

May 3, 2022, Council Meeting

Jonestown Borough Council held a meeting of on the above date, beginning at 6:30 p.m., President Thomas Keefer presiding. Council members attending: Don Raiger, Jeff Schott, Justin Shuey, Tracey Charest, & Donnette Quairolì. Also attending: Mayor Joe Quairolì, Attorney Colleen Gallo, Engineer Representative; Lee Strause, Secretary Treasurer; Joan Keefer & Assistant Secretary Treasurer; Jodi Swisher.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Justin Shuey, seconded by Tracey Charest, to approve the April 5, 2022, Council Meeting Minutes. Motion carried.

A motion made by Don Raiger, seconded by Donnette Quairolì, to approve the Treasurer's Report, as presented to council, for the month ending April 30, 2022. Motion carried.

Special Guests: Sergeant, Matt Klein from Pennsylvania State Police introduced himself and give a monthly statistics report. Colleen Gallo asked a question regarding the current drowning situation, and if the State Police were able to assist in those circumstances regarding No Trespassing and signage posted. Discussion followed. Tom Keefer asked a question regarding how and how often to report vandalism in the park to the PA State Police. Discussion followed. Colleen Gallo and Sgt. Kline recommended to contact the Pa State Police to report any incidents as they are discovered.

MAINTENANCE – Tom Keefer, Supervisor – No report.

BOROUGH ENGINEERING REPRESENTATIVE – Lee Strause (report attached to minutes). Lee Strause updated on this past month's involvement from Light-Heigel & Associates, Inc. on the following items of interest to the Borough: **East Blackberry Street (CDBG) Mulberry Street** – Light-Heigel team has advertised for bids by the Re-development Authority. Bids are out and are due no later than May 31, 2022, by 2:00pm at Dan Lyons Office.

Fisher Street Stormwater – this project has been put on hold because of the ARPA Funds could be used for other projects and we received the TASA Grant. Light-Heigel states that it would take minimal effort to revise and update the plans and specifications later if project moves forward.

Sidewalk Inspections – Sidewalk Inspections were completed on April 26th & April 27th, 2022. A report for the borough along with violation letters to the property owners will be forthcoming. Copies of these letters will be sent to Colleen Gallo to review before the letters are to be sent out.

Crosswalk Flashing Signals – Light-Heigel & Assoc. Inc. & Tom Keefer are working together on flashing crosswalk signals for Market St. Attempting to work in with the TASA Grant as well.

Street Opening Permits – Fortna Street repairs will be made by the NLCA contractors. NLCA agreed to most of the areas in question, however disputed damage in the intersection involving Strawberry Lane.

TASA Grant – Jonestown Borough was awarded the TASA Grant for traffic calming and pedestrian protection along Market Street in the Square. The Borough should be receiving an official letter with the award information. A kickoff meeting is scheduled for May 9, 2022, at 3:00pm with the Borough Committee, the Light-Heigel Team, and John Fitzkee Representative from Lebanon County Planning.

DCNR Grant – There will be a kickoff meeting scheduled for May 10, 2022, at 9:00am with Jonestown Borough Committee, Light-Heigel, and the DCNR project leader.

West Blackberry Street Stormwater – stormwater issue at West Blackberry Street and Fisher Street intersection was brought to the Boroughs attention. A meeting with the resident, Tom Keefer, Mayor Quairolì, and Light-Heigel was held onsite on April 21, 2022. A short-term solution is being discussed and a stormwater project for a long-term solution in this area should be considered by the Borough. Possibly adding additional stormwater piping leading water to an inlet, then discharged towards the stream.

Tom Keefer added further details to the Fisher Street Stormwater hold and addressed further on the Fortna Street Repairs at the Strawberry Lane intersection. Stating he would ask Woodland Contractors for costs to do the repairs. Discussion continued.

MAYOR – Joe Quairolì – Ne Report.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law –Resolution # 2022-07 prepared for a change in the Workman's Comp Act, protective category under the act was discussed and approved at the Planning Workshop Meeting. Colleen Gallo continues working with Dan Cohen (who worked on the Comcast Franchise Agreement years ago). Along with other municipalities, Jonestown Borough entered into the agreement.

Approval request made for Colleen Gallo to prepare a resolution stating a finance charge increase to be added; 3 ½ % on code invoices not paid within 30 days. Discussion followed. A motion made by Donnette Quairolì, seconded by Justin

Shuey, to approve Colleen Gallo to prepare a resolution adding a 3 ½ % fee on code invoices not paid within 30 days. Motion carried. Discussion continued.

Colleen Gallo presented information regarding utility companies securing annual bonds and/or emergency permits for performing street opening or sidewalk construction in the borough currently difficult to do with the way the ordinance and/or code is written. Discussion followed. Colleen will put something together for Jonestown Borough and will circulate to Council.

SECRETARY – *Joan Keefer* – No Report.

ASSISTANT SECRETARY – *Jodi Swisher* – No Report.

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairolì & Rick Kline*

Discussion/Approval request made by Tom Keefer for LED Light fixtures to be placed on existing poles in various areas within the borough. Borough resident requested to have a streetlight installed on Fortna Street. Additional locations would include South Mill and South Lancaster Streets. Upfront costs would be \$160.00 per LED light fixture, plus installation costs, not to exceed \$500.00 paid from the General Fund. **A motion made by Rick Kline, seconded by Donnette Quairolì, to approve installation of 3 LED light fixtures on various existing poles located in the Borough, not to exceed \$500.00, to be paid from the General Fund. Motion carried**

Mayor Quairolì discussed on setting up a meeting with infrastructure committee now that the TASA Grant was received, discussion continued. Council decided to wait until after initial meeting on May 9th to schedule a follow-up meeting.

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

PARK & RECREATION – *Tracey Charest* – Discussion for Zion Lutheran Church Community Outreach Group to take on a project in the Borough; mulch/perennials around Town Message Boards & plant flowers in the pots by Christmas tree. The church was not able to take this on at this time, as they have something already scheduled for the fall season. Discussion followed about presenting the project to J-Rock at the meeting on May 4, 2022, at 6:30 pm. Council agreed to presenting this project to J-Rock. Discussion/Approval request for costs involved for J-Rock projects in Jonestown Park not to exceed \$3,000.00, to be paid from the Park Fund. Discussion followed with project ideas for the Jonestown Park. **A motion made by Donnette Quairolì, seconded by Jeff Schott to spend monies, not to exceed \$3,000.00, for J-Rock related projects in the Jonestown Park, to be paid from the Park Fund. Motion carried**

Tracey Charest reminded that there is a DCNR Playground Project Start Up call to be held on May 10, 2022, at 9AM, this will be a Zoom Call meeting.

Colleen Gallo gave an update on the land in the Jonestown Park that the Borough does not own. She and Don Raiger met with N.L. School district officials; things are moving forward. Asked Light-Heigel to provide a cost estimate for the subdivision areas. Further discussion followed involving playground equipment and the house located on the school property and stormwater maintenance.

PERSONNEL – *Rick Kline, Don Raiger & Mayor Quairolì* – No Report

COST REDUCTION AND FINANCES – *Don Raiger, Tom Keefer, & D. Quairolì*

Tom Keefer informed Council that NLFES WC Insurance will be increasing again this year \$1,500.00.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, Tom Keefer & Tracey Charest*

Mayor Quairolì updated council on code enforcement software to purchase for the borough office secretaries to reduce time and labor in preparing the code violation paperwork. He is gathering more information and will present to council at a later date. Thomas Keefer provided information to council that the code software would be available to all Code Committee members. Noted that one of the nice features was that the software would bring current information in real time. Discussion followed. Mayor Quairolì updated on the traffic, speed sign. The sign was sent back for a warranty repair. Further updated on traffic reports and data received from having the traffic sign.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairolì & Don Raiger* – Jeff Schott gave report on the codification project. Received the proposal for codifying which would be \$3,745.00 upfront. Annual fee for the maintenance of the project would be \$1,195.00. It does not include other costs for additional ordinances passed in the future to codify. Discussion followed. Jeff Schott will forward the proposal to Mayor and Council. Council agreed to put on the Planning Workshop Agenda for further reports.

NEW BUSINESS –.

Tom Keefer opened discussion/approval on the permit application procedure review and approval to be managed and completed by Lee Strause, Light-Heigel & Associates, Inc. **A motion made by Donnette Quairoli, seconded by Justin Shuey to allow permit applications to be reviewed and approved by Light-Heigel & Associates, Inc. Motion carried** Mayor Quairoli opened discussion/approval for signage to be posted at the boat launch, parking area. Bi-lingual, No Trespassing sign on the North side of the boat launch and parking areas as well as additional signage near the dam breast. Cost estimates for 24x30 reflective aluminum sign at the boat launch area to be \$155.00. Cost estimate for 24x30 reflective aluminum sign near the dam breast to be \$320.00. Discussion followed. **A motion made by Donnette Quairoli, seconded by Justin Shuey to purchase Bi-lingual, No Trespassing signage and Hazard of the Dam Signage for boat launch area not to exceed \$500.00. Motion carried.** Discussion continued how Jonestown Borough can aggressively enforce “no swimming” at the Boat Launch area.

Tom Keefer gave updates on the wall located on West Blackberry and Walnut Streets and Mr. Kern’s complaint regarding the fence installed on neighbors’ property without contacting him first.

Donnette Quairoli informed council that she and Mayor Quairoli will not be able to attend the June 7th, 2022, Council Meeting.

Tom Keefer informed council that he and Joan Keefer will not be able to attend the May 23rd, 2022, Planning Workshop Meeting.

Tom Keefer presented the request of the family member who lost family in the recent drowning. They requested to put up a cross or sign near the dam in their memory. Discussion followed. Council decided against this request.

OLD BUSINESS – Council reminded of completed Statement of Financial interest forms being due by May 1st. Joan Keefer stated that all Statement of Financial interest forms have been collected.

Upon motion and second, Borough Council meeting adjourned at 7:46 p.m.

Respectfully submitted,

Jodi Swisher, Assistant Secretary/Treasurer