

March 25, 2024, 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, Madisyn Breiner, Rick Kline, Tom Keefer, Jeff Schott, Jay Young and Joan Keefer; Secretary.

Planning Workshop Committee Meeting Minute Approval – **A motion made by Jeff Schott seconded by Tom Keefer, to approve February 26, 2024, Planning Workshop Committee Meeting minutes. Motion carried.**

COMMITTEE REPORTS/PROJECT UPDATES

SPECIAL GUESTS – Lee Campbell, Deb Cornelius & Heather Palcovic were in attendance to open discussion for approval on final plans to install lights (4 poles/4 lights) on the Jonestown American Legion ballfield located on N. Lancaster St., next to the Legion. All necessary procedures for permitting were taken by contacting neighboring residents, Jonestown Borough, Lebanon County Planning Department & PA Commonwealth Code. Plans are for lighting to be installed in the fall of 2024 pending PA Commonwealth Cod permit approval.

Lee Campbell & Nikki Jernigan joined the meeting to update council regarding proposed Military Tribute banners. A pole attachment contract must be submitted to Met-Ed. Jonestown American Legion agreed to submit contract with Met-Ed to hang banners on same poles as the snowflake lights. The legion requested use of borough bucket truck; but the borough insurance company strongly recommended, not allowing anyone, other borough employees to operate the bucket truck, due to liability. Discussion followed.

PUBLIC COMMENT – None.

MAINTENANCE – Jay Young was appointed maintenance supervisor.

Discussion opened for decision to approve additional cost; not to exceed \$2,000.00, to sealcoat Rose Lane, Swatara Dr. & Broad St. Original council approval was for \$16,000.00; paid from Capital Improvements Fund. **A motion made by Jay Young seconded by Rick Kline, to approve additional cost; not to exceed \$2,000.00, to sealcoat Rose Lane, Swatara Dr. & Broad St., paid from Capital Improvements Fund. Motion carried.**

Discussion opened to ratify additional expense to repair bucket truck, at a cost of \$16.77; paid from the General Fund. **A motion made by Rick Kline seconded by Jay Young, to approve additional expense to repair bucket truck, at a cost of \$16.77; paid from the General Fund. Motion carried.**

PERSONNEL – The committee held interviews recently for office administrator and will bring their recommendation to council for approval.

COST REDUCTION & FINANCES – Rick Kline updated council regarding applying for an account with PLGIT for a certificate of deposit, and currently waiting to hear from PLGIT.

CODES & CODE ENFORCEMENT – No report.

GRANTS – Tom Keefer & Jay Young recently met with Greater Lebanon Refuse Authority to review pre-application for 902 grant to acquire a town leaf vacuum.

ORDINANCES – Schott, Shuey & Mayor Quairoli – Committee continues progress on the following:

- ✓ Lock Box Discussion- Requiring businesses & multi-unit rental properties ordinance will be placed on the April 2, 2024, Council meeting agenda for discussion & approval.
- ✓ Rental Ordinance to address single family dwellings with multi-unit occupancy; Mayor Quairoli is presently working on this.

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- ✓ Dumpster Ordinance – Jeff Schott gave an update: Currently adding PODS, & modeling from Cleona Borough’s ordinance (2 municipal models emailed to council to review).
- ✓ Updating Ordinances (Ongoing)
- ✓

INFRASTRUCTURE IMPROVEMENTS – Chesapeake Bay Trust G3 – located under old business. Council reviewed cost update from L-H & Assoc., Inc. regarding engineering expenses for TASA.

PARKS, RECREATION & EVENTS – Discussion opened for a decision to approve ratifying expense to replace snowflake light bulbs. Lebanon Area Evangelical Free Church youth group is doing this community project, including weeding & planting flowers. Request made to ratify cost of \$75.93 to purchase bulbs for snowflake lights. **A motion made by Jay Young seconded by Rick Kline, to approve the expense of \$75.93 to purchase bulbs for the snowflake lights. Motion carried.**

Discussion opened for approval to purchase four dog leash/waste signs in Jonestown Park, not to exceed \$100.00; paid from Park Fund. **A motion made by Tom Keefer seconded by Jeff Schott, to approve purchase four dog leash/waste signs in Jonestown Park, not to exceed \$100.00; paid from Park Fund. Motion carried.**

NEW BUSINESS – Discussion opened for decision to allow adding an additional event to workman’s comp insurance, approving NLFES Fire Police to perform parking details at Apple Festival, Sunday, October 13, 2024, at Levitz Park. **A motion made by Tom Keefer seconded by Jeff Schott, to approve allowing an additional event for NLFES Fire Police to perform parking detail at Apple Festival on Sunday, October 13, 2024, at Levitz Park. Motion carried.**

Discussion opened for decision to approve Cheesy Grill LLC Food Truck to park at 32 W. Market St. one day a week: late afternoon/evenings from approximately 3:00 p.m. to 7:00 p.m., requesting a donation be made to Park Fund. **A motion made by Tom Keefer seconded by Madisyn, to approve allowing Cheesy Grill LLC Food Truck to park in front of 32 W. Market St. one day a week: late afternoon/evenings from approximately 3:00 p.m. to 7:00 p.m., requesting a donation be made to Park Fund. Motion carried.**

OLD BUSINESS – No update on council member reduction; Mayor Quairoli & Justin Shuey. Jonestown Borough Council continues searching to fill a position on Zoning Hearing Board due to Jay Young serving on council.

Karla Farrell, RLA, AICP, LEED AP + Principal, KSF & Associates LLC opened steering committee meeting regarding Chesapeake Bay Trust G3 funding phase II Broad St. & Market St. treescape project charrette process. Jonestown Borough’s Masterplan for Founders Park public meeting is scheduled April 18, 2024, beginning in Founders Park (6:30 p.m. to 7:30 p.m.), & ending (7:30 p.m. to 8:30 p.m.) @ 109 W. Market St.; Jonestown United Methodist Church. The Masterplan will shape a vision & framework for Founders Park. Karla Farrell is making a flyer to distribute throughout borough. Discussion continued. Council may request Cheesy Grill LLC Food Truck be open at this meeting.

On motion and second, Council adjourned at 7:35 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer