

November 1, 2022, Council Meeting

Jonestown Borough Council held meeting on the above date, beginning at 6:30 p.m., President Thomas Keefer presiding. Council members attending: Rick Kline, Don Raiger, Tracey Charest, and Jeff Schott. Also attending: Mayor Joe Quairola, Attorney Colleen Gallo, Engineer; Lee Strause and Secretary Treasurer; Joan Keefer.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Don Raiger, seconded by Rick Kline, to approve the October 4, 2022, Council Meeting Minutes. Motion carried.

A motion made by Rick Kline, seconded by Tracey Charest, to approve the Treasurer's Report, as presented to council, for the month ending October 31, 2022. Motion carried.

PUBLIC COMMENT – Vince Shank, owner of Cheesy Grill Food Truck requested permission to open his food truck & coffee vendor truck at his residence located West Swatara Drive, Sunday, November 13, 2022, from 5:30 p.m. to 8:00 p.m. A motion made by Tracey Charest, seconded by Jeff Schott, to give permission to Vince Shank to open his food truck & coffee vendor truck at his residence located West Swatara Drive, Sunday, November 13, 2022, from 5:30 p.m. to 8:00 p.m. Motion carried. The Cheesy Grill Food Truck is also setting up at the Tree Lighting Event on 11/25/22 on the borough grass lot.

Sharon Mehaffey, borough resident addressed council regarding advertising the recent Special Meeting on October 24th for the Market Street Project. The borough properly advertised the meeting in the Lebanon Daily News & town message boards. Discussion continued.

MAINTENANCE – Tom Keefer, Supervisor – No report.

BOROUGH ENGINEER – 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:

East Blackberry Street (CDBG) Mulberry Street – Contractor completed project & Light-Heigel reviewed pay applications, recommending payment options. Council already acted upon submitting payment at October's Planning Workshop meeting.

Sidewalk Inspections – Property 154 E. Market St. applied for a permit. The contractor will need an HOP (Highway Occupancy Permit) because it is a Penn DOT Road; owner plans to apply for the HOP.

Two properties completed sidewalk repairs but did not apply for permits through the borough. Discussion followed. Council agreed to waive these permits.

Property on N. Lancaster St. who previously did not respond, responded their sidewalk work is complete. A second property still did not respond. Lee Strause will send Mayor Quairola the address & Brad Douple will address the issue.

TASA Grant – Plan work is on-going.

Multimodal Grant – Market Street – Meeting held with Erik Harmon regarding work needing completed as part of this grant. Cost opinion completed. Drafting of concept sketch plans started; sketch plans submitted with the grant. Total cost is \$1,460,962.58 for phase two of the project (curb, sidewalks, speed humps, beautification, decorative street lighting & trees). This grant requires a 30% match. It may be possible to use ARPA funds, CDBG grant & 49 W. Market St. assessed property value towards the match.

DCNR Grant - Park – Park Grant plans started. May schedule a meeting to finalize everything included in the project; specifically park equipment or items to put in or take out.

Park Subdivision Plans – Deed information & other documents obtained. Drafting of subdivision plans began, & when complete; reviewal process begins. Stormwater easement agreement needs updated. The borough's responsibility is to maintain cutting grass & trimming brush. The building owners are responsible for any major repairs or improvements to the stormwater system.

MAYOR – Joe Quairola – Mayor Quairola opened discussion regarding the IWORQ software for code enforcement. The IWORQ software placed on next council meeting agenda.

SOLICITOR – Colleen Gallo; Reilly, Wolfson Attorneys at Law –Jonestown Park Land Acquisition from NLSD (Northern Lebanon School District) previously discussed in Engineer's report.

Colleen Gallo updated council regarding Comcast Cable Franchise Agreement & Audit. Zoom meeting held on October 18, 2022. The audit process on the past 5 years started & takes about 4 to 6 months to complete. Home pack list provided at a future time, which shows all potential Comcast customers. Negotiations process began, taking about 4 to 6 months. All the groups that received invitations for the consortium have "signed on" to the contract & will receive the maximum amount paid through the agreement. Discussion continued. Colleen Gallo only expects to receive further information after the beginning of 2023.

SECRETARY – *Joan Keefer* – A request made to approve & act upon Second Reading of 2023 Budget. **A motion made by Rick Kline, seconded by Don Raiger, to approve the Second Reading of the 2023 Borough Budget. Motion carried.**

A request made to approve advertising the 2023 budget ten (10) days prior to December 6th Council meeting for public review. **A motion made by Jeff Schott, seconded by Don Raiger, to approve advertising the 2023 budget ten (10) days prior to December 6th Council meeting for public review & authorization given for Colleen Gallo to prepare the necessary realty tax resolution showing no increase in real estate taxes. Motion carried.**

Discussion opened for approval for 2023 Council Meeting Dates as presented & amended below:

JONESTOWN BOROUGH COUNCIL 2023 MEETING DATES* @ 6:30 p.m. (Tuesdays; except as noted*)

January 3, 2023 - *Borough Auditors Mtg. @ 6PM	August 1, 2023
February 7, 2023	September 5, 2023
March 7, 2023	September 12, 2023 (Budget)
April 4, 2023	October 3, 2023
May 2, 2023	October 10, 2023 (Budget)
June 6, 2023	November 8, 2023 (*Wednesday)
July 5, 2023 (*Wednesday)	December 5, 2023

JONESTOWN BOROUGH COUNCIL PLANNING WORKSHOP COMMITTEE

2023 MEETING DATES* @ 6:30 p.m. (Mondays; except as noted*)

January 23, 2023	July 24, 2023
February 27, 2023	August 28, 2023
March 27, 2023	September 25, 2023
April 24, 2023	October 23, 2023
May 22, 2023	November 27, 2023
June 26, 2023	December 26, 2023 (*Tuesday)

JONESTOWN PARK, RECREATION & EVENTS COMMITTEE

2023 MEETING DATES @ 7:00 p.m. (Wednesdays)

January 25, 2023	July 26, 2023
February 22, 2023	August 23, 2023
March 22, 2023	September 27, 2023
April 26, 2023	October 25, 2023
May 24, 2023	November 22, 2023
June 28, 2023	

*All above scheduled meetings held @ the Jonestown Borough Building & open to the public

A motion made by Jeff Schott, seconded by Tracey Charest, to approve the 2023 meeting dates as presented & amended by council. Motion carried.

ASSISTANT SECRETARY – *Jodi Swisher* – No Report.

MS4 – No Report.

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairoli, Rick Kline; Infrastructure projects covered under engineer's report.* Discussion opened for approval to adopt Resolution # 2022-11; apply for Multimodal Transportation Grant. **A motion made by Jeff Schott, seconded by Rick Kline, to approve adopting Resolution # 2022-11; apply for Multimodal Transportation Grant. Motion carried.**

Open discussion regarding email received from business owner encouraging council to re-think the Market St. Project. Discussion followed regarding additional handicap parking spaces, which Lee Strause plans to check if they can incorporate them in the project.

GRANTS – *D. Quairoli, Jeff Schott & Justin Shuey* – Mayor Quairoli requested a spreadsheet showing all grants.

PARK & RECREATION – *Tracey Charest* – Tracey Charest plans to send a thank you card to Members 1st for donation of food & drinks to Halloween Dance Event.

Opened discussion to ratify approval to purchase Snowflake Lights; ordered 150 bulbs from Jono Hardware. The order from "1000 Bulbs" is on backorder. NLHS "Volunteer Club" helping to check bulbs at 2:45pm on Nov. 8, 2022.

A motion made by Tom Keefer, seconded by Don Raiger, to ratify expense of \$74.05 paid from General Fund for 150 bulbs purchased from Jono Hardware: reimburse General Fund from Christmas Lights Fund \$74.05 for this expenditure. Motion carried. Open discussion for approval to purchase two pizzas for kids who help with the snowflake lights, as a "thank you." **A motion made by Don Raiger, seconded by Tracey Charest, to approve purchasing two pizzas for kids who help with the snowflake lights, as a "thank you;" at a cost not to exceed \$50.00 Motion carried.**

Decorating town tree on Nov. 21st. NLHS "Volunteer Club" will be helping at 2:45pm.

Open discussion for approval to purchase bin shelf (holds 12 Rubbermaid bins) for craft events; cost \$250.00. **A motion made by Don Raiger, seconded by Tom Keefer, to approve purchasing bin shelf (holds 12 Rubbermaid bins) for craft events; at a cost not to exceed \$250.00, paid from the 'Park & Recreation' Fund. Motion carried.**

Tracey Charest opened discussion regarding having a “Ducks in the Playground” fundraiser to begin Nov 2022 & set up a table at the Tree Lighting event and sell through June 2023 at no cost to the borough. Sell ducks from Borough Hall & possibly area businesses; set up stand now & then. Day of event place all sold ducks throughout existing playground; three kids run out & pick a winning duck. Colleen Gallo advised the need for a 501c3 to hold this kind of event. No further discussion.

PERSONNEL – *Rick Kline, Don Raiger & Mayor Quairolì* – Rick Kline opened discussion to approve employee pay increases in 2023 of 3% for the four borough employees across the board. **A motion made by Rick Kline, seconded by Don Raiger, to approve employee pay increases in 2023 of 3% for the four borough employees across the board. Motion carried.**

COST REDUCTION AND FINANCES – *Don Raiger, Tom Keefer, & D. Quairolì* – Discussion opened for decision to sign the 2022–2023 Stray Housing Agreement from the Humane Society. Council decided not to participate in the 2022-2023 Humane Society Stray Housing Agreement.

ORDINANCE COMMITTEE – *Jeff Schott, Mayor Quairolì & Don Raiger* – No report.

CODES & CODE ENFORCEMENT – *Mayor Quairolì, Tom Keefer & Tracey Charest* – Mayor Quairolì sent code violations to Cleona Police & Brad Douple recently. Mayor Quairolì is checking with everyone involved in code enforcement to schedule a meeting on October 17, 2022.

NEW BUSINESS – Year end employee bonuses placed on the next Planning Workshop Committee for discussion/approval.

OLD BUSINESS – Rick Kline received quotes for a new phone system & will place them on the next Planning Workshop Committee meeting agenda.

As listed on agenda, Executive Session is not necessary by the Personnel Committee.

Upon motion and second, Council adjourned into executive session at 7:55 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer