

November 8, 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, Jeff Schott, Donnette Quairoli & David Charest. Also attending: Attorney Colleen Gallo, Engineer; Lee Strause, Office Assistant; Jodi Swisher.

APPROVAL - MINUTES/TREASURER'S REPORT - A motion made by Donnette Quairoli, seconded by Rick Kline, to approve October 3, 2023, Council Meeting Minutes. Motion carried.

A motion made by David Charest, seconded by Donnette Quairoli, to approve Treasurer's Report, as presented to council, Month dates from September 26, 2023, through October 31, 2023. Motion carried.

PUBLIC COMMENT – Sharon Mehaffey opened discussion regarding her concern of vehicles having problems pulling onto Market St. from N. Broad St. Council will investigate to see if they could resolve this issue.

Sharon Mehaffey asked council if residents had reports of residents seeing snakes in the borough. Council was not aware of any reports. Discussion followed.

MAINTENANCE – *Tom Keefer, Supervisor* – Tom Keefer reported concrete blocks were placed in the green waste yard. Separating green waste (leaves, grass, etc.) will help maintain green waste operations.

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 & Assoc., Inc, sent plans to Penn DOT and are coordinating to schedule the Design Safety Committee meeting. Lee Strause will let council know when the meeting is scheduled. The project is due to be bid mid-2024, with construction beginning in 2025.

DCNR Grant – Park – The pre-bid for the park project has been advertised. Rick Kline headed the pre-bid meeting today. Construction Masters attended. Lee Strause sent information to four construction companies about bidding.

Penn DOT Multi-modal Grant Application – Cost opinions for the improvement work around the square: in addition to already funded TASA improvements was updated for submission to Penn DOT.

Curb & Sidewalk Permits – Sidewalk work completed at 236 W. Market St. for the street, sidewalk opening permit.

MS-4 application costs are close to the same as last time the borough applied.

Tom Keefer has not heard back about the G-3 project & expects to hear from them very soon.

MAYOR – *Joe Quairoli* – No Report

SOLICITOR – *Colleen Gallo; Reilly, Wolfson Attorneys at Law* – Colleen Gallo reported hearing from Mr. Winston (Comcast Cable) regarding advertising the hearing for the Comcast Cable Franchise Renewal. Colleen Gallo suggested scheduling a hearing on December 5, 2023, at 6:15 p.m., requesting council's approval to properly advertise the Comcast Cable Franchise Renewal hearing & advertise the ordinance for council's authorization to execute the agreement on December 5, 2023, council meeting. **A motion made by Donnette Quairoli, seconded by Tracey Charest, to approve Colleen Gallo properly advertise the Comcast Cable Franchise Renewal hearing & advertise the ordinance for council's authorization to execute the agreement on December 5, 2023, council meeting. Motion carried.**

Discussion opened to authorize Colleen Gallo to move forward & prepare the realty tax resolution for 2024 @ a 1.80 millage rate: showing no increase in realty taxes. **A motion made by Donnette Quairoli, seconded by Tracey Charest, to approve Colleen Gallo move forward & prepare the realty tax resolution for 2024 @ a 1.80 millage rate. Motion carried.**

Colleen Gallo reported settlement is complete for cemetery on S. Lancaster St. & section of Park acquired from N. L. School District.

SECRETARY – *Joan Keefer* – Discussion opened for approval to sign the Greater Lebanon 904 Grant Application for the 2023 Calendar Year & complete the annual recycling report for calendar year 2023. **A motion made by Tom Keefer, seconded by Rick Kline, to approve signing the Greater Lebanon 904 Grant Application for the 2023 Calendar Year & complete the annual recycling report for calendar year 2023. Motion carried.**

Discussion/Approval to pay \$286.57 for Election for Relief from charges & notice of Solvency Fee/calendar year 2024 – Pursuant to Section 213 of the PA Unemployment Compensation Law, a reimbursable employer may elect to be eligible to request relief from charges if the employer meets certain requirements. Discussion followed. **A motion made by Rick Kline, seconded by Donnette Quairoli, to approve paying the expense in the amount of \$286.57**

for Election for Relief from charges & notice of Solvency Fee for the calendar year 2024 – Pursuant to Section 213 of the PA Unemployment Compensation Law. Motion carried.

Approval requested to advertise the 2024 Meeting dates as presented to council & to advertise the 2024 Planning Commission Meeting dates as the 1st Tuesday of every other month @ 8:00 a.m., beginning in January 2024. **A motion made by Donnette Quairoli, seconded by David Charest, to approve advertising the 2024 Meeting dates as presented to council & advertising the 2024 Planning Commission Meeting dates as the 1st Tuesday of every other month @ 8:00 a.m., beginning in January 2024. Motion carried.**

Joan Keefer updated council regarding borough acquired land from N.L.S.D. Pat Trevisan stated no charge for liability on vacant land & no property coverage for headstones in cemetery. Coverage for J-2 field backstop may be added to property statement of values (needs replacement costs). Regarding purchasing AED, a description & receipt for coverage needed. No liability charges or credit to the borough for employees taking CPR/First Aid classes.

OFFICE ASSISTANT – No report.

MS4 – Waiver expires November 2024 (borough to apply for waiver 6 months prior to expiration)

INFRASTRUCTURE IMPROVEMENTS – *Tom Keefer, Mayor Quairoli & Rick Kline* – Tom Keefer awaits hearing an update from Dan Lyons on the CDBG Grant.

Discussion open for a decision to approve updated PennDOT Multimodal Grant Resolution # 2023-08 (reviewed by council), to submit with the application, as written & presented to Council. **A motion made by Tracey Charest, seconded by Rick Kline, to approve the updated PennDOT Multimodal Grant Resolution # 2023-08, as written & presented to Council, for submitting with the grant application. Motion carried.**

GRANTS – *D. Quairoli & Justin Shuey* – Tom Keefer gave update on LSA County Grant application submission on behalf of N.L.F.E.S. grant writer. N.L.F.E.S. is interested in purchasing truck with traffic directional signage on back for accident scenes. Two combined municipalities (Jonestown Borough & E. Hanover Twp.) may submit for \$25,000 each; total = \$50,000. Approximate cost of truck is \$100,000.

PARK & RECREATION – *Tracey Charest* – Tracey Charest reported Tree Lighting will be 11/24/2023, beginning 6:00 p.m. Discussion followed. Tracey Charest announced her resignation from position of events coordinator.

Tom Keefer reported snowflake lights will be hung in town Saturday, beginning at 7:00 a.m., meeting at concession stand in Jonestown Park. Any help is appreciated.

PERSONNEL – *Tracey Charest, Justin Shuey & Mayor Quairoli* – Discussion - email discrepancies.

COST REDUCTION AND FINANCES – *Rick Kline, Donnette Quairoli & Tom Keefer* – Rick Kline requested council approve Second Reading of 2024 Budget, as amended, & presented to council, including advertising 10 days prior to adoption (for public inspection). **A motion made by Rick Kline, seconded by Jeff Schott, to approve the Second Reading of the 2024 Budget, as amended & presented to council, including advertising 10 days prior to adoption (for public inspection). Motion carried.** Final budget approval on Dec. 5, 2023, Council Meeting agenda.

Rick Kline opened discussion for decision to codify 2023 ordinances through General Code. Discussion followed. Jeff Schott suggested waiting to codify until there are more ordinances. Council agreed to re-visit this at 2024 budget meetings & wait to codify two (2) ordinances from 2023.

ORDINANCE COMMITTEE – *Jeff Schott & Mayor Quairoli* – No report.

CODES & CODE ENFORCEMENT – *Mayor Quairoli, Tom Keefer & Tracey Charest* – Next code enforcement committee meeting scheduled Nov. 16, 2023, at 4:30 p.m.

NEW BUSINESS – Tom Keefer opened discussion for decision to participate in Free Christmas Tree Recycling Program with Greater Lebanon Refuse Authority. Trees accepted from December 26, 2023, through February 17, 2024. **A motion made by Justin Shuey, seconded by Rick Kline, to approve participating in Free Christmas Tree Recycling Program with Greater Lebanon Refuse Authority. Trees accepted from December 26, 2023, through February 17, 2024. Motion carried.**

OLD BUSINESS – No report.

Upon motion and second, Council adjourned at 7:18 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer