

# September 26, 2022, Planning Workshop Committee Meeting Minutes

Call to Order - 6:30 p.m. Council approves advertising Planning Workshop Meetings to perform general business.

**Roll Call** – In attendance; *Rick Kline, Don Raiger, Tracey Charest, Tom Keefer, Mayor Joe Quairolì, Jeff Schott, Donette Quairolì, Justin Shuey, Joan Keefer; Secretary & Jodi Swisher; Assistant Secretary.*

**Planning Workshop Committee Meeting Minute Approval** – A motion made by Don Raiger, seconded by Donnette Quairolì to approve August 22, 2022, Planning Workshop Committee Minutes. Motion carried.

## **Committee Reports/Project Updates:**

**MAINTENANCE** – No report.

**PERSONNEL**– Discussion regarding employees having direct deposit for payroll. QuickBooks fee is \$1.75 per transaction. Don Raiger will investigate the fee & Tom Keefer will talk to Mark Grumbine regarding the mobile deposit.

An interview scheduled Friday, September 30, 2022, for a substitute Crossing Guard.

**COST REDUCTION & FINANCES** – Don Raiger updated council regarding the JBT credit card account. A credit card should be coming soon.

Council/Mayor reviewed first reading of 2023 budget: approval at Council Meeting October 4, 2022.

Discussion regarding sponsoring Lebanon Gives/in conjunction w/Giving Tuesday. Council decided not to sponsor.

N.L.F.E.S. requested a 15% increase in borough funding to offset all increasing costs. Recommendation: Council review N.L.F.E.S. 2023 budget provided. Discussion followed. Council plans to address this at next budget meeting. Joan Keefer will collect updated reports from QuickBooks regarding N.L.F.E.S. expenditures.

**CODES & CODE ENFORCEMENT** – No report.

**GRANTS** – Three additional income surveys received from 18 E. Market St. for Community Development Block Grant (C.D.B.G.). This completes surveys collected.

Plans are to award Automated Red-Light Enforcement (ARLE) Transportation Enhancements Grant funding December 2022. The borough applied for grant to place crosswalk beacon lights in the square on Market St.

The Multimodal Transportation Fund (MTF) Grant application is available & due by November 14, 2022. Placed on October 4, 2022, Council Meeting agenda to approve applying. Council plans to use funds for sidewalks, curbing, ornamental streetlights, & other projects.

The cost of an electronic message board for 49 West Market St. is \$52,022.37. Tom Keefer met with Wabash regarding donation towards the message board.

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

- ✓ Dumpsters included in the snow removal ordinance
- ✓ Rental Ordinance – no update
- ✓ Mailbox standards ordinance – no update
- ✓ Tree Trimming Ordinance (letters sent to residents)
- ✓ Updating Ordinances (ongoing)

Jodi Swisher will place the link for all codified ordinances on Jonestown Borough's Website to make it available to residents. Council will decide how often to codify additional ordinances; thoughts are to codify yearly.

**INFRASTRUCTURE IMPROVEMENTS** – The borough applied for a Lebanon County Gaming Local Share Assessment Grant Program in the amount of \$25,000 to use towards playground equipment. Award announcement is December 2022.

Tom Keefer updated on Playground Grant from Department of Conservation & Natural Resources/DCNR. A letter needs written to the Lebanon County Commissioners for extension to the Marcellus Shale Grant before end of October.

Transportation Alternatives Set-Aside (TASA) Funding for Market St. project – No further update

State Rt. 72 Bridge Closure – Mayor Quairolì suggested the borough place temporary restrictions & regulations to heavy truck traffic. Mayor Quairolì plans to get a price on two large barricades to help with traffic restrictions & place signage for no trucks allowed to turn east or west on Market St. Discussion followed. The borough is fully responsible for all side street restrictions.

Rick Kline & Tom Keefer met with Lee Strause who will contact a stormwater contractor regarding the W. Blackberry stormwater drainage problem.

Council reviewed L-H & Assoc., Inc. Engineering expenses to date for TASA. Discussion followed.

Tom Keefer updated council regarding sealcoating in Twin Creeks. Today it was too windy to sealcoat. The schedule will continue as planned. Discussion followed.

## September 26, 2022, Planning Workshop Committee Meeting Minutes

Discussion/Decision - Sealcoat Rose Lane, Swatara Drive & N. Broad Streets - 127,795 sq. ft. Cost = \$15,335.00, carried over from August PW meeting taken off agenda.

**PARKS, RECREATION & EVENTS** – Tracey Charest reviewed schedule for Fall Festival, October 8, 2022, from 4 PM to 8 PM in Jonestown Park bandstand area. Food trucks & food vendors will donate 15% of all proceeds to the borough park fund. All pumpkins & mums donated by Sallada Produce. Tracey Charest presented the layout on the festival. Discussion followed.

The Kids Halloween Dance - scheduled October 22, 2022, from 4 PM to 7 PM.

**MISCELLANEOUS** – Discussion regarding Robert Yeagley/IT Support/Eagle Secure Solutions LLC Services installing computers & software week of 10/3/2022. On Thursday, October 6<sup>th</sup> borough office closed due to county convention.

**NEW BUSINESS** – Discussion held regarding town banners.

**OLD BUSINESS** – Discussion regarding decision to open an account with GOGov for a Jonestown Borough phone app. which keeps citizens informed with a trusted source of alerts, notifications, & events. Discussion followed. **A motion made by Donnette Quairoli, seconded by Rick Kline to approve opening an account with GOGov for a phone app for a one-year period, then re-evaluate; paid from General Fund Account. Jeff Schott & Tracey Charest voted no. Motion carried.**

Mayor Quairoli reported on information regarding mailboxes placed along borough streets. After speaking with postal masters, they were all in agreement mailboxes should not be in yellow curb zones. Mayor Quairoli suggested the ordinance committee work with the post office on an ordinance to solve the issue of mailbox placement. Discussion followed.

Upon motion and second, Borough Council Planning Workshop meeting adjourned at 8:18 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer