

Minutes  
Regular Session  
Jamestown Borough Council  
March 11, 2025  
5 p.m.

**Call to Order/Roll Call:** Roll Call was answered by Tom Luckock, Martin Robert, Mayor Justin Pipp and Mike Riley - via Zoom. Absent was Lisa Nufer. Stuart Little arrived at 5:40 p.m.

**Recognition of Visitors:** Solicitor Jim Douglas -via Zoom and Police Chief Daneille Downing arrived at 5:15  
Boy Scout Troop 50

**Pledge of Allegiance:** Council recited the Pledge of Allegiance

**Communications/Correspondence:**

- \*Ester McClimans – Thank you Letter – Donation – Downtown planters
- \*PennDot/Subcontractor – Collecting Traffic Data – Scipio, Jackson, Redfoot
- \* Mercer County Municipal Survey
- \*Mercer County Conservation- Training Course – Maintain roads efficiently & in a environmentally sensitive manner
- \*Mercer County request for resolution to plan and provide donated support to celebrate America250PA

**Borough Manager Update:**

- \*Regular monthly duties.
- \* Revised Pension Reports for 2023 corrected and filed - Quarter 1, 2024 - Quarter 1,2,3
- \* Purta Report (Public Utility Realty Tax Act) Completed
- \* Liquid Fuels Tax Fund Audit -Jan. 1 2022 – Dec. 2023 – No Issues
- \* Audit complete/ DCED Report complete with legal notice posted 2/20/25 – Record Argus
- \*Chapter 94 completed and filed
- \*Landlord/rental Inspections
- \*Naming Ordinances in Computer files

**Maintenance Report:** Attached

**Treasurers Report:**

**Martin Roberts** made a motion to adopt the Treasurers Report. **Tom Luckock** 2<sup>nd</sup> the motion to adopt. Motion passed with unanimous voice vote.

**Bills for Payment:**

**Martin Roberts** made a motion to approve the Bills for Payment in the amount of **\$55,098.38**. **Tom Luckock** 2<sup>nd</sup> the motion to adopt. Motion passed with unanimous voice vote.

**Minutes of Previous Meetings:**

**Martin Roberts** made a motion to adopt the **February 11, 2025** minutes. **Tom Luckock** 2<sup>nd</sup> the motion. Motion passed with unanimous voice vote.

**New Business:**

**Martin Roberts** made a motion to proceed with a new ordinance and enter into the Armstrong Cable Franchise Agreement at 5% for 15 years. **Tom Luckock** 2<sup>nd</sup> the motion. Motion passed with unanimous voice vote.

Minutes  
Regular Session  
Jamestown Borough Council  
March 11, 2025  
5 p.m.

**Mike Riley** made a motion to accept and enter into the Jamestown Volunteer Firemen's Agreement for \$7442.23, increase of \$143.93. **Martin Roberts** 2<sup>nd</sup> the motion. Motion passed with unanimous voice vote.

**Tom Luckock** made a motion to allocate up to \$5000.00 for the CFA Small Water and Sewer Program Grant. **Martin Roberts** 2<sup>nd</sup> the motion. Motion passed with unanimous voice vote.

**Mike Riley** made a motion to continue the premium of \$25.00 for the insurance policy provided by the Borough Management Caucus for Danean Jordan. **Martin Roberts** 2<sup>nd</sup> the motion. Motion passed with unanimous voice vote.

**Martin Roberts** made a motion to request the engineers to submit the sidewalk multimodel application yearly as the leg work has been complete and the cost would be minimal or if any cost at all. **Tom Luckock** 2<sup>nd</sup> the motion. Motion passed with unanimous voice vote.

**Police Chief update:** Gave a brief discussion on the department indicating things are well with no notable issues.

**Committee Reports:**

- 1.) Fire/Safety/Health: Co-Chair Luckock and Little
- 2.) Water/Wastewater/Solid Waste/Community Developments: Co- Chairs Roberts and Riley
- 3.) Personnel: Co-Chairs Nuhfer and Luckock
- 4.) Finance/Budget/Insurance/Recreation: Co-Chairs Martin Roberts and Nuhfer
- 5.) MNC/Streets/Storm Drains/Lights/Sidewalks/Buildings: Co-Chair Luckock and Little
- 6.) Police and Mayor's Report: Chief Danielle Downing and Mayor Pipp – Tom Luckock and Mike Riley.

**Public Comment:** Scout Masters and scouts addressed council with questions about being a councilmen, running a borough and where do borough funds come from. All borough members contributed to answering their question.

**Executive Session:** Council entered an executor session at 6:02 p.m. and retuned to regular session at 6:25 p.m.

**Engineer Report** - IAG Consulting was not present at the meeting but provided an engineer's report. IAG prepared a work authorization for the 2025 PA Small Water & Sewer grant application. IAG also shared a current update to the Sanitary Swer Collection System Improvement Lining Project: Began steps to the close with Pennvest and prepared dates for bidding.

**Water & Waste Water Treatment Specials - Mike Davidson** – Mr. Davidson was not present for the meeting but provided Council with a copy of the February 2025 Wastewater Treatment Plant report. The treatment plant produced an excellent quality effluent discharge throughout the month with no effluent violations. No sludge was hauled during February 2025.

**Adjournment:** **Tom Luckock** motioned to adjourn. **Martin Roberts** 2<sup>nd</sup>. Motion passed with unanimous voice vote. Meeting adjourned at **6:30 p.m.**

Meeting minutes taken Respectfully by Danean Jordan Borough Secretary/Treasurer/Manager