

Minutes
Reorganization Meeting
Jamestown Borough Council
January 5, 2026

5 p.m.

Call to Order/Roll Call: Roll Call was answered by Mike Riley, Margaret Patton, Tom Koza, Stuart Little, Martin Roberts, and Mayor Pipp.

Pledge of Allegiance: Council recited the Pledge of Allegiance

Recognition of Visitors: Jim Douglas (Solicitor) & Chief Downing

A motion was made by Mike Riley, seconded by Stuart Little to accept Tom Koza resignation of the 2-year appointed term so that he fulfill the 4-year elected term.

A motion was made by Mike Riley, seconded by Tom Koza to appoint Martin Roberts to fill the open 2-year council seat. Motion passed with unanimous voice vote.

Stuart Little, Margaret Patton, Martin Roberts and Tom Koza were sworn in by Mayor Justin Pipp.

Nominations for President: The Mayor calls for nominations for President. Tom Koza moved to nominate Mike Riley. Margaret Patton seconded the motion. Mike Riley abstained. Motion passed with unanimous voice vote.

Nominations for Vice President: The Mayor calls for nomination for Vice President. Tom Koza moved to nominate Margaret Patton. Mike Riley seconded the motion. Margaret Patton abstained. Motion passed 3 to 1. Roberts, Koza, Riley -yes, Little - no

Newly elected Council President, now presides over the meeting. Mike Riley takes over meeting at 5:05 pm.

Appointment or Reappointment of Individuals/Institutions:

Depository	First National Bank & Greenville Savings
Auditor	McGill, Power, Bell & Associates, LLC
Solicitor	Douglas, Joseph and Olsen
Local Service Tax Collector	Donna Adams
UCC Building Code Official	John Prosek
Inspection Service	Jeff Richardson
Zoning Cod & Property Maintenance Officer	
Secretary / Treasurer	Danean Jordan FT, Margaret Patton Temporary PT, Connie Koza PT
Open Records Officer	Danean Jordan
Wage Tax Collector	Berkheimer

Minutes
 Reorganization Meeting
 Jamestown Borough Council
 January 5, 2026

5 p.m.

Water / Sewer Service	Mike Davidson and Associates
Sewer Lateral	Steve Vosler
Engineer	

Martin Robert moved to accept each appointment or reappointment of each individual or organization on the above list. Stuart Little 2nd motion. Motion passed with unanimous voice vote.

A motion was made by Mike Riley, seconded by Tom Koza to hire IAG Consulting at a cost of \$ 1,688.26 to file Chapter 94 for 2026. Motion passed unanimously.

A motion was made by Martin Roberts, seconded by Margaret Patton to follow the IRS mileage allowance rate of .725 per mile. Motion passed unanimously.

A motion by Mike Riley at 5:15 pm, second by Margaret Patton, to close the reorganization meeting and continue with the January 2026 regular meeting. Motion passed unanimously.

Mike Davidson & Associates, Inc. – Absent, no report given.

Engineer’s Report:

Maintenance Report: Attached

Police Report: Chief Meier gave a brief summery in addition to her report

Manager’s Report: Attached

Martin Roberts made a motion to accept December 9th, 2025, minutes. Mike Riley 2nd the motion. Motion passed with unanimous voice vote.

Martin Roberts made a motion to adopt the Treasurers Report as of December 31, 2025. Stuart Little 2nd the motion to adopt. Motion passed with unanimous voice vote.

General: \$ 123,344.18

Payroll: \$ 36,877.56

Highway Aid: \$ 5,451.09

Water: \$ 35,166.58

Sewer: \$ 13,041.47

Martin Roberts made a motion to approve the Bills for Payment for December 2025. Stuart Little 2nd the motion to approve. Motion passed with unanimous voice vote.

General: \$ 43,244.17

Payroll: \$ 12,265.41

Highway Aid: \$ 724.83

Water: \$ 24,010.47

Sewer: \$ 67,654.06

Minutes
Reorganization Meeting
Jamestown Borough Council
January 5, 2026

5 p.m.

New Business:

Martin Roberts made a motion to accept Selective Property & Liability insurance premium in the amount of \$ 35,062.00 for the 2026 year. Motion passed with unanimous voice vote.

Tom Koza made a motion to update depository signatures for both banks by removing non councilman with new councilmen and Danean Jordan. Martin Roberts 2nd the motion to approve. Motion passed with unanimous voice vote.

Delete Tom Luckock and Lisa Nuhfer

Deposit signatures are as follows:

Mike Riley, Margaret Patton, Stuart Little, Martin Roberts, Tom Koza and Danean Jordan.

Martin Roberts made a motion to accept the following committee chairs as listed on the agenda. Tom Koza 2nd the motion to approve. Motion passed with unanimous voice vote.

Mike Riley stated that the chairs can be changed if a council person would like to sit on another committee.

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

Public Comment on Agenda Items Only:

Forgotten Items:

A motion made by Martin Roberts, seconded by Tom Koza to direct Danean Jordan to check into CD rates for Greenville Savings CD that is due and make the best decision for rollover. Also, she was instructed to investigate Pennsylvania Local Government Investment Trust (PLGIT). Motion passed unanimously.

Adjournment: Martin Roberts motioned to adjourn. Tom Koza 2nd. Meeting adjourned at 5:50 p.m.