

January 24, 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; *Rick Kline, Don Raiger, Tom Keefer, Mayor Quairol, Donnette Quairol, Jeff Schott, Justin Shuey and Joan Keefer; Secretary.*

Planning Workshop Committee Meeting Minute Approval – October and November Planning Workshop Minutes were Approved at the January 4, 2022, Council meeting.

Appointments/Assignments – Discussion held regarding the open position on council. **A motion made by Don Raiger, seconded by Rick Kline, to approve Resolution # 2022-02 and appoint Tracey Charest to the open position as a council member. Term held until the next municipal election in two years (2023). Motion carried.**

Committee Reports/Project Updates

Personnel – Kline

Scheduled committee meeting for Thursday, January 27, 2022 @ 6:00 p.m.

The borough purchased an office cell phone to use for text communications. Rick Kline gave council members the cell phone number.

Discussion held regarding the position of Parks & Recreation Council Representative (and Committee Chairperson), and Vacancy Board Chairperson. Keeping this on the agenda.

Cost Reduction & Finances – Raiger

Don Raiger opened discussion and reviewed discussion from the Cost Reduction & Finances Committees meeting held Thursday, January 20, 2022. The committee members were satisfied with the General Fund reserve year-end balance & the projected costs of the upcoming 2022 projects. Don Raiger continued discussion regarding a possible PLGIT account for Jonestown Borough, allowing other means for purchases using a credit card & investing funds safely. Plans are to continue pursuing a PLGIT account.

Don Raiger reported the committee discussed the American Rescue Plan Act, including projects allocated for the funding & projects/expenses which the American Rescue Plan Act allows. Discussion continued. The next committee meeting scheduled March 9, 2022, at 6:00 p.m.

Codes & Code Enforcement – Mayor Quairol

Mayor Quairol reported ticket/ticketing fines is a work in progress. The Grant Committee continues working on a resolution showing all fines & fees in a more specific manner and worded properly. Jeff Schott reported the resolution they are working on has wording in a manner as such: authorizing a ticket up to an amount as authorized by resolution, stating not to exceed the amount of ____.

The Grant Committee plans to meet February 24, 2022.

The Code Enforcement Committee will coordinate with Colleen Gallo, at the February 1, 2022, council meeting, to schedule the next committee meeting. Regarding Code Enforcement Software, Mayor Quairol will follow up with Chris Miller and Brad Douple. Mayor Quairol is also going to follow up with West Hanover Twp. for software information. Discussion continued regarding purchasing laptop/laptops for code enforcement for using new software.

Grants – D. Quairol

No report.

Ordinances - Schott

Jeff Schott opened discussion regarding codifying ordinances, included in the 2022 budget. Don Raiger will email Michael Peters from Municipal Code to make him aware of the plans for codifying Jonestown Borough ordinances. Placing this on the next council meeting agenda to update. Discussion continued. Jeff Schott reported having a priority list of ordinances for the committee to review.

Infrastructure Improvements - Keefer

Tom Keefer reported Light-Heigel surveyed for East Blackberry repaving, & is working on the application for a Highway Occupancy Permit with PennDOT for South Lancaster St. and East Blackberry St.

Tom Keefer met with Lee Strause & Jon Poff from L-H & Associates, Inc. & did a walk through at the Fisher St./Market St. water run-off area. Light-Heigel & Associates, Inc. will work on plans for a solution to the storm water run-off problem at this location.

Discussion to take place later to plan additional storm water projects using the ARPF (American Rescue Plan Funds). Twin Creeks sealcoating planned for Spring 2022.

Crack sealing roads planned for Spring 2022.

No updated report on TASA Funding Grant for Market St beautification. May hear in the next month or two.

Mayor Quairol updated council regarding the State Rt 72 Bridge closure. A virtual meeting tentatively scheduled the week of March 14, 2022, regarding the detour. PennDOT is open to additional changes to the detour. The project was originally slated for one year; but the detour will only be for one season; start in March, completed in October.

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Fall of 2023 the project begins. Spring of 2024 the actual detour/closure to Route 72 N begins. Truck traffic from the new warehouse facility may cause additional traffic problems. Discussion on traffic problems on discussion at the next Web-Ex meeting.

Sidewalk Inspections scheduled in Spring of 2022 with Light Heigel & Associates, Inc.

Tom Keefer contacted Stephanie Harmon, Watershed Specialist, Lebanon County Conservation District, regarding a Dirt and Gravel, Low Volume Road Grant for West Chestnut St. In 2022 & 2023 funding is not available.

Tom Keefer distributed handouts of plans for the Crosswalk Beacon Lights. The borough applied for a Marcellus Shale Grant amounting to 10k. Tom Keefer plans to apply for the ARLE Grant in springtime for funding towards the beacon lights.

West Blackberry St. Paving update: Seeding & re-building a wall, knocked down during construction, are two items for final completion.

Park Trails: paving complete. Retainage held for grass seeding in the springtime.

The next meeting scheduled March 9, 2022, at 7:00 p.m.

Parks, Recreation & Events

DCNR awarded the Borough with a playground equipment grant in the amount of \$70,000. Council & Mayor reviewed the budget for playground equipment to decide executing the grant, and, if so, who will volunteer to be the project coordinator. The grant has three phases. A lengthy discussion followed. Council agreed to have Don Raiger contact Cheri Matter, Section Chief of the Community Parks & Conservation Division at DCNR to further discuss options for the borough and send an email to council regarding the information he receives from Cheri.

Discussion held regarding a need for Volunteer Coordinator at Hershey Park. Tom Keefer will contact Janet Yiengst for further information as to duties of a Volunteer Coordinator.

No meeting scheduled at this time.

Miscellaneous

Don Raiger updated Council regarding File sharing, IT Support (Budgeted), new emails & web host provider and moving our email & web hosting from Evenlink. Don Raiger will reach out to Robert Yeagley to move forward with preparing a final proposal to present to council at the next Planning Workshop Committee meeting.

Rick Kline continues compiling documents to establish permitting guidelines (dumpster, green waste & streets & sidewalks).

Tom Keefer reported ARPF funds are also available to use for cyber security. Discussion followed.

Discussion held regarding purchasing laptop computers for Council, Mayor & secretaries; but Council decided to wait.

Don Raiger will speak to Robert Yeagley about laptop computers.

New Business

Tom Keefer opened discussion regarding donating State Police Fines received two times a year, back to the State Police. Donnette Quairoli will follow up with further information at the next Planning Workshop meeting.

Tom Keefer opened discussion regarding North Fisher St./West Swatara Dr. heavy truck traffic bringing fill to a N. Fisher St. farm. Other contractors are aware of the farm owner wanting clean fill & pass the word to other contractors looking for a place to dump fill. Mayor Quairoli checked ordinances finding nothing against driving on borough streets or taking clean fill to properties. Tracking mud onto the roads is an environmental issue through DEP. Tom Keefer will contact Mike Long from the City of Lebanon Authority asking not to bring fill to the farm property.

Tom Keefer reported purchasing new blades & shoes for the V-Plow.

Tom Keefer opened discussion regarding selling the borough's used salt spreader. Council agreed to list the old salt spreader on Muncibid.

The following items placed on future Planning Workshop agendas: Town Banner's, Large Town Project Idea's (Local Contributions) & Quarterly Committee Meetings

Old Business

No Report.

Upon motion and second, Council adjourned at 8:07 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer