

March 28, 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, Tom Keefer, Mayor Quairol, Donnette Quairol, Jeff Schott, Justin Shuey, Tracey Charest, Joan Keefer; Secretary. Jodi Swisher; Assistant Secretary.*

Planning Workshop Committee Meeting Minute Approval – A motion was made by Donnette Quairol, seconded by Justin Shuey to approve January 24, 2022, Planning Workshop Committee Minutes. Motion carried.

Special Guests – Rob Taylor- requesting funds for SCBA, for updating MSA Air packs that are 22 years old. They need thirty-eight complete sets. Has \$100,000.00 or can do \$150,000.00. MSA is used by other townships and would like to keep them all the same. Other municipalities are using American Rescue Funds. Requesting the funds for July 2022. Council decision is to put on April's Planning Workshop Agenda for further discussion.

Committee Reports/Project Updates

Personnel – Kline – No Report

Cost Reduction & Finances – Raiger

Open discussion regarding PLGIT account - other means to purchase w/credit card. Actively working on. Council decision is to put on April's Planning Workshop Agenda for further findings and discussion.

American Rescue Plan Act – Projects allocated. Discussion opened and referred to Special Guest, Rob Taylor's request and Council would like to keep on the agenda for April's Planning Workshop meeting.

Codes & Code Enforcement – Mayor Quairol

Open discussion regarding Code Enforcement Software and that it remains a work in progress. More information to follow. Request to keep on the agenda for April's Planning Workshop meeting.

Mayor Quairol requests to Schedule next code committee meeting. Tentatively set for April 21, 2022.

Mayor Quairol opened discussion regarding multiple properties in Jonestown Borough for ongoing code violations. Discussion continued regarding outstanding fees, outsourcing clean-up, and further legal actions. Mayor Quairol requested council to authorize Colleen Gallo to send out letters. Council authorized letters being sent.

Grants – D. Quairol

Tom Keefer gave an update on Lebanon County Gaming Local Share Assessment Grant Program. Applied for \$25,000 on 3/13/22, have not heard back on anything at this time.

Ordinances – Schott

Jeff Schott updated on Codifying Ordinances (Budgeted), discussion/decision on timeline of codifying first then changing ordinances to allow for ticketing (fines). Council decided to codify now and catch up later. Sending the resolutions from 2019 to current to Jeff Schott. He will obtain a quote for the cost to codify and will address at the April Planning Workshop meeting.

Mayor Quairol updated council on ordinance for allowing ticketing (fines). Opened discussion about current allotted fine charges and projected charges.

No discussion on Possible Rental Ordinance, Council requests to keep on agenda for April's Planning Workshop.

Infrastructure Improvements – Keefer

Tom Keefer updated and requested approval from council to paint 25 MPH Road Lettering on main streets in the borough giving a price for six locations. Costs include \$1200.00 for the line painting/lettering and \$900.00 for the deployment of vehicles and equipment for a total cost of \$2100.00; paid from the Infrastructure Fund. – **A motion was made by Jeff Schott, seconded by Justin Shuey to approve painting 25 MPH Road lettering on main streets in the Borough (6 locations) at a cost not to exceed \$2100.00; paid from the Infrastructure Fund. Motion carried.** Further discussion on locations to be addressed on April's Planning Workshop Meeting.

Tom Keefer updated council on street sweeping schedule during week of May 23, 2022. First day will focus on the North Side of the Borough including North side of Market Street, second day will be south side, including South side of Market Street.

Tom Keefer requested approval to allow Light-Heigel to survey and put together a cost analysis for paving section of South Mulberry Street. **A motion was made by Don Raiger, seconded by Justin Shuey to approve Light-Heigel to survey and put together a cost analysis for paving section of South Mulberry Street. Motion carried**

Tom Keefer updated Council on wall located on East Blackberry. Quote given for a hardscape solution of \$1800.00. Discussion followed. Council requests a letter to be drawn up and sent by Colleen Gallo to property owner, requesting half of the amount. **A motion was made by Donnette Quairol, seconded by Justin Shuey to have Colleen Gallo send a letter to the property owner, requesting half of the 1800.00 for the hardscape replacement. Motion carried**

March 28, 2022, Planning Workshop Committee Meeting Minutes

Tom Keefer requests a fence to be placed at the boat launch area. Discussion followed. **A motion was made by Donnette Quairoli, seconded by Don Raiger to approve placing a fence at the boat launch area, not to exceed \$500.00; paid from the General Fund. Motion carried**

Tom Keefer updated on the East Blackberry Repaving. Highway Occupancy permits were approved from PennDOT and forwarded to Dan Lyons at the redevelopment authority. Project is scheduled and asked to be completed by end of August 2022.

Tom Keefer gave an update on Fisher St./Market St. water run-off Storm Drain (ARPF Funds) (Sprecher agreement)- Met with property owners and they agreed to let the Borough manage it. Colleen will be drawing up the agreement for the East side of Fisher Ave property,

Tom Keefer gave an update on Additional Storm water projects (ARPF Funds)- ongoing, nothing to report.

Tom Keefer gave update on Twin Creeks Sealcoating for Spring 2022 – scheduled, ongoing, nothing to report.

Tom Keefer gave update on Crack sealing Roads for Spring 2022, scheduled for early spring or in the fall, ongoing, nothing further to report.

Tom Keefer gave update on TASA Funding (Market St). Nothing to report.

Mayor Quairoli gave update on State Rt 72 Bridge Closure is ongoing. At this point, nothing has changed other than the detour on Route 343. Open discussion followed, keep on agenda for upcoming meetings.

Tom Keefer gave an update on sidewalk inspection with Lee Strause from Light Heigel. Scheduled a walk-through inspection during last week in April, including Tom Keefer, Lee Strause, Mayor Quairoli, and Tracey Charest.

Tom Keefer gave an update on applying for the Lebanon County Conservation CDBG Funding regarding W. Chestnut St. is ongoing, nothing to report, keep on agenda for upcoming meetings.

Tom Keefer gave an update on Crosswalk Beacon Lights at Strawberry and Broad Streets. Applied for Marcellus Shale Grant 10k to recoup a portion of the cost. Discussion was opened for location issues. Keep on agenda for further meetings.

Tom Keefer requested approval from council to begin roadway patch repairs in the Borough. Currently has list of twenty locations/spots that need repaired. Cost not to exceed \$500.00 per repair, for a total cost not to exceed \$5000.00, paid from the Infrastructure Fund. **A motion was made by Don Raiger, seconded by Donnette Quairoli to approve roadway patch repairs not to exceed \$5000.00; paid from the Infrastructure Fund. Motion carried.** Discussion.

Justin Shuey was dismissed from the meeting at 7:51 PM

Parks, Recreation & Events

Tom Keefer opened discussion about renting spaces out to yard sale vendors at 49 W. Market for the Community Yard Sales on May 7, 2022., council decided against allowing renting spaces at this time.

Tom Keefer gave update on the DCNR Playground Grant. Ongoing, nothing to report.

Tom Keefer gave update on the Volunteer Coordinator for Hershey Park. Opened discussion on keeping the coordinator in house, (Joan Keefer, Jodi Swisher.) Council discussed and decided to contact Hershey to check and see what group someone can volunteer through; Jonestown Borough will not be participating in this year.

Tracey Charest updated council on the volleyball net and sand costs. Tracey Charest requested approval to purchase volleyball net not to exceed \$75.00 from Park and Recreational Fund. **A motion was made by Don Raiger, seconded by Donnette Quairoli to approve purchasing a volleyball net from Spartan Athletic Company not to exceed \$75.00; paid from the Park and Recreational Fund. Motion carried.** Discussion continued about the volleyball sand. Council requests further information, keep on agenda for further meetings.

Miscellaneous

Tom Keefer opened discussion and requested approval on getting professional landscaping around the Borough office. Includes an initial mulching, weeding, edging visit and a 4-application turf/grass maintenance plan **A motion was made by Donnette Quairoli, seconded by Tracey Charest to approve professional landscaping and turf/grass maintenance plan around the Borough office not to exceed \$1300.00 a year; paid from the Capital Improvements Fund. Motion carried.**

Tom Keefer opened discussion regarding keeping building door locks locked during meetings. Council was all in agreement. Discussion followed.

Don Raiger gave an update on File Sharing, Don is following up, keep on agenda for April's Planning Workshop meeting. Brief discussion regarding IT Support, new emails, host provider, Establishing/documenting permit guidelines on dumpster, green waste and street & sidewalks and Cyber Security. Nothing new to report, put on the agenda for April's Planning Workshop meeting.

Laptop purchases (Council, Mayor & secretary's) on hold until IT support is in place.

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March 28, 2022, Planning Workshop Committee Meeting Minutes

New Business

Open Discussion regarding donating State Police Fines received two times a year, back to the State Police. After discussing, Council decided not to move forward with it, at this time.

Town Banner and Large Town Project Idea (local Contributions) no discussion

A request for allowing Mardelle Bouchette, a teacher at the elementary school, use of the pavilion and park on May 31, June 1 & June 2, 2022. The elementary school is doing this for students in leu of field trips. **A motion was made by Donnette Quairol, seconded by Jeffrey Shott, to allow Mardelle Bouchette use of the pavilion and park on May 31, June 1 & June 2, 2022 for students. Motion carried**

Tom Keefer opened discussion and requested giving a \$100.00 donation to the Swatara Sojourn as requested when council decided on a proclamation. **A motion was made by Don Raiger, seconded by Tracey Charest to approve giving a \$100.00 donation to Swatara Sojourn. Motion carried**

First Aid Kit purchases, no discussion, move to April's Planning Workshop meeting.

Open discussion on Northern Lebanon High School girls' softball team requests permission, and a letter from the Borough, to go door to door in the borough to raise funds for the Spittle Field Lights. After discussion, Council will write up a letter in support of their activity.

Lion EMS reports, no discussion, move to April's Planning Workshop meeting.

Old Business

Don Raiger updated information regarding acquiring land from the elementary school. Colleen Gallo will be drafting up a formal request for the Borough. Discussion followed, requested to include playground equipment.

Reminder for Council that all child clearances and criminal background checks need to be completed and updated.

Upon motion and second, Council adjourned at 8:39 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer