

February 27, 2023, Planning Workshop Committee Meeting Minutes

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

Planning Workshop Committee Meeting Minute Approval – A motion made by Rick Kline, seconded by Tracey Charest, to approve January 23, 2023 Planning Workshop Committee Meeting minutes. Motion carried.

SPECIAL GUESTS – Nate Carpenter requested council's approval to host 2023 Memorial Day Parade in Borough May 29th at 9:00 a.m. Discussion continued regarding road closings & set-up area (7:30 a.m.). Nate Carpenter plans parade route beginning at Free Church (King's Plantation) in Union Township, traveling east on Market St. to Jonestown Borough, ending at Zion Lutheran Cemetery, N. King St. Jonestown Borough road closure equipment & traffic control being used for event. Discussion continued. Joan Keefer will contact representatives from former Annville Memorial Day Parade to find information regarding band which played in their parades. **A motion made by Rick Kline, seconded by David Charest, to approve 2023 Memorial Day Parade in Borough on May 29th at 9:00 a.m. Motion carried.**

Mike Carmel requested approval to hold Jonestown Legion Easter Egg Hunt Saturday morning, April 8, 2023. The egg hunt finishes by noon. Pavilion will be open for access to facilities. **A motion made by David Charest, seconded by Jeff Schott, to approve Jonestown Legion Easter Egg Hunt on Saturday morning, April 8, 2023. Motion carried.** The borough will place this event on the Jonestown Connects App.

Discussion continued regarding recycling. Jonestown Legion meetings are 3rd Monday/month @ 7 PM.

COMMITTEE REPORTS/PROJECT UPDATES

MAINTENANCE – No report.

PERSONNEL – Meeting to schedule discussion on personnel.

COST REDUCTION & FINANCES – No report.

CODES & CODE ENFORCEMENT – Mayor Quairoli reviewing codes on iWorQ website to be sure all codes are on. Mayor Quairoli working on IPMC code article for Winter/Spring Borough Newsletter. Discussion followed. Code Committee meeting tomorrow.

GRANTS – No report.

ORDINANCES – After codification, committee continues progress on following:

- ✓ Mailbox standards ordinance – Council members taking copy home to review.
- ✓ Tree Trimming Ordinance - Presently working on and council reviewed. Jeff Schott asking Colleen Gallo to review and give recommendations. Discussion followed.
- ✓ Rental Ordinance – Discussion about tenants living in basements. Mayor Quairoli suggested filling out a code violation form for IPMC. Discussion followed.
- ✓ Solar Panel Ordinance - Discussion.
- ✓ Outdoor Wood Burning Boilers – Discussion.
- ✓ Dumpsters included in an ordinance.
- ✓ Updating Ordinances (Ongoing)

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INFRASTRUCTURE IMPROVEMENTS – The spreadsheet update showing L-H & Assoc., Inc. engineering expenses to date for TASA grant was reviewed. Expenses for engineering previously paid from the General Fund will be transferred back into the General Fund from the ARPA Fund.

No update on Multimodal Grant.

Mayor Quairolì meeting w/Swatara Township to discuss State Rt 72 Bridge Closure. Discussion.

Update on W. Blackberry stormwater drainage problem: Plans are to tie drainage into storm drain. Light-Heigel & Associates, Inc. plans to survey for project soon & propose cost to council.

Discussion opened for decision to apply for Chesapeake Bay Trust funding for conceptual design portion of phase II Broad Street landscape & Market St. treescape project using L.H. as grant writer. **A motion made by David Charest, seconded by Rick Kine, to approve applying for Chesapeake Bay Trust funding for conceptual design portion of phase II Broad Street landscape & Market St. treescape project, using L.H. as grant writer. Motion carried.**

Discussion opened for decision to approve seal coating Rose Lane, W. Swatara Dr. (between Highland and Broad) & N. Broad St. at a cost not to exceed \$16,600 paid from Infrastructure Fund. **A motion made by Tom Keefer, seconded by Rick Kline, to approve seal coating Rose Lane, W. Swatara Dr. (between Highland & Broad) & N. Broad St. at a cost not to exceed \$16,600 paid from Infrastructure Fund. Motion carried.**

Discussion opened for decision to approve crack sealing several streets throughout borough at a cost not to exceed \$6,000 pd. from Infrastructure Fund. **A motion made by Tom Keefer, seconded by David Charest, to approve crack sealing several streets in the Borough, that maintenance sees need for, at a cost not to exceed \$6,000; paid from Infrastructure Fund. Motion carried.**

PARKS, RECREATION & EVENTS – Discussion opened for approval to permit Northern Lebanon Youth Soccer Team use of the lower field in Jonestown Park on Mondays-Fridays from 5:00 PM to dusk & games beginning Saturday, April 1, 2023, through Saturday, May 27, 2022; 9:00 a.m. to noon. **A motion made by Rick Kline, seconded by Tracey Charest, to approve permitting Northern Lebanon Youth Soccer Team use of the lower field in Jonestown Park on Mondays-Fridays from 5:00 PM to dusk & games beginning Saturday, April 1, 2023, through Saturday, May 27, 2022; 9:00 a.m. to noon. Motion carried.**

Discussion opened for decision to allow Northern Lebanon Recreation Girls Softball team use of lower field & J-2 field. **A motion made by Tom Keefer, seconded by David Charest, to approve permitting Northern Lebanon Recreation Girls Softball team use of lower field & J-2 field; working schedules out with one another - Youth Soccer League, Little League Baseball & N.L. Recreation Girls Softball coaches, using Borough the arbitrator. Motion carried.**

No update on DCNR (Department of Conservation & Natural Resources) Playground Grant. Borough representatives, Light-Heigel & Associates, Inc. & DCNR plan to meet in April 2023.

No update on the Local Share Grant currently; but planning to hear news by March 2023.

Tracey Charest opened discussion about fundraising for Park & Recreation. Looking for ideas to raise funds & properly use another groups 501c3. Discussion followed.

MISCELLANEOUS – No report.

NEW BUSINESS – No report on council communication committee.

Discussion opened for a decision to have tile floors in the office, hallway & restroom professionally cleaned/waxed by On-the-Spot Cleaning @ a cost not to exceed \$800.00. **A motion made by Rick Kline, seconded by Donnette Quairolì, to approve having tile floors in office, hallway & restroom**

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professionally cleaned & waxed by On-the-Spot Cleaning @ a cost not to exceed \$800.00. Motion carried.

Discussion opened for decision to accept resignation from Robbie England as Planning Commissioner. **A motion made by Tom Keefer, seconded by Rick Kline, to accept resignation from Robbie England as Planning Commissioner. Motion carried.**

Discussion opened regarding an open seat on Zoning Hearing Board as 2nd alternate, Vacancy Board as 2nd alternate, & Planning Commissioner, terms expiring 2023. Placed on next Planning Workshop Committee meeting agenda.

Discussion opened regarding Traffic Counting project on Municipally Owned Roads by PennDOT. Email received recently from PennDOT Bureau of Planning & Research.

Discussion opened to adopt an official park name at 49 W. Market St. by Resolution. On next Planning Workshop Committee meeting agenda. Discussion continued.

Discussion opened for a decision to apply for ACT 101 SECTION 902 RECYCLING PROGRAM IMPLEMENTATION & EQUIPMENT GRANT for updating green waste yard & possibly purchase leaf vac. **A motion made by David Charest, seconded by Jeff Schott, to apply for ACT 101 SECTION 902 RECYCLING PROGRAM IMPLEMENTATION & EQUIPMENT GRANT. Motion carried.**

OLD BUSINESS – Discussion opened for approval to send Road Closure Special Event Application TE-300 to Penn DOT for Block Party May 27, 2023, 1:00 PM to 10 PM. Mayor Quairolì & Audrey Shutter meeting tomorrow. Mayor Quairolì will bring request to next meeting.

Update given by Rick Kline on new phone system. Discussion followed. New phones received, ordering the I-pads & working on Intermedia app.

Discussion opened for decision about call list & name list (arm & disarm) for Reeds Lock & Access Control Systems, Inc. The borough needs to amend the form. Discussion followed.

Upon motion and second, Borough Council Planning Workshop meeting adjourned at 8:06 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer