

Minutes
Regular Session
Jamestown Borough Council
February 10, 2026
5 p.m.

President Mike Riley called the meeting to order at 5:00 pm.

Pledge of Allegiance: Council and visitors recited the Pledge of Allegiance

Roll Call was answered by Mike Riley, Margaret Patton, Stuart Little, Martin Roberts, Thomas Koza, and Mayor, Justin Pipp.

Professional Service Representative: Solicitor, Jim Douglas arrived at 5:10 pm

Recognition of Visitors: Caleb Stright from the *Record Argus*, Tim McCloskey, Rod Wilt, Tim Ault, Dan Barber and David Kelly.

M. Davidson & Associates: Water and Wastewater Treatment – Provided a written report for Jan and Feb 2026.

Engineer Report: N/A

Maintenance Report: Provided written report

Borough Manager Report: Provided a written report – Danean Jordan briefly summarized her written report for the month.

Police Report: Chief Meier briefly summarized the month. Vehicle recalls are complete and the department received Narcan from Behavioral Health.

Minutes of Previous Meetings:

Martin Roberts made a motion and seconded by Thomas Koza to accept the minutes of the January 5, 2026 meeting. Motion passed with unanimous voice vote.

Martin Roberts made a motion, seconded by Margaret Patton, to adopt the Treasurers Report for January 5, 2026. Motion passed with unanimous voice vote.

General: \$ 121,880.63

Payroll: \$ 34,089.86

Highway Aid: \$ 3,230.55

Water: \$ 19,731.82

Sewer: \$ 64,066.88

Margart Patton made a motion and seconded by Stuart Little, to approve the Bills for Payment for the month of January 2026 in the amount of 74,591.50. Motion passed with unanimous voice vote.

Minutes
Regular Session
Jamestown Borough Council
February 10, 2026
5 p.m.

New Business:

A motion was made by Margaret Patton and seconded by Stuart Little to hire IAG Consultants to process the NPDES permit. The motion includes a lump sum of \$5,000.00 for services and \$2,000.00 for the permit fee, noting this is a 5-year permit. The motion was approved by a unanimous voice vote.

A motion was made by Thomas Koza and seconded by Margaret Patton, to have Jim Douglas review Ordinance 402 and draft a new ordinance pertaining to the width and length of garages. Motion passed with a unanimous voice vote.

The was no action taken on the 408 Depot Street blighted property as it has been tabled.

A motion was made by Mike Riley, seconded by Margaret Patton, to form a committee to draft an ordinance for review regarding ATV/UTV use in the Borough. Motion passed with a unanimous voice vote.

President Mike Riley and councilmen, Thomas Koza met with a forester at the Snake Road property. The recommendation is to let the trees continue to grow and spray the Multi-Floral Rose and the Japanese Barberry bushes.

A motion was made by Margaret Patton, seconded by Martin Roberts, to advertise for bids to sale the Kubota B-8200 tractor. Motion passed with a unanimous voice vote.

A motion was made by Mike Riley, seconded by Tom Koza to hire PFM Financial Advisors to assist moving forward with the potential sale of the water and sewer plants. The motion failed 3-2.
Mike Rikey – Yes, Thomas Koza – Yes, Martin Roberts – No, Stuart Little – No, Margaret Patton - No

A motion was made by Margaret Patton, seconded by Martin Roberts to have the following signatories at Greenville Savings Bank, Danean Jordan, Mike Riley, Martin Roberts, and Margaret Patton. Motion passed with a unanimous voice vote.

A motion was made by Mike Riley, seconded by Margaret Patton to appoint Danean Jordan and Jill Dunlap as delegates to the Crawford County Tax Collection Committee. Motion passed with a unanimous voice vote.

The discussion regarding ADP and outsourcing payroll was tabled for further review.

At 6:30 PM, President Mike Riley announced that Council would hold an Executive Session for the purpose of performance reviews and new hire guidelines. Council exited the executive session and returned to the regular meeting at 7:00 PM. No official action was taken during the executive session.

A motion was made by Martin Roberts, seconded by Mike Riley, to approve a 3% pay increase for all employees to start with pay week #5. Motion passed with a unanimous voice vote.

A motion was made by Thomas Koza, seconded by Martin Roberts, to grant Chief Downing holiday pay equivalent to that of Danean Jordan. Motion passed with a unanimous voice vote.

A motion was made by Martin Roberts, seconded by Margaret Patton, to direct the Personnel Committee to evaluate health insurance options for the 2027 calendar year. Motion passed with a unanimous voice vote.

Minutes
Regular Session
Jamestown Borough Council
February 10, 2026
5 p.m.

Committee Reports:

- 1.) Fire/Safety/Health: Co-Chairs Little and Patton
- 2.) Water/Wastewater/Solid Waste/Community Developments: Co- Chairs Riley and Roberts
- 3.) Personnel: Co-Chairs Little and Koza
- 4.) Finance/Budget/Insurance/Recreation: Co-Chairs Riley and Roberts
- 5.) Recreation and Parks: Co-Chairs Roberts and Little
- 6.) MNC/Streets/Storm Drains/Lights/Sidewalks/Buildings: Co-Chair Riley and Koza
- 7.) Police and Mayor's Report: Chief Meier and Mayor Pipp – Riley and Patton

Other Business: A motion was made by Martin Roberts, seconded by Thomas Koza, to have the Borough Auditor proceed with filing the DCED report. Motion passed unanimously.

Adjournment:

A motion was made by Margaret Patton, seconded by Thomas Koza, to adjourn. Motion passed with unanimous voice vote. Meeting adjourned at 7:15 PM.