

Minutes
Special Meeting & Regular Session
Jamestown Borough Council
March 10, 2026
5 p.m.

President Mike Riley called the special meeting and regular session (to follow) 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 – by phone, Martin Roberts, Thomas Koza. Absent Mayor, Justin Pipp.

Professional Service Representative: Solicitor, Jim Douglas, Caleb Straight – Record Argus

Recognition of Visitors: Tim McCloskey, Alan Conn, and Girl Scout Troop #46729, led by Katie Wagner.

Ms. Wagner and her troop presented a proposal to Council to build a rock garden at Water Street Park. Council expressed support for the project and appointed Margaret Patton to oversee its development.

Mike Riley opened the public meeting to hear comments regarding the proposed amendment to Ordinance #402. The amendment addresses garage structure dimensions, specifically revising the minimum and maximum length and width requirements. Tim McCloskey spoke in favor of the amendment, noting his intent to build on a newly purchased property on Jackson Street.

A motion was made by Martin Roberts and seconded by Tom Koza to amend Ordinance #402 as follows:

- The maximum height shall remain at 35 feet.
- The maximum width shall increase from 32 feet to 50 feet.
- The terminology 'maximum width' shall be changed to 'depth,' and the footage requirement shall increase from 22 feet to 26 feet.

The motion passed by a unanimous voice vote. The public meeting adjourned at 5:20 p.m., resuming the regularly scheduled Council meeting.

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: Danean Jordan provided and briefly summarized her written report for the month.

Police Report: Chief Meier provided her monthly report.

Minutes of Previous Meetings:

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Martin Roberts made a motion and seconded by Thomas Koza to accept the minutes of the February 10, 2026 meeting. Motion passed with unanimous voice vote.

Treasurer's Report:

A motion was made by Martin Roberts and seconded by Thomas Koza to adopt the Treasurer's Report for meeting held on February 10, 2026.

General: \$ 110,793.32
Payroll: \$ 39,416.62
Highway Aid: \$ 25,198.55
Water: \$ 17,710.71
Sewer: \$ 67300.39

The motion passed by a unanimous voice vote.

Bills for Payment:

A motion was made by Martin Roberts and seconded by Thomas Koza to approve the Bills for Payment for February 2026, in the amount of \$31,325.44. The motion passed by a unanimous voice vote.

New Business:

Sale of B-8200 Kubota Tractor and Attachments:

Three (3) sealed bids were received and read aloud for the B-8200 Kubota Tractor and attachments (front angle blade, 3-point hitch, bar hitch, mower, and back blade):

- Lowell Gillespie: \$1,650.00
- Alan Conn: \$3,157.00
- Hazel Conn: \$3,278.00

A motion was made by Martin Roberts and seconded by Margaret Patton to accept the high bid of \$3,278.00 from Hazel Conn for the purchase of the Kubota B-8200 and all listed attachments. The motion passed by a unanimous voice vote.

A motion was made by Margaret Patton and seconded by Thomas Koza, to advertise for the open part-time maintenance position. The advertisement shall run for a minimum of five (5) days and remain open until the position is filled. The motion passed with a unanimous voice vote.

ATV (All-Terrain Vehicle) and UTV (Utility Task Vehicle): Access on Borough Streets: Discussion and possible action to authorize the advertisement of a proposed Ordinance designating certain Borough streets as ATV/UTV authorized routes and other requirements. – Action on this matter was tabled until the April 2026 meeting.

Employee Handbook Committee: President Mike Riley assigned the Personnel Committee to evaluate the development of an Employee Handbook.

Water and Sewer Plant Financial and Advisory Consulting: Council held a discussion regarding the potential sale of the water and sewer plants. No action was taken at this time, and the matter was tabled pending the collection of additional information.

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Tax Certification Fee Ordinance: No action taken.

Water and Sewer Revenue – No action taken.

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:

Adjournment:

A motion was made by Margaret Patton, seconded by Thomas Koza, to adjourn. Motion passed with unanimous voice vote. Meeting adjourned at 6:25 PM.