

June 27, 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, Tracey Charest, Tom Keefer, Mayor Joe Quairoli, Jeff Schott, Donnette Quairoli, Justin Shuey, Joan Keefer; Secretary & Jodi Swisher; Assistant Secretary.*

Planning Workshop Committee Meeting Minute Approval – A motion made by **Donnette Quairoli, seconded by Justin Shuey to approve April 25, 2022, Planning Workshop Committee Minutes. Motion carried.**

May 23, 2022, Planning Workshop Committee meeting cancelled, no minutes.

Committee Reports/Project Updates:

SPECIAL GUESTS – Gary Berry from Jonestown Bank & Trust not in attendance as listed on agenda.

MAINTENANCE – Tom Keefer opened discussion for approval on a quote (\$3,020.00) to line paint N. & S. Mill St. (from Supervisor's Dr. to where municipal boundary lines meet on S. Mill St.). Swatara Township's cost = \$1,250.00. Jonestown Borough's cost = \$1,770.00. **A motion made by Rick Kline, seconded by Don Raiger to approve sharing expenses with Swatara Township for line painting N. & S. Mill St. (from Supervisor's Dr. to where municipalities meet on S. Mill St.) at a cost not to exceed \$1,800.00; paid from Infrastructure Fund. Motion carried.**

Tom Keefer opened discussion for approval to purchase thirty stop signs at a cost not to exceed \$1,500.00: pd. from the General Fund. **A motion made by Donnette Quairoli, seconded by Jeff Schott to approve purchasing thirty stop signs at a cost not to exceed \$1,500.00; pd. from the General Fund. Motion carried.**

Tom Keefer opened discussion regarding sending letters to residents for low hanging trees over streets. Discussion followed. Council reviewed the letter & agreed to mail them out.

Mayor Quairoli is joining Mark Grumbine on July 8th to spray weeds along curbs in the borough.

PERSONNEL– Kline; No report.

COST REDUCTION & FINANCES – Don Raiger opened discussion regarding credit purchases. Council made no decision.

Discussion for approval to donate by request to The Lebanon Valley Conservancy. **A motion made by Rick Kline, seconded by Tracey Charest to approve donating \$100.00 to The Lebanon Valley Conservancy; pd. from the General Fund (budget item - other donations). Motion carried.**

A request made for approval to amend a previous meeting's motion made to pay for security motion sensors from the General Fund to now state paying from Capital Improvements Fund. **A motion made by Donnette Quairoli, seconded by Rick Kline to approve amending a previous meeting's motion made to pay for security motion sensors from the General Fund to now state paid from Capital Improvements Fund. Motion carried.**

Discussion opened for decision to what fund to pay for the Boat Dock signs. **A motion made by Don Raiger, seconded by Jeff Schott to approve paying for the Boat Dock signs; at a cost not to exceed \$525.00; paid from the General Fund. Motion carried.**

Rick Kline opened discussion regarding Zoning Hearing Board Petition expenses incurred by the borough. Rick Kline will check into this further with Lebanon County Planning.

Discussion open regarding decision to pay flusher truck expense invoice (\$425.00) from North Lebanon Township. A suggestion to close out the Stormwater Fund's account's remaining balance of \$376.31 made & remaining cost paid from General Fund, contingent upon Colleen Gallo's recommendation at the July Council meeting. **A motion made by Donnette Quairoli, seconded by Rick Kline to approve closing out the Stormwater Fund's account's remaining balance of \$376.31, & paying remaining cost of flusher truck invoice from General Fund, contingent upon Colleen Gallo's recommendation at the July Council meeting. Motion carried.**

CODES & CODE ENFORCEMENT – No report.

GRANTS – The borough applied for \$25,000 on 3/13/22 through the Lebanon County Gaming Local Share Assessment Grant Program, awaiting results.

Tom Keefer & Donnette Quairoli will schedule to meet & review grants.

ORDINANCES – Discussion open regarding dumpster regulations included in an ordinance. Rick Kline is updating the process for permits. Without an ordinance the borough cannot charge a permit fee.

Council decided to continue working on additional ordinances, including rental, & updating current ordinances once ordinance codification is complete. The borough office received the ordinance codification agreement by email today. Joan Keefer completed & emailed the agreement back to General Code.

INFRASTRUCTURE IMPROVEMENTS – Tom Keefer updated council regarding TASA Funding Grant/Market St. square. Ongoing plans continue.

Funds not available for Lebanon County Conservation D.G.L.V.R. grant for W Chestnut St.

Jonestown Borough received a Marcellus Shale Grant for \$10K. No further update on Crosswalk Beacon Lights.

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Mayor Quairolì updated council regarding detouring plans for State Rt 72 Bridge Closure. Discussion followed.

Mayor Quairolì reported Lee Strause working on plans to resolve stormwater drainage on W. Blackberry St.

PARKS, RECREATION & EVENTS – Discussion for approval to schedule Huey’s Amusements carnival in Jonestown Park Sept. 5th - 10th. Carnival set-up begins on Tuesday Sept. 5th. Open carnival is Sept. 8th through Sept. 10, 2022. **A motion made by Jeff Schott, seconded by Tracey Charest to approve scheduling Huey’s Amusements carnival in the park Sept. 5th - 10th, set-up on Tuesday Sept. 5th; carnival open Sept. 8th through Sept. 10, 2022. Donnette Quairolì voted not to approve. Motion carried.**

Discussion opened to approve hiring a band Fri., 9/9/22 or Sat. 9/10/22. This item will be on next meeting agenda.

No update - DCNR Playground Grant.

Tracey Charest requests approval to hold an event, “Thursday Crafts in the Park” for kids ages 5+ every Thursday in Summer, noon to 1:00 p.m. in the park pavilion and approval allowing Joan Keefer to leave early on Thursdays to help with craft day. **A motion made by Jeff Schott, seconded by Don Raiger to approve allowing Tracey Charest to hold an event, “Thursday Crafts in the Park” for kids ages 5+ Thursdays in Summer noon to 1:00 p.m. in the park pavilion at a cost not to exceed \$1,000.00, & approval allowing Joan Keefer to leave early on Thursdays to help with craft day. Motion carried.**

Discussion opened for approval to purchase a full Santa Suit; estimated cost = \$125.00. Justin Shuey will contact local businesses for donations towards a full Santa Suit.

Tracey Charest reported Zion Lutheran Church representative Elaine Ludwig is looking to schedule “God’s Work Our Hands Day” September 25, 2022, to perform volunteer work. This item will be on next Planning Workshop agenda. **MISCELLANEOUS** – Don Raiger reported on progress made with Robert Yeagley, Eagle Secure Solutions, LLC for file sharing, IT Support, new emails, web host provider, moving our email & web hosting from Evenlink, cyber security & Laptop/I-pad purchases (Council, Mayor & Secretary’s). Rick Kline plans to contact Robert Yeagley this week to gather information.

Regarding updating & establishing documentation/permit guidelines (dumpster, green waste & streets & sidewalks) Rick Kline reported all permit guidelines/documentation completed.

Request to approve **Resolution # 2022-07**; stating Borough may charge three & one-half percent (3 ½ %) interest for any outstanding fees or costs not paid within thirty (30) days. **A motion made by Donnette Quairolì, seconded by Justin Shuey, to approve Resolution # 2022-07; stating Borough may charge three & one-half percent (3 ½ %) interest fee for any outstanding international property maintenance code enforcement fees/costs not paid within thirty (30) days. Motion carried.**

Discussion open to approve removing Jonestown Borough’s Facebook page. Council decided to defer to Colleen Gallo for her recommendation on the wording for the final post at the next council meeting.

NEW BUSINESS – A donation sent, in the amount of \$25,000, to N.L.F.E.S.; paid from the ARPA Funds Acct.

Tom Keefer asked if a council member is interested in taking over a Town Banner’s Project. Tracey Charest checked into Met-Ed’s pole attachment contract in the past. Tom Keefer will check with Met-Ed for further information.

Jonestown Borough utility pole removed from the boat launch area. PA State Police reported the contractor working in that area was not aware the pole belonged to the borough. Contractor put everything back to its original places.

OLD BUSINESS - A motion made by Jeff Schott, seconded by Tracey Charest to approve amending tonight’s agenda, on an emergency basis. The borough building air conditioner broke down in the past 24 hours. This was not enough time to place on tonight’s agenda. Motion carried. The meeting room air conditioning unit needs three estimates. After discussion, council decided to contact three H.V.A.C. companies for estimates.

Rick Kline reported Joan Keefer opened an Amazon account for Jonestown Borough.

Mayor Quairolì officiated a wedding this past weekend; Stiner/Podjed in Bethel Township. No fee collected.

Upon motion and second, Borough Council Planning Workshop meeting adjourned at 7:46 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer