

July 25, 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; *Don Raiger, Tracey Charest, Tom Keefer, Mayor Joe Quairol, Jeff Schott, Donnette Quairol, Joan Keefer; Secretary & Jodi Swisher; Assistant Secretary.*

Planning Workshop Committee Meeting Minute Approval – A motion made by Tracey Charest, seconded by Don Raiger to approve June 27, 2022, Planning Workshop Committee Minutes. Motion carried.

Committee Reports/Project Updates:

MAINTENANCE – The light shining on the flagpole is damaged. Request made to purchase a new LED light for \$220.00. A motion made by Donnette Quairol, seconded by Tracey Charest to approve purchasing an LED light for the flagpole at a cost not to exceed \$220.00; paid from the Park Fund. Motion carried.

PERSONNEL– Kline; No report.

COST REDUCTION & FINANCES – Discussion open regarding borough purchasing w/credit. Donnette Quairol plans to contact Jonestown Bank & Trust to check options.

CODES & CODE ENFORCEMENT – Mayor Quairol reported sending three letters and will follow up on residents owning vehicles improperly parked in the borough.

Mayor Quairol contacted Colleen Gallo regarding code costs for property owners taken to court vs. the district court office. Discussion followed.

Mayor Quairol is addressing vehicles in violation at a property located on East Market St.

Mayor Quairol plans to schedule a Code Enforcement meeting in August 2022.

GRANTS – Update given regarding Lebanon County Gaming Local Share Assessment Grant Program.

Donnette Quairol reported C.D.B.G. surveys almost completed & continues working on application.

A request made to adopt resolution # 2022-07, to submit the CDBG funding application, due Aug 31, 2022 (Market St. curbing & sidewalk project). A motion made by Tracey Charest, seconded by Jeff Schott to approve Resolution # 2022-07; to submit the CDBG funding application due August 31, 2022, for the Market St. curbing & sidewalk project. Motion carried.

Tracey Charest reported sending request to Kiwanis, asking for \$65,000 to place rubber padding under the upcoming playground.

ORDINANCES – After codification of current ordinances, the committee plans to work on the following:

- ✓ Dumpsters included in an ordinance
- ✓ Rental Ordinance
- ✓ Updating Ordinances (Ongoing)
- ✓ Mailbox standards ordinance

Mayor Quairol & Tom Keefer will meet with Jonestown Postmaster regarding mailbox placement.

INFRASTRUCTURE IMPROVEMENTS – Tom Keefer briefly updated on TASA Funding for Market St.

Mayor Quairol gave an update regarding State Rt 72 Bridge Closure, requesting he & Tom Keefer plan to meet soon in the Senator's office. Discussion followed.

Regarding W. Blackberry stormwater drainage problem, council awaits an update from Lee Strause, Engineer Representative at the next council meeting.

The borough office is keeping track of Engineering YTD expenses for Market St Project. Discussion followed regarding information Jon Fitzkee provided Tom Keefer for available resources to help keep costs lowered. A separate audit is necessary for costs exceeding \$750,000 in one year, an additional expense to the borough.

PARKS, RECREATION & EVENTS – Council agreed it is late to schedule a band during the carnival.

No update on DCNR Playground Grant.

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The committee from Zion Lutheran Church for God's Work Our Hands Day on 9/25/22 has volunteers available for project/projects in the borough or park, requesting suggestions. Discussion followed. Tracey Charest will contact the committee. Council's decision was to plant flowers & put mulch down.

The borough received \$300.00 in donations for a Santa Suit. This item placed on the next Council meeting agenda for formal approval.

MISCELLANEOUS – Don Raiger updated council regarding Eagle Secure Solutions LLC upgrading the borough network & monthly maintenance costs, including service, security software & 24x7 US based help desk. Don Raiger will share an email proposal with Mayor/Council. Discussion followed. This item placed on the next Council meeting agenda for a decision after council reviews the proposal email.

Discussion for approval to hold an event on Oct 8, 2022, featuring Roy Lefever (Dueling Pianos) along with a wine/beer fest in the park from 6 pm-9 pm. Discussion followed. **A motion made by Don Raiger, seconded by Donnette Quairoli to approve scheduling a wine/beer fest in the park from 6 pm-9 pm on Oct 8, 2022, and having vendors provide certificates of insurance adding Jonestown Borough as additional insured. Motion carried.**

A motion made by Donnette Quairoli, seconded by Tracey Charest to approve scheduling an event in Jonestown Park on Oct 8, 2022, from 6 pm-9 pm. featuring Roy Lefever (Dueling Pianos); at a cost not to exceed \$350.00, paid from the Park Fund. Motion carried.

NEW BUSINESS – Tracey Charest reported 132 poles are on Lancaster & Market Streets, where plans for placing banners is. Met-Ed requests pole numbers, photos of the banner plans & a description of the physical properties of each banner. Tracey Charest shared an example of plans for banners and will pursue donations for the total cost of the banner project.

Tom Keefer opened discussion regarding placing an electronic message sign for the borough presenting various drafts from Horst Signs. Council agreed to continue pursuing this project.

OLD BUSINESS – Discussion opened regarding an approval to repair/replace borough building air conditioning unit. Three quotes received as follows:

1. Delta T - \$8,446.00 – installed
2. SJ Moyer - \$7,995.00 – installed
3. K&B - \$6,920 – installed

Discussion followed. **A motion made by Donnette Quairoli, seconded by Don Raiger to approve using K&B, if they can repair it in a reasonable time; if not, beginning with the lowest bidder, & decide based upon availability of material & at reasonable timeframe at cost not to exceed highest bidder, Delta T (\$8,446.00). Motion carried.**

Discussion opened to approve payment of invoice to NLFES (Northern Lebanon Fire & Emergency Services) towards apparatus in the amount of \$29,288.92, paid from the General Fund. **A motion made by Don Raiger, seconded by Donnette Quairoli to approve payment of invoice from NLFES (Northern Lebanon Fire & Emergency Services) towards apparatus in the amount of \$29,288.92, paid from the General Fund. Motion carried.**

Mayor Quairoli asked if Tom Keefer & Don Raiger are available for attending a code computer program. Mayor Quairoli will contact Tom & Don once he schedules the program.

Upon motion and second, Borough Council Planning Workshop meeting adjourned at 8:15 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer