

Minutes  
Reorganization Meeting  
Jamestown Borough Council  
January 2, 2024  
6 p.m.

Call to Order/Roll Call: Roll Call was answered by Mike Riley (Via Zoom), Tom Luckock, Lisa Nuhfer, Martin Roberts, Stuart Little, and Mayor Pipp.

Pledge of Allegiance: Council recited the Pledge of Allegiance

Swear in (1) one new Council Member: Lisa Nuhfer was sworn in by Mayor Justin Pipp.

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

Nominations for President: The Mayor calls for nominations for President. Tom Luckock moved to nominate Mike Riley. Lisa Nuhfer 2<sup>nd</sup> motion. Motion passed with unanimous voice vote.

Nominations for Vice President: The Mayor calls for nomination for Vice President. Mike Riley moved to nominate Tom Luckock. Lisa Nuhfer 2<sup>nd</sup> motion. Motion passed with unanimous voice vote.

Newly elected Council President, now presides over the meeting. Mike Riley takes over meeting.

Old Business:

Appointment or Reappointment of Individuals/Institutions:

Depository	First National Bank
Auditor	McGill, Power, Bell, & Associates, LLC
Solicitor	Douglas, Joseph and Olson
Engineer	IAG Consultants
Local Service Tax Collector	Donna Adams
UCC Building Code Official	John Prosek
Inspection Service	Jeff Richardson
Zoning Code & Property Maintenance Officer	Robert Pettis, Jr.
Secretary / Treasurer	Kayla Jewell
Open Records Officer	Kayla Jewell
Wage Tax Collector	Berkheimer
Water / Sewer Service	Mike Davidson and Associates
Sewer Laterals	Steve Vosler

**Tom Luckock** moved to accept each appointment or reappointment of each individual or organization on the above list. **Lisa Nuhfer** 2<sup>nd</sup> motion. Motion passed with unanimous voice vote.

**Communications/Correspondence:** Mike Davidson Waste Water & Water Treatment Plant Report

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IAG Consulting Engineer's Report

**Mike Davidson & Associates, Inc.** – Mike Davidson provided Council with a copy of the December 2023 Wastewater and Water Treatment Plant report (See Attached).

**Borough Manager Update** – Kayla Jewell updated the council on what tasks she has been working on in the borough office. She informed council that she has begun the process to set up the online bill pay for water and sewer bills for the residents of Jamestown and she hoped to have it set up and ready by the end of February. She provided information about the program Diversified billing uses and that it is of no cost for the Borough to use. She also informed the Borough about the Rental Inspections and stated that they would be starting very soon as she was working with Richardson Inspections.

**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:** **Lisa Nuhfer** made a motion to approve the Bills for Payment in the amount of **\$5,205.31**. **Tom Luckock** 2<sup>nd</sup> the motion to approve. Motion passed with unanimous voice vote.

**Minutes of Previous Meetings:** **Tom Luckock** made a motion to accept the **December 12, 2023** minutes. **Lisa Nuhfer** 2<sup>nd</sup> the motion. Motion passed with unanimous voice vote.

**Mike Riley** updated the Council on the water street park and the progress Horizon construction had made. He stated that they were making great progress and should be able to have it all completed hopefully around spring or summer.

**Kayla Jewell** Spoke about the Online Bill pay through diversified during the Borough Manager Update. She provided Council with fliers for the program and informed them that the online bill pay would be of no cost to the borough since it is a part of the billing program the Borough currently uses. She is working with Diversified to get the program set up and available for customers to use.

**Mike Riley** asked the council members to send a list of committees they would like to be a part of to the borough manager before the next meeting.

**Chief Downing:** was present at the meeting and provided Council the report showing the number/type of police calls for December 2023.

**Committee Reports:**

- 1.) Fire/Safety/Health: Chair Luckock
- 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: Mr. Roberts said he would have a 2022 Year End Review for Council next month.
- 5.) MNC/Streets/Storm Drains/Lights/Sidewalks/Buildings: Chair Luckock.
- 6.) Police and Mayor's Report: Chief Ed Carter and Mayor Pipp – Tom Luckock and Mike Riley.

**Public Comment on Agenda Items Only:**

**Executive Session:** Personnel

**Adjournment:** **Lisa Nuhfer** motioned to adjourn. **Tom Luckock** 2<sup>nd</sup>. Meeting adjourned at **6:25 p.m.**