Minutes
Meeting
Jamestown Borough Council
October 13, 2026
5 p.m.

Council President Mike Riley called the meeting of Jamestown Borough Council to order at 5:00 pm.

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

Roll Call: Members answering roll call were Mike Riley, Thomas Koza, Charlie Swartz and Mayor Justin Pipp. Member Martin Roberts arrived at 5:05 pm. Member Margaret Patton was unavoidably absent.

Professional Service Representative: Solicitor Shawn Olson was present.

Recognition of Visitors: Mike Riley recognized the following visitors: Leona Wiand and Mike Davidson.

Police Report: Chief Meier gave the Police Department report for September.

M. Davidson & Associates: Mr. Davidson gave the water and wastewater report for September 2026. Mike Riley asked Mr. Davidson about a lead and cooper plan and a plan for a procedure if a water break occurs. Mr. Davidson stated that this is all listed in the standard operating procedures that are kept at the plant.

Engineer Report: N/A

Maintenance Report: A written report was provided.

Manager's Report: N/A

Minutes of Previous Meetings:
Motion by Tom Koza seconded by Martin Roberts carried unanimously to accept the minutes of the September 15th, 2026, Council meeting.

Treasurer's Report:

General: $89,070.60
Payroll: $33,786.52
Highway Aid: $5,054.46
Water: $80,041.63
Sewer: $23,477.17

Motion by Tom Koza seconded by Charlie Swartz and carried unanimously to accept the Treasurer's report for September.

Bills for Payment:
Motion by Martin Roberts seconded by Tom Kozan and carried unanimously to approve the Bills for Payment for September 2026, in the amount of $57,052.06.

Unfinished Business:
A new Ordinance was presented to Council that would amend Ordinance Number 309 which establishes stop intersections.

Minutes
Meeting
Jamestown Borough Council
October 13, 2026
5 p.m.

Motion by Tom Koza seconded by Charlie Swartz and carried unanimously to advertise Ordinance Number 406, amending Ordinance 309 establishing stop intersections.

A new Ordinance was presented to Council that would amend Ordinance Number 363 which provides a fee for printing, administration and delivery/posting of water/sewer shut-off notices.

Motion by Tom Koza seconded by Charlie Swartz and carried unanimously to advertise Ordinance Number 407, amending Ordinance Number 363 which provides a fee for printing, administration and delivery/posting of water/sewer shut-off notices.

Mr. Riley reported that the water tower report project is done and the grant reimbursement paperwork has been submitted and is being reviewed.

Attorney Olson stated that he will ask Mr. Douglas about the status of the old schoolhouse and the owner (Mr. Jackman) and the giving of the property to the Borough.

New Business:
Mike Riley stated that he would Like to hire Terri Carrol who is a grant writer from Harshman CE Group which is a company the Ms. Maximovich used to use in McDonald Borough to write grants. She will work on a grant amount percentage fee. The secretary will obtain a proposal for the next grant (sidewalks) that the Borough wants to obtain.

Motion by Tom Koza seconded by Charlie Swartz and carried unanimously to hire Terri Carrol from Harshman CE group as the Borough grant writer.

Mr. Riley presented to Council a proposal from EADS group in the amount of $1,500 for a project and conceptual plan for upgrading the authority water treatment plant. Motion by Martin Roberts seconded by Tom Koza and carried unanimously to accept a plan proposal in the amount of $1,500 from EADS Group.

Mr. Riley reported that an estimate was received from Mohr Well Drilling, Inc. in the amount of $5,000 for extending the well in the water plant.

Motion by Charlie Schwartz seconded by Martin Roberts and carried unanimously to approve an amount not to exceed $7,000 for the extension of the well in the water plant.

Mr. Riley stated that an estimate was received from Chatfield Drilling in the amount of $17,020.25 for the extension of the well at the water plant. This estimate will not be accepted as it is too high.

Mr. Riley stated that a verbal estimate was received from local electrician Brian Wilson in the amount of $5,000 for electrical work that needs to be done to the well at the water plant. Motion by Martin Roberts seconded by Tom Koza and carried unanimously to accept the verbal estimate from Brian Wilson in the amount of $5,000.00 for the electrical work that needs to be done on the well in the water plant.

Mike Riley stated that the new garbage contract bids are coming up in May of 2027 and that he and the manager will be meeting with waster management this week to discuss any changes that need to be made to the existing contract.

Minutes
Meeting
Jamestown Borough Council
October 13, 2026
5 p.m.

The Secretary/Treasurer/Manager employment contract has been tabled until November.

Mike Riley and Martin Roberts reported that the 2027 budget process is moving along and that a proposed budget for 2027 should be ready for advertising at the November meeting.

Committee Reports:

1.) Fire/Safety/Health: Co-Chairs Koza and Patton
2.) Water/Wastewater/Solid Waste/Community Developments: Co- Chairs Riley and Roberts: Mayor Justin reported that the Pioneer days event in the park was a great event.
3.) Personnel: Co-Chairs Koza and Patton
4.) Finance/Budget/Insurance/Recreation: Co-Chairs Riley and Roberts
5.) Recreation and Parks: Co-Chairs Roberts and Patton
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

Adjournment:
Motion by Martin Roberts seconded by Tom Koza and carried unanimously to adjourn the meeting. The Council Meeting adjourned at 5:48 pm.

-