

# September 25, 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, Jeff Schott, and Joan Keefer; Secretary.

Planning Workshop Committee Meeting Minute Approval – **A motion made by Justin Shuey seconded by Tracey Charest, to approve August 28, 2023, Planning Workshop Committee Meeting minutes. Motion carried.**

## **COMMITTEE REPORTS/PROJECT UPDATES**

**CONTEST** – Council held the name drawing & presented the award for the 49 W. Market St. Park contest. The name chosen was Founders Park; submitted by Jodi Swisher. A \$100.00 gift card will be given to Jodi Swisher. Request for a motion to accept & present the Proclamation (read aloud) to name park & recognize land donation @ 49 W. Market St. **A motion made by Tom Keefer seconded by Jeff Schott, to accept & present the Proclamation to name park & recognize land donation @ 49 W. Market St. Motion carried.** Tom Keefer read tree donor list, (total; \$8,900.00 donated) recognized with great appreciation.

**PUBLIC COMMENT** – None.

**MAINTENANCE** – Update on replacing the camera at park basketball court: Tom Keefer reported the camera seems to be working fine now; no need to replace at this time.

**PERSONNEL** – Tracey Charest reported a meeting was held with the committee to review the budget for 2024, including employee rate increases. Discussion followed.

**COST REDUCTION & FINANCES** – Discussion opened for a decision to pledge to the Local Government Farmland Preservation Matching Funds Campaign, 2024. In 2022 & 2023 the borough pledged \$200.00 each year. **A motion made by Tom Keefer seconded by Tracey Charest, to approve a pledge to the Local Government Farmland Preservation Matching Funds Campaign, 2024 in the amount of \$200.00; paid from the General Fund. Motion carried.**

Discussion opened for a decision to give a donation to Matthews Public Library. In 2022 the borough donated \$200.00. **A motion made by Tom Keefer seconded by Tracey Charest, to approve donating \$200.00 to Matthews Public Library; paid from the General Fund. Motion carried.**

**CODES & CODE ENFORCEMENT** – Lock Box Discussion requiring Businesses & Multi Unit Rental Properties to shared areas & Apartments Multi Egress Violation - 5 E. Market St. & 4 E. Market St.; placed on October 23, 2023, Planning Workshop meeting.

**GRANTS** – No report.

**ORDINANCES** – Committee continues progress on following:

- Mailbox Standards Ordinance – Discussion opened regarding the Mailbox Standards Ordinance – Council decided to place approval to formally adopt the ordinance at the October council meeting.
- Dumpster Ordinance – Jeff Schott opened discussion regarding a fee for applying for the Dumpster Permit. Council decided not to set a fee for now.
- Rental Ordinance – No report.
- Solar Panel Zoning Ordinance – No report.
- Updating Ordinances (Ongoing) – No report.

**INFRASTRUCTURE IMPROVEMENTS** – Update on seven bids review - Chesapeake Bay Trust G3 funding phase II Broad St. & Market St. treescape project. Tom Keefer reported he reviewed four of the bids (pertaining to Jonestown Borough) and gave comments. Tom Keefer is waiting to hear back from the Chesapeake Bay Trust to award the proposal for conceptual design.

Discussion opened for a decision to approve the cost associated for Erik Harmon to write & send 2024-2025 PennDOT multi modal grant application. **A motion made by Jeff Schott seconded by Justin Shuey, to approve the cost associated for Erik Harmon to write & send 2024-2025 PennDOT multi modal grant application. Motion carried.**

## September 25, 2023, Planning Workshop Committee Meeting Minutes

Discussion opened about the Borough's financial commitment towards PennDOT Multi-Modal Grant. Justin Shuey will research municipal financial commitments made for this grant and this will be placed on the next Planning Workshop agenda.

Tom Keefer opened discussion (reviewing available funds) for a decision on the cost associated to obtain an updated land appraisal for the Broad Street lot to send with the 2024-2025 PennDOT multi modal transportation grant; cost not to exceed \$500; paid from General Fund. **A motion made by Jeff Schott seconded by Tom Keefer, to approve the cost associated to obtain an updated land appraisal for the Broad Street lot to send with the 2024-2025 PennDOT multi modal transportation grant; at a cost not to exceed \$500; paid from General Fund. Motion carried.**

Act 101 Section 902 Recycling Program Implementation & Equip. Grant application completed. Once application period opens, grant application will be submitted (purchase of leaf vac).

The TASA Spreadsheet for L-H & Assoc., Inc. Engineering expenses are approximately \$50,000.00.

Discussion opened for decision to apply for Local Share Grant to resurface entire deteriorating tennis court surface & design/modify layout to accommodate for two (2) additional pickle ball courts placed on future agendas once research is completed by Justin Shuey on a Statewide Share Grant.

**PARKS, RECREATION & EVENTS** –Mural on brick building bordering 49 W. Market St. Park will continue in springtime of 2024. Continuing to work on design phase.

Tracey Charest, Rick Kline, & Tom Keefer met today to discuss Playground Project site preparation bids & equipment installation. They compiled a list of jobs the borough can do themselves. Lee Strause will send information to the committee for October 3, 2023, council meeting to advertise for bids.

**NEW BUSINESS** – Discussion opened for a decision to accept service contract from Eagle Secure Solutions, proposal for IT support. Council previously approved the advanced plan but hasn't received proposal to sign. Discussion followed. With (.gov) emails the borough must have someone to host/manage their web design. PSAB can do that by partnering with Course Vector, at a cost of 597.00/year. Course Vector will also host DNS (name server) for emails. Once established Eagle Secure Solutions can set up .gov emails up through Office 365. **A motion made by Tracey Charest seconded by Jeff Schott, to approve the expense of \$597.00/year to have Course Vector manage borough web design; paid from the General Fund. Motion carried.**

Discussion opened for a decision to assign a street address to vacant property lot located ES of North Fisher St. between 229 Spring Ct. & 240 W. Swatara Dr. as officially 158 North Fisher St. **A motion made by Justin Shuey seconded by Tracey Charest, to approve assigning a street address to vacant property lot located ES of North Fisher St. between 229 Spring Ct. & 240 W. Swatara Dr. as officially 158 North Fisher St. Motion carried.** Joan Keefer will send letters to Lebanon County Assessment & Jonestown Post Offices of the address assignment.

Discussion opened for a decision to continue/discontinue publishing Borough Newsletters. **A motion made by Tracey Charest seconded by Justin Shuey, to approve discontinuing publishing Borough Newsletters. Motion carried.**

**OLD BUSINESS** – No report on signs quotes for Route 72 closing for bridge repairs.

Justin Shuey reported working on Jonestown Borough Council member reduction. Discussion continued.

Tracey Charest reported nothing received from US DOT Technical Assistance Grant, park trail project.

Discussion continued regarding placing a star on top of Christmas tree. Agreed not at this time.

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

Joan Keefer, Secretary/Treasurer