

# September 27, 2021, Planning Workshop Committee Meeting Minutes

**Call to Order at 6:30 p.m.** Planning Workshop Committee Meetings are advertised as performing general business.

**Roll Call** – In attendance; *Rick Kline, Don Raiger, Tom Keefer, Mayor Quairol, Donnette Quairol, Jeff Schott, Justin Shuey and Joan Keefer; Secretary.*

**Planning Workshop Committee Meeting Minute Approval** – A motion was made by Tom Keefer, seconded by Justin Shuey, to approve the August 23, 2021, Planning Workshop Committee Meeting minutes. Motion carried.

**New Business** - Don Raiger opened discussion regarding the Northern Lebanon Fire & Emergency Services 2021 Borough Donation & the Apparatus Fee. Council agreed to pay the apparatus fee upon receiving an invoice. Regarding the 2021 Donation, council agreed to send NLFES \$12,500.00 as per the borough budget. The donation will be hand delivered by Mayor Quairol, with a letter requesting a written document asking where the funding will be disbursed. **A motion was made by Rick Kline, seconded by Donnette Quairol, to approve sending the Northern Lebanon Fire & Emergency Services the 2021 donation of \$12,500.00, hand delivered by Mayor Querol during fire prevention week; requesting a written document asking where the funding will be disbursed. Motion carried.**

A pledge card, received from Lebanon County Agricultural Land Preservation Board requests donation be made for 2022 Matching Funds Campaign. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve donating \$200.00 to the Lebanon County Agricultural Land Preservation Board towards 2022 Matching Funds Campaign. Motion carried.**

Request to approve hiring Jennifer Walker as Part-time Office Assistant, beginning employment on October 4, 2021. Jennifer will work the hours of 8:00 a.m. to 1:00 p.m. Monday through Friday the month of October for training. Beginning November, the hours worked will be Monday through Friday from 12:00 noon to 3:00 p.m. **A motion was made by Rick Kline, seconded by Justin Shuey, to approve hiring Jennifer Walker as Part-time Office Assistant, beginning employment on October 4, 2021. Motion carried.** Jennifer Walker has all her completed paperwork.

Tom Keefer opened discussion regarding various roads that need crack sealing in Twin Creeks. A quote received from Krieg & Associates was in the amount of \$5,200.00. **A motion was made by Tom Keefer, seconded by Rick Kline, to approve having various roads in Twin Creeks Development crack sealed as per the quote in the amount of \$5,200.00, from Krieg & Associates; paid from the Infrastructure Fund. Motion carried.** To have the curbs sealed on East and West Market Streets the quote was for \$5,525.00. Council decided not to seal the curbs on East and West Market Streets at this time. To seal coat on all the streets in the Twin Creeks Development will cost \$4,780.00. Council agreed this quote needs confirmed.

A request was made to ratify the approval to rent the ventrac brush cutter at a cost not to exceed \$450.00; paid from the General Fund. **A motion was made by Donnette Quairol, seconded by Justin Shuey, to ratify the approval to rent the ventrac brush cutter at a cost not to exceed \$450.00; paid from the General Fund. Motion carried.**

Don Raiger requested placing CTI Networks on the Council meeting agenda regarding email addresses the borough is not using at this time. The cost for CTI Networks is comparable to an Office 365 account. Discussion followed regarding using the American Rescue Plan Act funds to make a transition regarding email accounts. Don Raiger awaits confirmation on how the American Rescue Plan Act funds may be used, possibly for this transition.

**Old Business** - Discussion regarding accepting and signing the contract (previously reviewed by Colleen Gallo) for the Lebanon County Hotel Tax Grant. The funds (\$10,000.00) are being used towards paving the Park Trails. The borough pays for paving, and then will be reimbursed by the County. **A motion was made by Justin Shuey, seconded by Donnette Quairol, to approve accepting and signing the contract for the Lebanon County Hotel Tax Grant. Motion carried.**

## **Open discussion on the following:**

Martin Street surveys for the Lebanon County Redevelopment Authority grant. The borough awaits Dan Lyons reviewing the surveys. The borough collected 34 of the 42 surveys (80.4%). Above 80% is needed, if the income level meets the criteria.

The tentative date to begin paving W. Blackberry St. is October 15, 2021. Blackberry St. will be closed approximately 5 to 6 days. Properties along W. Blackberry St. may be inaccessible to residents.

St. John's UCC scheduled a homeless sleepover event on 10/15/2021.

Upon motion and second, Council adjourned at 7:34 p.m.

Respectfully submitted,

Joan Keefer, Secretary/Treasurer