

# November 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: Justin Shuey, Tracey Charest, Tom Keefer, Joe Quairol, David Charest, and Joan Keefer; Secretary.

Planning Workshop Committee Meeting Minutes Approval – **A motion made by Justin Shuey seconded by David Charest, to approve October 23, 2023, Planning Workshop Committee Meeting minutes. Motion carried.**

## **COMMITTEE REPORTS/PROJECT UPDATES**

**SPECIAL GUESTS** – Joel Guldon could not make tonight's meeting to request approval to use Founders Park for Jonestown Brass Band to perform holiday music and caroling for all residents. This event will be placed on the agenda for next holiday season.

**PUBLIC COMMENT** – None.

**MAINTENANCE** – No Report.

**PERSONNEL** – Discussion opened for a decision to approve year-end bonuses for employees, as presented to council by the Personnel Committee. Craig Carl - \$250, Joan Keefer - \$250, Mark Grumbine - \$200, Jodi Swisher - \$175 and Glenn Kneasel - \$125.

Discussion continued regarding the advertisement for the Secretary/Treasurer position. Mayor Quairol reported the committee would like to hire the new Secretary/Treasurer by the end of January 2024 so they can attend February's council meeting, having enough time for training.

**COST REDUCTION & FINANCES** – Discussion opened on assigning signatories in 2024. Council will take Tracey Charest off as signatory; her term expires 12/31/23. Council will keep on agenda.

**CODES & CODE ENFORCEMENT** – Discussion opened regarding lock boxes, including requirement of lock boxes at businesses & multi-unit rental properties with common areas. Discussion continued regarding apartments having multi egress violations - 5 E. Market St. & 4 E. Market St. Mayor Quairol decided to contact Lebanon County Code & IPMC regarding this issue. Discussion continued regarding multiple addresses assigned to apartment buildings. All items under codes & code enforcement will be placed on the January 2024 Planning Workshop agenda.

Council held discussion regarding cancelling the December 26, 2023, Planning Workshop meeting. This will be placed on the December 5, 2023, Council meeting agenda for approval.

**GRANTS** – No report.

**ORDINANCES** – No report; Jeff Schott was absent this evening. After codification, committee continues progress on following:

- |  |                                 |
|--|---------------------------------|
| ✓ Dumpster Ordinance - Update                      | ✓ Solar Panel Zoning Ordinance  |
| ✓ Rental Ordinance – On top of list for completion | ✓ Updating Ordinances (Ongoing) |

**INFRASTRUCTURE IMPROVEMENTS** – Tom Keefer reported the Chesapeake Bay Trust G3 funding phase II Broad St. & Market St. treescape project kick-off meeting is scheduled for Monday, December 4, 2023, in the borough conference room @ 10:00 a.m., inviting council to attend.

Nothing to report on the Act 101 Section 902 Recycling Program Implementation & Equip. Grant. Council reviewed the spreadsheet for L-H & Assoc., Inc. Engineering expenses to date for TASA.

**PARKS, RECREATION & EVENTS** – Reminder; Carnival scheduled May 13th - May 18th, 2024.

Tracey Charest reported the tree lighting event was a success. Discussion followed. Thank-you notes will be sent to all who volunteered in participating in the event.

**NEW BUSINESS** – Council review appointments with terms expiring – December 2023

Bobby Boltz agreed to continue as Planning Commissioner; term expires 12/31/23 (3 yr. term)

An email was sent to Todd Anderberry: Zoning Hearing Board term expires 12/31/2023 (3 yr. term)

David Charest agreed to continue as 2nd Alternate on the Zoning Hearing Board as his term expires December 31, 2023 (1 yr. term)

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Dennis Houser agreed to continue as Vacancy Board Chairperson as his term expires December 31, 2023 (1 yr. term)

Oriana Spittle agreed to continue as 1st Alternate Vacancy Board Chairperson as her term expires December 31, 2023 (1 yr. term)

David Charest agreed to continue as 2nd Alternate Vacancy Board Chairperson as his term expires December 31, 2023 (1 yr. term)

James Shotzberger: TCC Representative term expires December 2023 (1yr. term) will be added to the January 2, 2024, Council meeting agenda.

Gary Kneasel agreed to continue as Sewer Authority Board Member; his term expires December 2023.

Tom Keefer opened discussion for a decision to approve resolutions for the LSA Grant (State & Local) on behalf of NLFES, explaining to council there is one grant: State & Local combined. East Hanover Twp. & Union Township have plans for their municipalities to submit the grant. Jonestown Borough will apply for the full amount needed by NLFES. The borough had no plans to submit Tom Keefer requested approval for Resolution # 2023-09; statewide local share grant in the amount of \$563,758.62 from commonwealth financing authority to purchase fire police vehicles for the Northern Lebanon Fire & Emergency Services. **A motion made by Justin Shuey seconded by Tracey Charest, to approve Resolution #2023-09; statewide local share in the amount of \$563,758.62 from commonwealth financing authority to purchase fire police vehicles for the Northern Lebanon Fire & Emergency Services. Motion carried.** NLFES grant writer has not responded back to either Rob Taylor or Tom Keefer to date. The grant is due by November 30, 2023.

Discussion opened for approval to hire a professional photographer to take pictures throughout the borough to use on the new website. **A motion made by Tracey Charest seconded by Justin Shuey, to approve hiring a professional photographer to take pictures throughout the borough to use on the new website. Motion carried.**

Discussion opened for a decision to donate to The Lebanon Valley Conservancy. In 2022 the borough donated \$100.00. **A motion made by Tom Keefer seconded by Tracey Charest, to approve donating \$100.00 to The Lebanon Valley Conservancy. Motion carried.**

Discussion opened for decision to ratify purchase of tree ornaments @ cost = \$53.51 & 4 plantings in flowerpots @ a cost = \$8.88/ea; total = \$35.52. **A motion made by Tom Keefer seconded by Tracey Charest, to ratify expense to purchase tree ornaments @ a cost = \$53.51 & four (4) plantings in the flowerpots @ a cost = \$35.52 (\$8.88/ea.), totaling \$89.03. Motion carried.**

Discussion opened regarding the tax sale for the property @ 32 W. Market St. Discussion followed. **A motion made by Justin Shuey, for the borough to pursue bidding on 32 W. Market St. property at the tax sale. Motion withdrawn. A motion made by Justin Shuey seconded by Tom Keefer, to approve applying for the borough to bid on the property at 32 W. Market St. at the tax sale on December 11, 2023. Motion carried.** Council decided to place discussion of the purchase details on the December council meeting agenda.

**OLD BUSINESS** – Justin Shuey reported on council member reduction and will have all the information needed for the January 2, 2024, council meeting.

Justin Shuey shared information regarding grants available for the borough for purchasing an AED & contacted hospital to see if they have interest in donating an AED to Jonestown Borough. Council added suggestions as to places to contact. Mayor Quairola will bring AED costs to the next meeting.

On motion and second, Borough Council Planning Workshop meeting adjourned at 7:33 p.m.  
Respectfully submitted,

Joan Keefer, Secretary/Treasurer