

October 23, 2023, Planning Workshop Committee Meeting Minutes

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

Planning Workshop Committee Meeting Minutes Approval – **A motion made by Tracey Charest seconded by Jeff Schott, to approve September 25, 2023, Planning Workshop Committee Meeting minutes. Motion carried.**

COMMITTEE REPORTS/PROJECT UPDATES

SPECIAL GUESTS – Lori Breidegan opened discussion with council regarding a Code Enforcement violation received and fines due about materials at the rear of her property. Discussion followed. **A motion made by Tracey Charest seconded by David Charest, to approve waiving total costs in the amount of \$268.00, associated with violations at 223 W. Market St., pending the property remains in compliance moving forward. Motion carried.**

PUBLIC COMMENT – None.

MAINTENANCE – Tom Keefer opened discussion for approval to install pony block dividers in the green waste yard at a cost not to exceed \$1,300.00; paid from the General Fund. **A motion made by Tom Keefer seconded by David Charest, to approve installing pony block dividers in the green waste yard at a cost not to exceed \$1,300.00; paid from the General Fund. Motion carried.**

Tom Keefer opened discussion for approval to remove mulch from the green waste yard by Swatara Twp. and is waiting for a total cost which will be paid from the General Fund. This item placed on the November 8, 2023, Council meeting agenda.

PERSONNEL – No report.

COST REDUCTION & FINANCES – Rick Kline reported approval of the second reading of the 2024 budget will take place at the November 8, 2023, Council meeting. Discussion followed. Discussion opened regarding a decision about the Comcast Franchise revenue amount on the 2024 Budget. Rick Kline will further check in to the amount and report back to council.

CODES & CODE ENFORCEMENT – Discussion opened for a decision about reevaluating the GO.GOV phone ap account for renewal approval for 2024. In 2023, the ap was approved for a one-year period. **A motion made by Rick Kline seconded by Tracey Charest, to approve renewing the GO.GOV phone ap for the year 2024, in the amount of \$2,568.00. Motion carried.**

In the absence of Mayor Quairoli, the Lock Box discussion; requiring businesses & multi-unit rental properties to common areas will be placed on the next Planning Workshop agenda.

In the absence of Mayor Quairoli, apartments Multi Egress Violation - 5 E Market Street & 4 E Market Street will be placed on the next Planning Workshop agenda.

GRANTS – No report.

ORDINANCES – Discussion opened regarding 2023 ordinance codification through General Code. Tom Keefer & Rick Kline will make contact and bring further information back to council about costs. Committee continues progress on following:

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- Dumpster Ordinance – Jeff Schott reviewed information on the amount set for violations between \$50.00 & \$300.00. Council agreed on the amount set.
- Rental Ordinance – This ordinance remains on top of list for completion.
- Solar Panel Zoning Ordinance – Jeff Schott opened discussion about the placement, set-back and boundaries for ground solar panels. Jeff Schott will refer to Colleen Gallo about the set-back of solar panels.
- Updating Ordinances (Ongoing)

INFRASTRUCTURE IMPROVEMENTS – Tom Keefer updated council about the easements for stormwater project on West Blackberry St. Easements were not returned by the property owners. This item will be kept on the action list for the future.

Tom Keefer opened discussion, recommending approval to have G.F. Bowman, Inc. replace the heat pump system in the borough office, at a cost not to exceed \$9,809.76; paid from the Capital Improvements Fund. Two proposals out of the three responded as follows: Delta T = \$8,538.00 & G. F. Bowman, Inc. = \$9,809.76. **A motion made by Tom Keefer seconded by Rick Kline, to approve G.F. Bowman, Inc. to replace the heat pump system, in the borough office, at a cost not to exceed \$9,809.76; paid from the Capital Improvements Fund. Motion carried.**

Tom Keefer opened discussion for a decision to submit resolution #2023-08 for the 2024-2025 PennDOT Multi Modal Grant application. **A motion made by Tracey Charest seconded by Rick Kline, to approve submit resolution #2023-08 for the 2024-2025 PennDOT Multi Modal Grant application. Motion carried.**

No update currently on the Chesapeake Bay Trust G3 funding phase II Broad St. & Market St. treescape project. Tom Keefer will continue updating council as he receives information.

Discussion opened about the Borough's financial commitment towards PennDOT Multi-Modal Grant. Council agreed upon a commitment in the amount of \$230,000.00. Tom Keefer will let Erik Harmon know the amount to submit the grant application.

Tom Keefer stated the application is ready to submit and awaits a submission date for the Act 101 Section 902 Recycling Program Implementation & Equip. Grant to purchase a leaf vac.

Council reviewed the spreadsheet for L-H & Assoc., Inc. Engineering expenses for the TASA fund; total amount to date = \$61,224.72.

Tom Keefer opened discussion to apply for the State Local Share grant to resurface entire deteriorating tennis court surface, design & change layout to accommodate for 2-4 added pickle ball courts. Regarding the County Local Share Grant, Tom Keefer contacted Erik Harmon; East Hanover Twp. & Brent Kaylor; Union Township to check if they would be willing to apply for this grant funding for the local fire company.

Union Township already has plans for the County LSA grant, and East Hanover Township supervisors are willing to join with Jonestown Borough to apply for the County Local Share grant. The total funding allowed per municipality is \$25,000 each. Request made for approval to join with East Hanover Township (using N.L.F.E.S. grant writer) to apply for the County Local Share grant. **A motion made by Rick Kline seconded by Tracey Charest, to approve joining East Hanover Township (using N.L.F.E.S. grant writer) to apply for the County Local Share grant. Motion carried.** Request made for approval to apply for the State Local Share grant to resurface entire deteriorating tennis court surface, design & change layout to accommodate for 2-4 added pickle ball courts. **A motion made by Tom Keefer seconded by Rick Kline, to approve to apply for the State Local Share grant to resurface entire deteriorating tennis court surface, design & change layout to accommodate for 2-4 added pickle ball courts. Motion carried.**

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PARKS, RECREATION & EVENTS – Tom Keefer opened discussion for a decision to approve renting a bucket truck from Eagle Rental to hang the snowflake lights at a cost not to exceed \$529.00; paid from the General Fund. **A motion made by David Charest seconded by Tracey Charest, to approve renting a bucket truck from Eagle Rental to hang the snowflake lights at a cost not to exceed \$529.00; paid from the General Fund. Motion carried.**

Joan Keefer opened discussion for a decision to allow the expense of \$100.00 (amount agreed upon by council) to buy treats to hand out at Founders Park on Trick or Treat, October 31, 2023; paid from the Park Fund. **A motion made by Donnette Quairolì seconded by Jeff Schott, to approve the expense of \$100.00 (amount agreed upon by council) to buy treats to hand out at Founders Park on Trick or Treat, October 31, 2023; paid from the Park Fund. Motion carried.**

NEW BUSINESS – Discussion opened for a decision about employees taking a course on CPR/First Aid. Council requested contacting Pat Trevisan (liability insurance agent) and check if it makes a difference to the borough's liability insurance. Discussion followed about the borough purchasing an AED. These items will be placed on the next meeting agenda.

Discussion opened for a decision about the added fee for the Jonestown Borough website hosting through PSAB (Pennsylvania State Association of Boroughs) Project fee = \$650.00 + Annual fee = \$599.00; Total = \$1,249.00. **A motion made by David Charest seconded by Rick Kline, to approve the additional project fee for the Jonestown Borough website hosting through PSAB (Pennsylvania State Association of Boroughs) in the amount of \$650.00. Motion carried.**

Discussion followed about changes in the makeup of council for 2024.

Discussion opened to review appointments with terms expiring – December 2023 as follows:

- Bobby Boltz: Planning Commission term expires December 31, 2023 (3 yr. term)
- Todd Anderberry: Zoning Hearing Board term expires December 31, 2023 (3 yr. term)
- David Charest: 2nd Alternate Zoning Hearing Board term expires December 31, 2023 (1 yr. term) – agreed tonight.
- Dennis Houser: Vacancy Board Chairperson term expires December 31, 2023 (1 yr. term)
- Oriana Spittle: 1st Alternate Vacancy Board Chairperson term expires December 31, 2023 (1 yr. term)
- David Charest: 2nd Alternate Vacancy Board Chairperson term expires December 31, 2023 (1 yr. term) – agreed tonight.
- James Sholtzberger: TCC Representative term expires December 2023 (1yr. term)
- Gary Kneasel: Sewer Authority Board Member term expires December 2023.

Tom Keefer will contact the above members and check if they are interested in continuing another term.

Tom Keefer opened discussion about moving ahead with all design drawings for the Market St. project & prepare for possible discretionary funds. Tom Keefer will contact Lee Strause (engineer representative) to get an approximate cost to move forward. Discussion followed.

OLD BUSINESS – No report for Council Member Reduction; Mayor Quairolì & Justin Shuey absent.

Discussion followed regarding the mailbox ordinance letters sent out to Market St. residents.

On motion and second, Borough Council Planning Workshop meeting adjourned at 7:42 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer