

April 25, 2022, Planning Workshop Committee Meeting Minutes

Call to Order at 6:30 p.m. (Council approves advertising Planning Workshop Committee Meetings to perform general business).

Roll Call – In attendance; *Don Raiger, Tom Keefer, Mayor Quairoli, Justin Shuey, Tracey Charest, Joan Keefer; Secretary, Jodi Swisher; Assistant Secretary.*

Planning Workshop Committee Meeting Minute Approval – A motion made by Justin Shuey, seconded by Tracey Charest to approve March 28, 2022, Planning Workshop Committee Minutes. Motion carried.

Committee Reports/Project Updates:

PERSONNEL– Kline; No report.

COST REDUCTION & FINANCES – Raiger; Donnette Quairoli was not present. Council decided to place discussion regarding purchasing w/credit, on next Planning Workshop agenda.

Tom Keefer opened discussion regarding American Rescue Plan Act plans. Jonestown Borough will receive \$212,000 from American Rescue Plan Act. A meeting scheduled May 4, 2022, at 10:00 a.m. at Union Township building where municipalities will discuss air pack donations to N.L.F.E.S. Council further discussed allocation plans. Mayor Quairoli, Tom Keefer, & Don Raiger plan to attend.

Discussion on opening a separate bank account for American Rescue Plan Act Funds. **A motion made by Don Raiger, seconded by Justin Shuey to approve opening a separate bank account for American Rescue Plan Act Funds at Jonestown Bank & Trust. Motion carried.**

CODES & CODE ENFORCEMENT – Mayor Quairoli; Mayor Quairoli explained the Code Enforcement Software spoke about at the last Code Enforcement meeting, recommended by Chris Miller, BCi Code Compliance.

Mayor Quairoli opened discussion regarding approval to allow Colleen to file a complaint for property located on W. Market St. Discussion continued & request made for the code committee to write off costs based on code violation circumstances. **A motion made by Don Raiger, seconded by Tracey Charest to approve permitting the code committee to write off costs based on code violation circumstances. Motion carried.**

Mayor Quairoli opened discussion requesting approval allowing Code Committee to write off properties at their discretion, if appropriate. **A motion made by Tom Keefer, seconded by Don Raiger to approve permitting the code committee to write off property fees at their discretion, if appropriate. Motion carried.**

The committee will set a date for their next meeting sometime in June.

GRANTS – D. Quairoli; There was no update regarding the application applied on 3/13/22, through the Lebanon County Gaming Local Share Assessment Grant Program for a \$25,000 grant.

ORDINANCES – Schott; Jeff Schott was not present. Council decided to place the following items on next Planning Workshop Committee meeting agenda:

- *Review/approve Ordinance changes to allow for ticketing (fines)*
- *Discussion/approval regarding Codifying Ordinances (Budgeted)*
- *Dumpsters included in an ordinance – Discussion regarding trash dumpsters*
- *Possible Rental Ordinance – discussion*
- *Updating Ordinances (Ongoing)*

INFRASTRUCTURE IMPROVEMENTS – Keefer; Tom Keefer reported an underground spring problem at a property located on W. Blackberry St. After heavy rain, the yard gets flooded. Mayor Quairoli & Lee Strause, Engineer Representative will follow up with this property & bring information back to council.

Tom Keefer updated council on the wall on East Blackberry, damaged during a road project. The borough received an estimate of \$900 to re-build the wall. Discussion followed. Council agreed to pay half the cost to a contractor to re-build the wall. Tom Keefer plans to contact Mr. Weaver with council's decision.

No date set for Twin Creeks sealcoating. Crack sealing roads began today & will continue until completion tomorrow.

TASA Funding (Market St.) Update: A meeting scheduled May 9, 2022, in borough meeting room include Mayor Quairoli, Tom Keefer, Lee Strause, Jon Fitzkee & Tracey Charest. Tom Keefer gave an update on TASA funding & shared a list of uses for projects in the borough. Discussion followed regarding grant opportunities available for Market St. Square Project. Council decided to 'hold off' on a Fisher St. project 'in light' of TASA funding. **A motion made by Don Raiger, seconded by Justin Shuey to approve delaying work on Fisher St. & Market St. stormwater project. Motion carried.**

No current update on the State Rt 72 Bridge Closure.

Sidewalk Inspections with Lee Strause, L-H Representative & Mayor Quairoli scheduled week of 4/25/22.

No current report regarding Lebanon County Conservation CDBG Funding application for W Chestnut St.

No current update regarding Crosswalk Beacon Lights applied for through a Marcellus Shale Grant for 10k.

April 25, 2022, Planning Workshop Committee Meeting Minutes

PARKS, RECREATION & EVENTS – Charest; Tom Keefer gave an update regarding upgrades to current Park cameras & purchasing additional 360 cameras. Discussion followed. Tom Keefer will contact Choice Communications & check if the borough camera system is capable of additional cameras.

Regarding the DCNR Playground Grant, a virtual meeting scheduled May 10, 2022 @ 9:00 a.m.

Tracey Charest requests approval for an amount, not to exceed \$250, paid from Park & Recreation Fund for the Ice Cream Day event, on 7/17/22 at 1:00 p.m. Discussion followed. **A motion made by Don Raiger, seconded by Justin Shuey to give permission to Park & Recreation Committee to spend an amount, not to exceed \$500.00; paid from Park & Recreation Fund, for Ice Cream Day event, on 7/17/22 at 1:00 p.m. Motion carried.**

Tracey updated council on a free Gaga Pit donation for the borough park from Lebanon Bicycle Recycle Organization. Council thanked the organization; but agreed not take the Gaga Pit donation.

Tracey reported the volleyball court area measures 38.5ft by 64ft. for sand. Sand costs will not exceed \$2,000.00, including delivery, from Volleyball USA. A volleyball net costs \$220.00. **A motion made by Don Raiger, seconded by Tracey Charest to approve purchasing volleyball sand from Volleyball USA at a cost not to exceed \$2,000.00, & volleyball net at a cost not to exceed \$220.00. Motion carried.** Joan Keefer will check if the borough has an account/set up an account) with Volleyball USA.

The mural on the park concession stand is complete. Council is incredibly pleased with the mural project.

MISCELLANEOUS - Don Raiger updated council about contacting Robert Yeagley regarding file sharing, cyber security, IT Support, new borough emails, web host provider & moving borough emails from current provider. Don Raiger will check information to purchase laptop computers. Discussion followed. This item kept on agenda for next Planning Workshop meeting.

Establishing & documenting permit guidelines (dumpster, green waste & streets & sidewalks) placed on the next Planning Workshop agenda.

NEW BUSINESS - Tom Keefer updated council regarding the ARPA Funds Report, close to completion. Tom Keefer will submit the report by the end of April 2022.

A request made to approve Cleona Police Services 2022 Agreement & Resolution # 2022-05: approval for 2022 rate increase. **A motion made by Justin Shuey, seconded by Don Raiger to approve, & sign the Cleona Police Services 2022 Agreement & Resolution # 2022-05: approval for 2022 rate increase. Motion carried.**

A request made for council members having an interest in the purchase of a state code book. The 2020 Cumulative Supplement booklets distributed to council.

A request made for donation to Matthew's Public Library. The borough donated \$200.00 in the past. **A motion made by Don Raiger, seconded by Justin Shuey to donate \$200.00 to Matthew's Public Library. Motion carried.**

Discussion opened regarding Mark Miller scheduling a CPR class to update borough employees' certifications. Certifications expire August 2022. Joan Keefer will check costs for next council meeting.

Tom Keefer amended Council Committee Assignments (Justin Shuey to Ordinance Committee & Tracey Charest to Code Enforcement.

No current report regarding Town Banners.

Mayor Quairolì reported he will schedule a code meeting after he checks Colleen Gallo's availability. Jodi Swisher stated she will be out of the office from June 14th to June 20th. Mayor Quairolì reported giving Bci Code Compliance approval to move forward with all IPMC ordinance violations.

OLD BUSINESS - Formal approval requested for approving Resolution #2022-06, regarding a motion made on March 5th Council meeting to authorize approving operational support activities for participating members of N.L.F.E.S. fire company. **A motion made by Tracey Charest, seconded by Justin Shuey to approve signing Resolution #2022-06: authorizing operational support activities for participating members of N.L.F.E.S. fire company. Motion carried.**

Don Raiger gave an update regarding acquiring land from Jonestown Elementary school. A meeting scheduled for this Thursday morning at 10:30 a.m. will include further discussion. Colleen Gallo, Jonestown Borough solicitor, Don Raiger, and Northern Lebanon school representatives plan attending the meeting.

Regarding child clearances & criminal background checks, borough secretaries await completed paperwork to submit.

Mayor Quairolì updated council regarding the speed sign placed various locations in the borough. Upon motion and second, Borough Council Planning Workshop meeting adjourned at 7:58 p.m.

Respectfully submitted,
Joan Keefer, Secretary/Treasurer