

**Minutes
Meeting
Jamestown Borough Council
July 14, 2026
5 p.m.**

Vice-President Margaret Patton 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 Margaret Patton, Martin Roberts, Thomas Koza, Charlie Swartz and Mayor Justin Pipp. Member Mike Riley was unavoidably absent.

Professional Service Representative: Noone was present for the meeting.

Recognition of Visitors: Mike Davidson, water and wastewater treatment specialists and Caleb Straight of the Record-Argus.

M. Davidson & Associates: Water and Wastewater Treatment – Provided a written report for June 2026.

Engineer Report: N/A

Maintenance Report: Provided written report

Manager's Report: The manager reported that currently every day is a learning process.

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

Minutes of Previous Meetings:

Martin Roberts made a motion, and it was seconded by Tom Koza to accept the minutes of the June 9, 2026, Meeting. Motion passed with unanimous voice vote.

Treasurer's Report:

General: \$ 111,357.16
Payroll: \$ 35,814.27
Highway Aid: \$ 21,953.30
Water: \$ 37,354.88
Sewer: \$ 63,411.49

A motion was made by Martin Roberts and seconded by Tom Koza to adopt the Treasurer's Report. 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 June 2026, in the amount of \$35,826.40. The motion passed by a unanimous voice vote.

Unfinished Business:

Margaret Patton stated that the employment agreement between Jamestown Borough and Marie Maximovich is still under review with Solicitor Douglas and that she will reach out for a status on this matter.

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New Business:

A motion was made by Martin Roberts and seconded by Charlie Swartz to approve the 2026-2027 WC Policy in the amount of \$24,628. The motion passed by a unanimous voice vote.

There was discussion about requiring all businesses in the Borough to obtain a yearly business license with Jamestown Borough. The Manager will follow up with Solicitor Douglass on creating an ordinance implementing a yearly business license and fees associated with this license.

There was discussion about the Borough obtaining a check scanning device from FNB so that checks can be scanned in the office. The Manager stated that the fee associated with the scanner would cost around \$100 per month. This discussion was tabled at this time.

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:

Martin Roberts made a motion for Adjournment. Tom Koza seconded the Motion. Motion passed with unanimous voice vote. Meeting ended at 6:05pm.