

# May 2, 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: Justin Shuey, Rick Kline, Tracey Charest, Jeff Schott, David Charest & Donnette Quairolì. Also attending: Mayor Joseph Quairolì, Attorney Colleen Gallo, Engineer; Lee Strause, Secretary Treasurer; Joan Keefer & Office Assistant; Jodi Swisher.

**APPROVAL - MINUTES/TREASURER'S REPORT** - A motion made by Tom Keefer, seconded by Rick Kline, to approve April 4, 2023, Council Meeting Minutes. Motion carried.  
A motion made by Tom Keefer, seconded by David Charest, to approve Treasurer's Report, as presented to council, for month ending April 30, 2023. Motion carried.

**SPECIAL GUESTS** – Angie Peirce addressed the council asking permission for a community volleyball league to use lower park field Tuesdays in June (6,13,20 & 27th). The league has approximately one hundred players & 12-15 nets are set up to play. Colleen Gallo recommended, since the league is organized, they need a certificate of insurance. A motion made by Donnette Quairolì, seconded by David Charest, to give permission to the community volleyball league to use the lower park field Tuesdays in June (6,13,20 & 27th); contingent upon getting a certificate of insurance. Motion carried.

Jason Weikel introduced himself to the council as Jonestown Borough's EMA Coordinator. Discussion followed.

Audrey Shutter addressed the council requesting approval for 2023 Block Party entertainment (\$400.00) & advertisement (\$162.00) expenses. A portable toilets invoice will be sent directly to the borough office. A motion made by Rick Kline, seconded by Tracey Charest, to approve paying the Block Party entertainment & advertising expenses, at a total cost of \$562.00; paid from the Park Fund. Motion carried. Steve Yeagley will take care of scheduling Block Party fire police.

**PUBLIC COMMENT** – Steve Yeagley addressed the council asking permission for United Methodist Church to use 49 W. Market St. for bible school activities. Agenda was amended: A motion made by Tom Keefer to amend the agenda, seconded by Jeff Schott to include approval for United Methodist Church to use the grass lot as 49 W. Market St. on June 26th, 27th, 28th & 29th. Motion carried.

A motion made by Tom Keefer, seconded by David Charest to approve the United Methodist Church use of the grass lot as 49 W. Market St. for Bible School activities on June 26th, 27th, 28th & 29th. Motion carried.

Jake Keiter announced the first edition of NL Bulletin has been distributed & thanked the borough for their involvement.

**MAINTENANCE** – Tom Keefer, Supervisor – J-Rock coming to borough this weekend for community project. Doing mulch, painting, & planting flowers.

Tom Keefer announced Glenn Kneasel will be starting his summer position tomorrow.

**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** – Light-Heigel & Associates, Inc. continues plans work & coordinating with PennDOT.

**DCNR Grant – Park** – Plans & specifications revised & resubmitted to DCNR for review. After DCNR approval, the project will be advertised with an anticipated date to receive bids for the May Planning Workshop meeting, but Lee Strause recommends giving the contractors more time & opening bids at the June Council meeting. Colleen Gallo reviewed & signed all documents.

**Park Subdivision Plans** – Lebanon County sent a review letter & comments will be addressed to complete plans for approval. After the school signs the plans, they get sent to the County office for approval, then to the borough.

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**Street and Sidewalk Cut Permits** – A copy of the street & sidewalk permit for 109 W. Market St. was provided to the council.

**Sidewalk Violations** – Few violations need to be completed. Violations will be followed up as warmer weather approaches. Multiple property owners have contacted Light-Heigel & Associates, Inc. about their violations being completed.

Lee Strause sent a template for permit letters to iWorQ for the borough software.

**MAYOR** – *Joe Quairol*i – Mayor Quairol*i* reported he will be officiating a wedding Saturday, 5/6/23, Lewis Risotto & Valerie Roman in Lebanon, PA.

Mayor Quairol*i* opened a discussion regarding residents wanting borough trails opened along the Swatara Creek for dirt bikes & public use. Mayor Quairol*i* plans to meet with one of those residents this Saturday.

**SOLICITOR** – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – No report.

**SECRETARY** – *Joan Keefer* – Joan Keefer updated the council on how Ballfield Lights Fund began. (From the last Planning Workshop meeting). In August 2013, the Park & Recreation Committee recommended fundraising to start a ballfield lights fund. In October of 2013, the fund was opened with a start-up amount of \$400.00.

**OFFICE ASSISTANT** – Jodi Swisher updated the council regarding the 49 W. Market St. Park naming contest. The deadline is the end of July 2023 & to date twenty (20) valid entries have been received.

Jodi Swisher updated the council about the office staff sending forty letters to businesses for beautification sponsorship at 49 W. Market St. To date \$1,800.00 in donations have been received.

**MS4** – Waiver for Jonestown Borough expires November 30, 2024. The borough must apply for another waiver six (6) months before the end date.

**INFRASTRUCTURE IMPROVEMENTS** – *Tom Keefer, Mayor Quairol*i & *Rick Kline* – *See Engineer's report attached to minutes*) – The council decided to move forward with installing approximately 140' of 6" perforated drainpipe into a 2' deep trench, tying into a new drain box at the corner of Fisher & W. Blackberry Streets. Colleen will prepare temporary construction/permanent maintenance easement for four homeowners along W. Blackberry St.

Tom Keefer updated the council about the TASA Market St. grant. Scoping documents were submitted. PennDOT right-of-way permits may take as much as six months to process once applied. Bid applications are due by August 2023.

**GRANTS** – *D. Quairol*i, *Jeff Schott* & *Justin Shuey* – Tom Keefer updated council about the 902 Recycling Grant. To move forward & apply, the borough needs to show the intent to adopt an ordinance for leaf collection (recycling materials). Colleen Gallo suggested contacting Annville Township who may be able to assist with the grant.

**PARK & RECREATION** – *Tracey Charest* – Tracey Charest plans to decorate the tree at 49 W. Market St. for Memorial Day.

**PERSONNEL** – *Tracey Charest, Justin Shuey* & *Mayor Quairol*i – No report.

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

**ORDINANCE COMMITTEE** – *Jeff Schott* & *Mayor Quairol*i – Mailbox standards ordinance was sent to Colleen Gallo for her recommendation about red zone/yellow zone. Colleen Gallo will research the ordinance and bring the recommendation back to the council.

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The tree trimming, shrubs & overhanging branches ordinance needs advertised not more than 30 days ahead of, & no less than 7 days before approval. This ordinance is placed on the next Planning Workshop Committee meeting agenda for formal approval to advertise. Colleen Gallo will then have the ordinance ready for advertising.

**CODES & CODE ENFORCEMENT** – *Mayor Quairolì, Tom Keefer & Tracey Charest* – Discussion opened for a decision from Council to authorize Colleen Gallo to file a complaint for unpaid fees owed at 201 W. Market St. **A motion made by Rick Kline, seconded by Donnette Quairolì to approve Colleen Gallo to file a complaint for unpaid fees owed only at 201 W. Market St. Motion carried.**

The update on re-location of a bakery business on E. Market St. is the Zoning Enforcement Officer issued the permit, as it met the requirements of the Borough Zoning Ordinance. Colleen Gallo reviewed the county's permit paperwork & all requirements were met according to borough code. No further action is necessary. Tom Keefer contacted the business owner with this update.

Mayor Quairolì updated council regarding 128 E. Market St. Final Inspection was held on March 28, 2023. Discussion/Decision opened to decide the next step of the process if the homeowner has not complied. Colleen Gallo is going to pull the order & bring her recommendation to the Code Enforcement Committee meeting scheduled 5/18/23.

Regarding iWorQ, Jodi Swisher made corrections to a letter & the system is ready now. Jodi Swisher asked iWorQ to include an appeal form with the letters that are sent to property owners. Discussion followed regarding permit letters.

**NEW BUSINESS** – No report.

**OLD BUSINESS** – Discussion opened about NLSD needing crossing guards at future school bus stops in Jonestown Borough. Mayor Quairolì spoke to the guards about their ideas & Donnette Quairolì awaits hearing back from Northern Lebanon School District.

Upon motion and second, Council adjourned at 7:47 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer