

## February 26, 2024, Planning Workshop Committee Meeting Minutes

Call to Order - 6:30 p.m. Council advertises Planning Workshop Meetings as performing general business. In attendance: Madisyn Breiner, Rick Kline, Tom Keefer, Joe Quairoli, Jeff Schott, Jay Young and Joan Keefer; Secretary.

Planning Workshop Committee Meeting Minute Approval – **A motion made by Rick Kline seconded by Jay Young, to approve January 22, 2024, Planning Workshop Committee Meeting minutes. Motion carried.**

### COMMITTEE REPORTS/PROJECT UPDATES

**SPECIAL GUESTS** – Mike Carmel requested approval from council for the 2024 Easter Egg Hunt in Jonestown Park, sponsored by Jonestown American Legion, Saturday March 30<sup>th</sup> (rain or shine) beginning at 10:00 a.m. **A motion made by Madisyn Breiner, seconded by Jeff Schott, to approve the 2024 Easter Egg Hunt being in Jonestown Park, sponsored by Jonestown American Legion, Saturday March 30th (rain or shine) beginning at 10:00 a.m. Motion carried.**

Nate Carpenter requested approval to hold the 2024 Memorial Day Parade (May 27, 2024 @ 9:00 a.m.), requesting a decision be made for the parade route, due to traffic re-routing into Jonestown Borough from the Rt. 72 bridge closure. After discussion council agreed on the following route: forming on south field of Jonestown Park on S. Mill St., traveling north to W. Market St., turning west, then turning north on N. King St. to the Lutheran Cemetery for a service. **A motion made by Jeff Schott, seconded by Rick Kline, to approve Nate Carpenter having the Jonestown Memorial Day Parade, May 27, 2024 @ 9:00 a.m. Motion carried.**

Audrey Shutter presented the 2024 Parks & Recreation events schedule & expenses for approval; attached to minutes. Discussion followed. **A motion made by Madisyn Breiner, seconded by Jeff Schott, to approve the Park & Recreation Committee events schedule & expenses, excluding the Wine & Beer Stroll at a cost not to exceed \$6,000.00. Motion carried.**

**PUBLIC COMMENT** – None.

**MAINTENANCE** – Discussion opened for approval to submit the 2024-2025 Salt Contract at 50 tons. **A motion made by Tom Keefer, seconded by Rick Kline, to approve submitting the 2024-2025 Salt Contract at 50 tons. Motion carried.**

Discussion opened for approval to buy street signs, posts, & necessary hardware at a cost not to exceed \$600.00 from Miller Municipal Supply. **A motion made by Tom Keefer, seconded by Jay Young, to approve buying street signs, posts, & necessary hardware at a cost not to exceed \$600.00 from Miller Municipal Supply. Motion carried.**

**PERSONNEL** – Mayor Quairoli reported receiving twenty-seven applications for the Borough Administrator position. All applications will be pre-screened to choose applicants to interview.

**COST REDUCTION & FINANCES** – Discussion opened regarding investing borough surplus funds (\$100,000.00) into a Pennsylvania Local Government Investment Trust (PLGIT) Certificate of Deposit. **A motion made by Jeff Schott, seconded by Jay Young, to move \$100,000.00 surplus into a PLGIT Certificate of Deposit @ 5.45% for a total of 12 months, ending February 2025. Motion carried.**

**CODES & CODE ENFORCEMENT** – Mayor Quairoli recently spoke to Julie Cheyney, director, Lebanon County Planning department regarding single family dwellings having multi-unit occupancy. Julie Cheyney recommended compiling a list of specific addresses to start the process, requesting the

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borough not sending code enforcers to the addresses; but have Lebanon County Planning manage the process. Discussion followed regarding apartments & multi egress violations. Discussion followed regarding a reporting of illegal dumping (mattress) on W. Market St.

**GRANTS** – No report.

**ORDINANCES** – The committee continues progress on following:

- ✓ Lock Box Discussion- Requiring businesses & multi-unit rental properties.
- ✓ Rental Ordinance
- ✓ Updating Ordinances (Ongoing)

Jeff Schott opened discussion regarding sprinkler systems, automatic fire alarms in new structures, and/or existing structures in a lock box ordinance. Jeff Schott will email the ordinance to council, for their response on their interpretation of the ordinance. This will be placed on the March 25, 2024, Planning Workshop Committee meeting agenda.

Discussion continued regarding dumpster ordinance, permitting & PODS. Council talked about having a separate ordinance for PODS (portable storage systems). This will be placed on the next meeting agenda, to ask Colleen Gallo for input. Council continued discussion regarding time allowed for dumpster placement as two weeks & fines set as \$50 - \$600.

Jeff Schott opened discussion regarding a rental ordinance, which includes out of town landlords, slumlords, rental property inspections, information acquired to contact rental property owners for emergency situations & more in depth rental restrictions (permitting process).

**INFRASTRUCTURE IMPROVEMENTS** – Tom Keefer announced the Chesapeake Bay Trust G3 funding phase II Broad St. & Market St. treescape project charette is scheduled for April 18, 2024, at the Jonestown United Methodist Church.

Tom Keefer gave an update on Act 101 Section 902 Recycling Program Implementation & Equipment Grant. A meeting is scheduled at Greater Lebanon Refuse Authority on March 18, 2024, to review pre-application.

Council reviewed the spreadsheet for Light-Heigel & Associates, Inc. engineering expenses to date for TASA. TASA expenses are on track.

**PARKS, RECREATION & EVENTS** – No report.

**NEW BUSINESS** – Tom Keefer opened discussion for approval to write a letter to residents located on N. & S. Lancaster St. requesting they re-locate mailboxes placed in yellow zones. Council agreed.

**OLD BUSINESS** – No update regarding Council Member Reduction; Mayor Quairoli & Justin Shuey.

No update regarding the grant to buy an AED; Justin Shuey.

Council needs a person to fill a position on the Zoning Hearing Board due to Jay Young now being a council member. This will be placed on the Jonestown Connects AP.

On motion and second, Council adjourned into executive session at 8:43 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer