of \$227.00 per year. This service is necessary for the current alarm system to communicate with the new phone system. **A motion made by David Charest, seconded by Rick Kline, to approve Reed's Lock & Access Control Systems, Inc. installing a Cellular Communicator on the borough alarm system at a cost not to exceed \$1,032.00, which includes the monthly/annual monitoring fee of \$250.00 per year & a cellular data line air fee of \$227.00 per year. Motion carried.**

NLFES Board plans to meet with East Hanover Twp., Union Twp. & Jonestown Borough for audit discussion on March 14, 2023 @ 6:30 p.m. Mayor Quairola & Tom Keefer will attend the meeting representing Jonestown Borough.

State Representative Russ Diamond's Open House scheduled on March 16, 2023, from 4-7pm. Mayor Quairola will present a welcome plaque at the open house.

OLD BUSINESS – No report.

Upon motion and second, Council adjourned at 7:30 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer