

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

April 23, 2026 6:00 p.m.

Held in person: 6051 Pine Street, East Petersburg, PA

ROLL CALL: Council Members: Debra Miller – President, John Herr - Vice President, Adam Gochnauer - ProTem, Brendan Garrett – Member, Evan Hunter – Member, David Tirado – Member, Sandra Valdez – Member
Mayor: Dereck Duffy, Borough Manager: Karen St. Clair, Borough Solicitor: Amy Leonard
Staff members: Todd Heidelbaugh, Chief Water Operator

Meeting was called to order by Debra Miller, President of Borough Council, at 6:00 p.m. with a moment of silence, and Pledge of Allegiance.

I. VISITORS: Karyl Carmignani, Jeff Moseman

VISITOR & PUBLIC COMMENTS: None.

II. AGENDA ITEMS FOR DISCUSSION AND REVIEW ONLY

1. RFPs for engineering services

RFPs were received from three companies for water engineering. Manager St. Clair recommended appointing Rettew because they are most familiar with our water system.

Manager St. Clair and Scott Liggins, Water supervisor previously met with SDE regarding the continuous billing errors. These errors have been ongoing and very time-consuming. A cancellation letter will be sent to SDE.

2. LIMC-UCC appointments committee

Appointments committee asked for Council to appoint Manager St. Clair to be the representative for East Petersburg. This resolution will be on the 05/05 agenda.

3. Deputy Coordinator

The Deputy Coordinator is a volunteer position that entails being able to fill in for the EMC Coordinator if she is not available, or to assist her with emergency situations. Currently our EMC Coordinators back-up is other municipalities. If we have a Deputy Coordinator this person will be familiar with our municipality. Violet DeStefano has recommended Andrew Reny for this position. Amy Leonard will look into the provisions of the position and begin work on an agreement. This will be on the next committee meeting agenda.

4. Municibid Items

The highest bid for the generator was \$200.00.

The street sweeper had a reserve of \$25,000.00. There were 13 bids with the highest bid being \$15,000.00. The buyer was contacted and is ready to move forward.

5. Review Payables for 04/23/2026

No additions.

6. Review 1Q26 financials

Manager St. Clair reviewed 1st quarter 2026 financials with council.

7. Misc. Items

Manager St. Clair - Lancaster Bicycle Club will hold a ride on Sunday, August 16 that will pass through the borough. The portion of the ride that takes place in the borough will be slightly more than 1 mile in distance. John Herr – Attended Lancaster County Association of Borough's Dinner.

Mayor Duffy – AML fundraiser held at Wayne's Towing raised \$13,000.00. If \$25,000.00 is reached, LGH will take this on permanently. All proceeds from the Car Show fundraiser to be held in October, will go towards this cause in hopes of reaching the goal of \$25,000.00. It was suggested a dunk tank would be a good way to raise money for this cause.

III. NEW BUSINESS - ACTION ITEMS – Council may discuss/deny/approve.

President Miller asked if there were any questions about the action items. There were no questions.

1. *It was moved and seconded (Councilmember Herr/ Councilmember Valdez) with unanimous approval by the board, to approve March 2026 Committee Meeting Minutes.*
2. *It was moved and seconded (Councilmember Gochnauer/ Councilmember Garrett) with unanimous approval by the board, to appoint Rettew to provide water engineering services effective 04/25/2026.*
3. *It was moved and seconded (Councilmember Herr/ Councilmember Hunter) with unanimous approval by the board, to authorize Borough Manager, Karen St. Clair to issue a 30-day notice of cancellation for water engineering services to Systems Design Engineering (SDE).*
4. *It was moved and seconded (Councilmember Gochnauer/ Councilmember Valdez) with unanimous approval by the board, to approve the sale of 2017 Dulevo 5000 Street Sweeper in the amount of \$15,000.00 and the Generac 10kw Generator in the amount of \$200.00, through Municibid auction platform.*

IV. EXTRA ITEMS: Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

- The next borough council meeting will be held on Tuesday, May 5, 2026, at 7:00 p.m. and the next committee meeting will be on Thursday, May 28, 2026.
- The final Community Garden Volunteer Workday will be held May 16, from 9:00 a.m. – 12:00 p.m.
- Water Week Tour of East Petersburg Community Gardens will be held June 11, from 5:30 p.m.– 7:30 p.m. More information on this event and how to sign up can be found on the borough website.

VI. REGULAR MEETING ADJOURNMENT: 6:37 p.m.

VII. EXECUTIVE SESSION FOR LEGAL MATTERS In: 6:40 p.m. Out: 7:54 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary