

August 28, 2023, Planning Workshop Committee Meeting Minutes

Call to Order - 6:30 p.m. Council advertises Planning Workshop Meetings as performing general business. In attendance: Justin Shuey, Tracey Charest, Rick Kline, Tom Keefer, Jeff Schott, David Charest, and Joan Keefer; Secretary.

Planning Workshop Committee Meeting Minute Approval – **A motion made by Tracey Charest seconded by Justin Shuey, to approve July 24, 2023, Planning Workshop Committee Meeting minutes. Motion carried.**

COMMITTEE REPORTS/PROJECT UPDATES

PUBLIC COMMENT – Jake Keiter, Editor-in-Chief, Northern Lebanon Bulletin asked if council had any stories to share in the bulletin. Jake Keiter continues checking the progress of the beautification project at 49 W. Market St.

MAINTENANCE – Discussion opened on replacing camera at park basketball court. Tom Keefer will check with Choice Communications to see if the borough maintenance can replace the camera cable.

PERSONNEL – Tracey Charest plans to schedule meeting with committee to review budget for 2024. Tom Keefer announced Joan Keefer plans to retire sometime spring of 2024.

COST REDUCTION & FINANCES – Rick Kline announces a meeting scheduled for Wednesday, August 30, 2023, beginning at 6:00 p.m. to work on the 2024 budget which will be presented to council at the first 2024 budget meeting on Tuesday, September 12, 2023.

CODES & CODE ENFORCEMENT – Discussion opened for a decision for relief of charges regarding property 29 Williamsburg Drive having three code violations for tall grass & weeds. Costs incurred for the first violation (\$504.73, from more than a year ago) for code enforcement officer, legal fees & borough costs were discussed. Council decided to make no concession & have Colleen Gallo move forward & send the first code violation cost information to the Prothonotary's office.

GRANTS – Tracey Charest reported submitting the application to qualify for the Rural & Tribal Assistance Pilot Program (US DOT Technical Assistance Grant) grant recently. If received, the grant funds will be used for a park trail design phase.

ORDINANCES – Committee continues progress on following:

- ❖ Discussion opened regarding the Mailbox Standards Ordinance – Tom Keefer gave an update on a recent meeting held 8/15/23 with Jonestown Post Office Postmaster. Council reviewed the Pillow Borough ordinance emailed to them from Colleen Gallo. Council decided to place approval to advertise Mailbox Standards Ordinance on budget meeting agenda, September 12, 2023. Council plans to formally adopt ordinance at the October or November council meeting.
- ❖ Dumpster Ordinance wording is completed, ready for review.
- ❖ Rental Ordinance is on the top of the list of ordinances to complete.
- ❖ Solar Panel Zoning Ordinance – no report.
- ❖ Updating Ordinances (Ongoing)

INFRASTRUCTURE IMPROVEMENTS – Tom Keefer gave an update on the 2023 CDBG funding grant to pave Martin Street (from Lancaster St. to Water St.) Queen St. (from Lancaster St. to Broad St.). All income surveys need to be completed by the end of August.

Regarding State Rt. 72 Bridge Closure decision to purchase of signs for borough there is no report.

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Tom Keefer updated council regarding the Chesapeake Bay Trust funding phase II Broad St. & Market St. treescape project. Tom Keefer reported four (4) bids received for review. Plans are to award the bid in September. Tom Keefer volunteered to be part of the committee reviewing those bids for the Chesapeake Bay Trust G3 program.

Update on Act 101 Section 902 Recycling Program Implementation & Equipment Grant; Tom Keefer reported questions needing answers before submitting grant for trailer mounted self-contained leaf collector. The spreadsheet update for L-H & Assoc., Inc. Engineering expenses to date for TASA will be distributed to council at the September 5, 2023, Council meeting.

PARKS, RECREATION & EVENTS – Tracey Charest gave an update on mural for on the side of brick building bordering 49 W. Market St. Park. Plans are to continue working on various drawings.

No report on Playground Grant.

Tom Keefer requested approval for signs regarding e-bikes in Jonestown Park. The borough insurance carrier recommended no class 2 or 3 bikes with throttles, but class 1 bikes are okay; no added coverage needed. Six signs were requested to purchase @ a cost not to exceed \$150.00. The park ordinance also needs amended. **A motion made by David Charest seconded by Tracey Charest, to approve purchasing six (6) e-bike signs for Jonestown Park at a cost not to exceed \$150.00, paid from the Park Fund. Motion carried.**

Discussion held regarding naming 49 W. Market St. Park. Council chose top entries for September drawing. Tracey Charest reported the new trees are being planted in Jonestown Park on October 7, 2023, from 9-11a.m. One hundred (100) trees were ordered for the planting.

NEW BUSINESS – Discussion opened for a decision on a project for Zion Lutheran Church “God’s work, our hands” on September 10, starting at 12 noon. Looking for approximately six (6) people who are volunteering for a small job in Jonestown Borough. Council decided to choose a resident located on E. Market St. for the project.

Joan Keefer reported the Doubles Volleyball League donated \$350.00 to the Park Playground Project. The league requested and was granted permission this past summer to use the lower field in Jonestown Park.

Discussion opened for borough council to approve following Lebanon County Chiefs of Police Association & the City of Lebanon to announce Trick-or-Treat night for Tuesday, October 31, 2023, from 6:00 p.m. to 8:00 p.m. Rain date set for Wednesday, November 1, 2023, from 6:00 to 8:00 p.m. **A motion made by Jeff Schott seconded by David Charest, to approve having Trick-or-Treat night on Tuesday, October 31, 2023, from 6:00 p.m. to 8:00 p.m. Rain date set for Wednesday, November 1, 2023, from 6:00 to 8:00 p.m. Motion carried.**

OLD BUSINESS – Discussion held on the MS-4 waiver costs in 2024. Council plans to add the cost of \$1,500.00 to the borough 2024 budget to cover the waiver submission costs.

No report on council member reduction.

Tom Keefer reported Jonestown Bank & Trust donated \$5,000.00 for 49 W. Market St. beautification. The borough is waiting for a project estimate to place tree uplighting around the park trees.

Council held discussion about adding items to the next council meeting for discussion.

On motion and second, Borough Council Planning Workshop meeting adjourned at 7:55 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer