

Minutes
Regular Session
Jamestown Borough Council
December 09, 2025
5 p.m.

President Mike Riley called the meeting to order at 5:00 pm.

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

Roll Call was answered by Mike Riley, Martin Roberts, Stuart Little, and Mayor, Justin Pipp. Absent: Tom Luckock and Lisa Nuhfer

Professional Service Representative: Solicitor, Shawn Olsen, Mike Davidson of M. Davidson Associates,

Recognition of Visitors: Caleb Stright from the *Record Argus*, Margaret Patton and Thomas Koza.

A motion was made by Martin Roberts to accept the resignation of councilwomen, Lisa Nuhfer. The second was made by Stuart Little. Motion passed unanimously.

A motion was made by Stuart Little to appoint Thomas Koza to fill the open council seat until the 2026 term. The second was made by Martin Roberts. Motion passed unanimously.

Mayor Pipp preformed the Oath of Office and sworn in Thomas Koza as a councilman. Mr. Koza participated for the balance of the meeting.

M. Davidson & Associates: Water and Wastewater Treatment – Mike Davidson briefly spoke and gave highlights of his written report for the month of November 2025.

Engineer Report: N/A

Maintenance Report: Provided written report

Borough Manager Report: Provided a written report – Danean Jordan briefly spoke giving highlights of her written report for the month of November 2025.

Police Report: Chief Meier briefly spoke giving highlights of her written report for the month of November.

Minutes of Previous Meetings:

Martin Roberts made a motion to accept November 11, 2025 minutes. Thomas Koza 2nd the motion to accept the minutes of the November 11, meeting. Motion passed with unanimous voice vote.

Stuart Little made a motion to adopt the Treasurers Report for November 2025. Thomas Koza 2nd the motion. Motion passed with unanimous voice vote.

Martin Roberts made a motion to approve the Bills for Payment from the following accounts as presented for the month of November 2025. Stuart Little 2nd the motion to approve. Motion passed with unanimous voice vote.

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General: \$560,247.10
Payroll: \$12,793.21
Highway Aid: \$1,436.76
Water: \$28,634.445
Sewer: \$7,664.70

New Business:

A motion was made by Thomas Koza, seconded by Stuart Little, to keep the millage rate at 23 mills and rescind the plan to increase it to 24 mills effective in 2026. The motion was approved by a unanimous voice vote.

A motion was made by Thomas Koza, and seconded by Martin Roberts, to approve the meeting dates and time for 2026 council meetings. (Attached) Motion passed with a unanimous voice vote.

A motion was made by Stuart Little, seconded by Thomas Koza to adopt Resolution 09-2025 to appoint Thomas Koza and Danean Jordan as delegates to the 2026 Mercer County Joint Seal Coat Program. Motion passed with a unanimous voice vote.

A motion was made by Stuart Little, seconded by Thomas Koza to adopt Resolution 10-2025 to appoint Mayor, Justin Pipp and Danean Jordan as delegates to the 2026 Mercer County Regional Planning Commission. Motion passed with a unanimous voice vote.

A motion was made by Martin Robert to accept the two-year Natural gas fuel contract with Snyder Brother's at a rate of \$4.993. The motion was approved by a unanimous voice vote.

Old Business:

408 Depot Street – Review settlement offer to acquire property. – Tabled

PFM Financial Advisors provide package information introducing their company and fees schedule for the Municipal Authority.

Mack Industries and Horizon Construction are making plans to repair the 11 manholes that are deteriorating.

Allowing AT and UT vehicles on borough roads was tabled.

Executive Session was called at 5:50 pm to discuss personnel matter. Council exited at 6:00 pm.

A motion was made by Stuart Little and 2nd by Thomas Koza to advertise for a part time maintenance position. Motion passed with unanimous voice vote.

A motion was made by Martin Roberts and 2nd by Stuart Little to hire Margaret Anderson as a part-time substitute office person at a rate of \$20.00 per hour.

A motion was made by Martin Roberts and 2nd by Stuart Little to continue paying the 60% insurance premium payment for Danean Jordan while she is out on medical leave. Motion passed with unanimous voice vote.

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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.

Other Business:

Adjournment:

Stuart Little motioned to adjourn. Martin Robert 2nd the motion. Motion passed with unanimous voice vote.
Meeting adjourned at 6:05 PM.