

## March 27, 2023, Planning Workshop Committee Meeting Minutes

Call to Order - 6:30 p.m. Council advertises Planning Workshop Meetings as performing general business. In attendance: Rick Kline, Tracey Charest, Tom Keefer, Mayor Joe Quairoli, Donnette Quairoli, David Charest, and Joan Keefer; Secretary.

**Planning Workshop Committee Meeting Minute Approval** – A motion made by Tom Keefer, seconded by Donnette Quairoli, to approve February 27, 2023, Planning Workshop Committee Meeting minutes. Motion carried.

### **COMMITTEE REPORTS/PROJECT UPDATES**

***MAINTENANCE*** – Tom Keefer reported four new cameras have been installed in Jonestown Park. Jonestown Park is opening on April 1, 2023. The water system is scheduled to turn on March 30, 2023.

The total required amount of road salt has already been ordered for the 2022-2023 contract period.

***PERSONNEL*** – Tracey Charest reported committee met to discuss a pay increase for the part-time maintenance helper. An executive session scheduled on the next Council meeting agenda for discussion/approval for this pay rate increase.

***COST REDUCTION & FINANCES*** – No report.

***CODES & CODE ENFORCEMENT*** – The committee held a meeting this past week.

Mayor Quairoli added all the needed information on the iWorQ website, and it is up & running. Mayor Quairoli plans to contact a representative from iWorQ tomorrow for an update.

Mayor Quairoli has an article ready for the Borough Newsletter and awaits hearing back from Chris Miller and Brad Double for additions to the article.

Mayor Quairoli updated the council regarding a property that has already gone to a court hearing and is in foreclosure. The bank is now responsible for any code violations. The property cannot sell until complied.

***GRANTS*** – No report.

***ORDINANCES*** – After codification, committee continues progress on following:

- ✓ Mailbox standards ordinance – (sent to council for review at April Planning Workshop meeting.)
- ✓ Tree Trimming Ordinance - Tree Trimming Ordinance (requested discussion/approval @ PW mtg.)
- ✓ Rental Ordinance – (request to re-visit @ Planning Workshop meeting).
- ✓ Solar Panel Zoning Ordinance - Discussion.
- ✓ Outdoor Wood Burning Boilers
- ✓ Dumpsters included in an ordinance.
- ✓ Updating Ordinances (Ongoing)

***INFRASTRUCTURE IMPROVEMENTS*** – Tom Keefer opened discussion for approval to apply for a Commonwealth Financing Authority (CFA) multimodal grant due by the end of July, planning to have Erik Harmon write the grant application. The 30% match waived in 2023. **A motion made by Rick Kline, seconded by Donnette Quairoli, to approve applying for a Commonwealth Financing Authority (CFA) multimodal grant due by the end of July, having Erik Harmon write the grant application. Motion carried.**

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The council reviewed the spreadsheet showing L-H & Assoc., Inc. Engineering expenses to date for TASA.

Tom Keefer reported by next month he may be receiving information regarding the Multimodal Grant.

Mayor Quairolì plans to reschedule a meeting with Brent McFeaters from Union Township & Rick Kreitzer from Swatara Township this Friday about regulations during construction of the State Rt. 72 Bridge. Discussion followed regarding traffic control for the Market St. Project.

Lee Strause is working on costs for additional surveying for the West Blackberry stormwater drainage problem. Placing this on the April 4, 2023, Council meeting agenda.

Chesapeake Bay Trust funding grant for phase II Broad Street landscape & Market St. treescape project submitted & will award by July 2023.

No update now on the Act 101 Section 902 Recycling Program Implementation & Equipment Grant. Discussion followed.

**PARKS, RECREATION & EVENTS** – Rick Kline opened discussion for council to approve putting DCNR (Department of Conservation & Natural Resources) Playground Grant Project out to bid by April 25, 2023. This Thursday morning at 10:00 a.m. Rick Kline & Lee Strause plan to meet with a Lyons Recreation representative for a site visit. The council reviewed the plans presented. DCNR requests two weeks to review the plans. April 24, 2023, Rick Kline would like the council to make a final decision based on DCNR's recommendations and send the first bid advertisement by April 25, 2023. **A motion made by Rick Kline, seconded by Tracey Charest, to approve advertising for the playground project bids by April 25, 2023, after council review. Motion carried.** Goal is to complete the project by August 30, 2023.

A request made to approve Northern Lebanon Alumni Band playing on 8/18/23 @ 7 PM in the bandstand at Jonestown Park. **A motion made by David Charest, seconded by Rick Kline, to approve Northern Lebanon Alumni Band playing 8/18/23 @ 7 PM in the bandstand at Jonestown Park. Motion carried.**

**NEW BUSINESS** – Discussion opened about pavilion rentals being interfered with by the playground project. The council decided to let renters know ahead of time about the project and place a 'note' at the bottom of the contract for renters.

Discussion opened for a decision to approve recognizing & supporting Swatara Sojourn's 32<sup>nd</sup> paddle and litter cleanup on the Swatara Creek 5/6/2023; Swopes Valley Rd. Trailhead to Lickdale Trailhead/Swatara State Park by proclamation. **A motion made by Donnette Quairolì, seconded by David Charest, to approve recognizing and supporting Swatara Sojourn's 32nd paddle & litter cleanup on the Swatara Creek 5/6/2023; Swopes Valley Rd. Trailhead to Lickdale Trailhead/Swatara State Park by proclamation. Motion carried.**

The council held discussion about appointing a Zoning Hearing Board 2nd alternate, Vacancy Board 2nd alternate, & Planning Commissioner, terms expiring 2023. Remaining on Planning Workshop agenda.

Tom Keefer opened discussion regarding having a contest to give a name to the park at 49 W. Market St. The winner will receive a \$100 gift card, donated by a council member.

**OLD BUSINESS** – Rick gave an update on the progress of the new phone system & iPads.

Discussion held regarding council member reduction.

Discussion opened regarding appointing the Emergency Management Coordinator after Gary Verna, Lebanon County Emergency Management Agency, gave a sample resolution & memorandum for review to place on the April 7, 2023, Council meeting agenda. Joan Keefer will email the resolution & memorandum to the council & mayor.

Discussion followed regarding an inquiry received by the borough about use of the park baseball fields.

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Tom Keefer shared a response email from Jonestown Bank & Trust regarding support for donations towards future borough projects. The council discussed ideas for creating a committee for outreach to businesses. Discussion followed.

Upon motion and second, Borough Council Planning Workshop meeting adjourned at 7:20 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer