

July 22, 2019 Planning Workshop Committee Meeting Minutes

Call to Order @ 7:00 p.m. Planning Workshop Committee Meetings are advertised as performing general business.

Roll Call – In attendance; *Rick Kline, Don Raiger, Tom Keefer, David Charest, Robin Wolferd, Mayor Joe Quairolì, Jeff Schott and Kathy Price.*

Meeting Minute Approval – A motion was made by Tom Keefer, seconded by Don Raiger, to approve the Special Public Meeting, 2018 International Property Maintenance Code, minutes from June 11, 2019. Motion carried.

Meeting Minute Approval – A motion was made by Rick Kline, seconded by Tom Keefer, to approve the Planning Workshop Committee Meeting minutes from June 24, 2019. Motion carried.

Special Guests – Pastor Ken Dotterman, Lebanon E-Free Church was present to discuss final plans for the J-Rock Volunteer Event scheduled the first weekend in August. A motion was made by Don Raiger, seconded by David Charest, to approve purchasing paint and materials for the J-Rock Volunteer Event, at a cost not to exceed \$600; paid from the Park Fund. Motion carried.

Robin Wolferd was excused from the meeting @ 7:33 p.m. Don Raiger, Council Vice-President presided as President.

New Business – David Charest requested reimbursement for purchasing a DJ for the Ice Cream Event. Discussion followed. The DJ was to be cancelled due to the event being rescheduled. David will get a receipt to Joan for reimbursement. A motion was made by Kathy Price, to reimburse David Charest for purchasing the DJ for the Ice Cream Event. The DJ was to be cancelled, due to the event being rescheduled. Motion withdrawn. This expense was previously approved for the Park, Recreation & Events Committee in 2019.

Discussion was opened in regard to council approving/disapproving Joe Bowman installing a fence @ 126 Twin Creeks Dr. If council agrees, a letter, signed by Council President or Mayor, must be submitted to Gary Hetrick @ County Planning and Joe Bowman requested Council/Mayor contact him with the decision. A motion was made by Jeff Schott, seconded by Tom Keefer, to authorize Mayor Quairolì and Council President, draft a letter in conjunction with Colleen Gallo, as allocated, stating the borough maintains access on demand to the storm drain @ 126 Twin Creeks Drive. Motion carried.

Discussion opened in regard to IPMC fee additions; condemnation removal & copies of inspection reports. Mayor Quairolì will add this discussion to the Ordinance Committee meeting scheduled July 30, 2019. Mayor Quairolì recently referred to Colleen for guidance & information in making adjustments to the Resolution. Discussion continued. A motion was made by Kathy Price, seconded by David Charest, to add an administrative fee of \$15.00, to the IPMC resolution. Motion carried. Mayor Quairolì will continue his research on the fees. Mayor Quairolì reviewed the process for receiving complaints as all complaints must have a form completed; including complaints from council members. No anonymous complaints will be taken. Mayor Quairolì will set up the training schedules for the fire company and the appeals board.

Former Mayor George Kaufman donated picture of the bridge at Bunker Hill to the Borough. A motion was made by Jeff Schott, seconded by Kathy Price, to accept the picture, and send a thank-you to former Mayor George Kaufman. Motion carried.

Tom Keefer presented 2 estimates for purchasing an evergreen tree to plant at 49 W. Market St. A motion was made by Jeff Schott, seconded by Tom Keefer, to approve purchasing a Canaan Fir tree; at a cost not to exceed \$1,000.00, paid from the Christmas Light Fund. Motion carried.

Tom Keefer reported the costs for the Park Trail Project exceeded the grant amount. A request letter for additional funding, was sent to DCNR. DCNR may amend the original grant amount, by adding \$6,500.00. Erik Harmon will bring more information to the Council meeting on August 6, 2019.

Council is to ratify the approval for spending \$400 to use a rental mower from Power Pro. **A motion was made by David Charest, seconded by Tom Keefer, to approve the cost of \$400.00 to rent a mower from Power Pro. Motion carried.**

A request was brought in to the borough office, by the resident, requesting the borough place a handicapped parking space @ 225 W. Market Street. Discussion followed. Council decided to refer the request to Colleen Gallo and Erik Harmon for further guidance in proceeding.

A motion was made by Jeff Schott, seconded by David Charest, to authorize, we as council, declare our intent to pursue the CDBG Grant for paving Blackberry Street. Motion carried.

Old Business – Mayor Quairoli gave an update on a request from Randy Fortna for approval on his permit for placing a sign in front of his business; pending approval from Lebanon County Planning (if required). Council reviewed a picture of the sign. **A motion was made by Tom Keefer, seconded by Kathy Price, to approve the permit from Randy Fortna, to place a sign in front of his business; pending required approval from Lebanon County Planning. Motion carried.**

Kathy Price reported Randy Fortna gave a \$100 donation towards the Tree Lighting Ceremony.

Tom Keefer is waiting to hear back from Lori Yeich about using the Recreational Funding/Union Township as match for a DCNR Grant.

Mayor Quairoli gave an update on the ambulance services. Mayor Quairoli requested council consider going with Life Lion. He awaits hearing from the fire department, as to their decision. If Life Lion is placed in Ono, it will require less preparation. Discussion followed.

The meeting with East Hanover Township in regard to a municipal agreement to employ a Borough Manager was rescheduled, then cancelled.

Tom Keefer gave an update on key fobs installed at the borough building. The job was started, and they are coming to finish this Wednesday.

Joan Keefer requested council discuss/decide on purchasing a drop box safe for the office door at a cost of approximately \$150.00. Council agreed to purchase the drop box safe. Payment will be made by the budgeted expenses, from the General Fund account/office supplies.

Rick Kline reported the X Mark mower placed on Municibid may be sold for \$4,100.00; pending council approval. **A motion was made by David Charest, seconded by Kathy Price, to approve selling the X Mark mower on Municibid for \$4,100.00. Motion carried.**

Tom Keefer requested approval for purchasing 2 additional lights to install at the entrance of the front office door, and entrance door of the maintenance shop. **A motion was made by Rick Kline, seconded by David Charest, to approve purchasing 2 additional lights to install at the entrance of the front office door, and entrance door of the maintenance shop. Motion carried.**

Upon motion and second, Council adjourned at 9:31 p.m.

Respectfully submitted,
Joan Keefer