

June 26, 2023, Planning Workshop Committee Meeting Minutes

Call to Order - 6:30 p.m. Council advertises Planning Workshop Meetings as performing general business. In attendance: Justin Shuey, 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 Tom Keefer, seconded by Jeff Schott, to approve May 22, 2023, Planning Workshop Committee Meeting minutes. Motion carried.**

COMMITTEE REPORTS/PROJECT UPDATES

SPECIAL GUEST – Dan Shuman addressed council concerning an official proclamation, proclaiming October 13th as Metastatic Breast Cancer Awareness Day, annually. Discussion: council decided to review the proclamation & decide later. Proclamation placed on July 5, 2023, Council meeting agenda.

MAINTENANCE – Request to approve signing the PennDOT Winter Maintenance Agreement # 3900038768 for the 5th year; 2023 – 2024, an amount to receive from PennDOT = \$3,156.78. **A motion made by David Charest, seconded by Jeff Schott, to approve signing the PennDOT Winter Maintenance Agreement # 3900038768 for the 5th year; 2023 – 2024, an amount to receive from PennDOT = \$3,156.78. Motion carried.**

PERSONNEL – No report.

COST REDUCTION & FINANCES – Rick Kline, Tom Keefer & Joan Keefer met with a representative from H.A. Thompson for yearly review of borough insurances. Joan Keefer updated on increases, making notes for the 2024 budget.

Joan Keefer reported all Staples Credit Card Accounts are closing as of 7/31/23.

CODES & CODE ENFORCEMENT – Mayor Quairoli asked Tracey Charest & Tom Keefer to stay after meeting to discuss providing recommendation to Brad Douple on a third subject matter.

Several complaints were received from residents about loose dogs roaming Fisher & Mill streets, & near Jonestown Elementary School.

GRANTS – No update on CDBG grant from the county.

Penn DOT Multi-Modal grant announcement planned for end of summer.

Grants covered under Infrastructure Improvements.

ORDINANCES – Discussion opened on prioritizing ordinances. The committee continues updating on the following ordinances:

Dumpster Ordinance – current process for permits works fine & dumpster placement is in the Snow Emergency Ordinance; council agreed to continue working on the ordinance. No urgency to complete.

Solar Panel Zoning Ordinance sample was sent to council for review. Lebanon County Planning is using general parameters/setbacks for ground installed solar panels as used for sheds. No urgency to complete.

Outdoor Wood Burning Boilers Ordinance will be taken off the list of ordinances to update. The current ordinance will be used.

Regarding the Mailbox standards Ordinance Mayor Quairoli did not get time to meet with the postmaster at the Jonestown Post Office. Discussion followed. The next step is scheduling a meeting with the Jonestown Post Office postmaster.

Rental Ordinance – no discussion

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INFRASTRUCTURE IMPROVEMENTS – Tom Keefer updated council on the US DOT technical assistance Grant. Council needs to decide on a project before applying for grant. Placing it on the Council meeting agenda.

Erik Harmon is working on the DCED/CFA Multimodal grant.

Council reviewed the spreadsheet on L-H & Assoc., Inc. Engineering expenses to date for TASA (copy given to each council member).

Mayor Quairoli had no further discussion on the State Rt 72 Bridge Closure. Purchasing barricades & signs, for when the bridge closing begins, placed on the Council meeting agenda. Mayor Quairoli will bring a quote for review.

Tom Keefer spoke to the senior project manager for Chesapeake Bay Trust funding - phase II Broad Street landscape & Market St. treescape project, looking for the next step to take. Council is looking for volunteers to form a vision group for this grant.

Act 101 Section 902 Recycling Program Implementation & Equipment Grant – Tom Keefer sending information to the company completing the grant for Jonestown Borough. Discussion followed regarding modifying the current burning ordinance in the borough.

PARKS, RECREATION & EVENTS – Tracey Charest updated council about playground equipment project after meeting with Lee Strause & Rick Kline. Several jobs in the contractor's bid can be completed by the borough to save costs. Equipment needs to be stored; Rick Kline is checking on storage. Decision needed to approve or reject the current bid & approve resubmitting bids in the fall 2023 for the Playground Grant will be placed on the July 5, 2023, Council meeting agenda. Discussion followed.

MISCELLANEOUS – Discussion opened to order more “Did You Know” Booklets from Key Comp. This will be placed on the next council meeting agenda once a quote is received.

NEW BUSINESS – No discussion on deciding to appoint a TCC Alternate.

No discussion to decide on appointing a Zoning Hearing Board 2nd alternate & Vacancy Board 2nd alternate.

OLD BUSINESS – No update from Mayor Quairoli & Justin Shuey regarding council member reduction.

Tracey Charest opened discussion regarding using School Crossing Guards this year. Nothing available for the crossing guards.

Joan Keefer asked & was told to place the year-end bonuses for the crossing guards on the next council meeting agenda.

Discussion opened regarding a decision to present a volunteer of the year award. Discussion followed.

On motion and second, Borough Council Planning Workshop meeting adjourned at 7:37 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer