

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	August 26, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr Lauren Houck Randy Rannels John Schick (Absent)
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair
	Public Works Foreman:	Jeff Moseman
	Borough Solicitor:	Amy Leonard

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, Tammy Moseman, James Swarr, Jennifer Guzejko
Josh Roberts was recording the meeting.

Pledge to Flag

Public Comments:

1. **Monica with Premiere Karate:** Monica said she would like to use the Amphitheater at the park on September 25, 2021, from 9:30 a.m. until 11:00 a.m. for a martial arts graduation for approximately 100 students. They will have music, demonstrations, and awards will be given. They have already received approval by the Events Committee. Council granted approval pending submittal of application, fees, and certificate of insurance naming the Borough as additional insured.
2. **John Parker:** Mr. Parker voiced concern about speeding on Graystone Road. He resides on Graystone Road and said that he called dispatch to report this issue to police, but never heard back. Council thanked him for coming and said they were glad he came to the meeting because they don't know about these things unless residents come out to the meetings to tell them. Council also said they will share this concern with the police.

I. Agenda Items for DISCUSSION ONLY:

1. **Presentation on Street Repairs 2022**
Kevin Martin submitted and reviewed the 10-year plan for street paving with Council outlining the following Road improvements proposed:
2021/2022: Reclaim & Repave - Elm Street lower & middle
2022: Fog Seal the following roads - Jeanette Dr., Jackson Dr., Vaughn Rd. (single ¼"), Middle Geneva Dr. (single ¼"), Lime St., Orange St., Elm St., Orchard St., lower Lemon St. (approx. 6" x 600')
2022: Crack Seal ½ of town
2023: Fog Seal rest of upper Lemon St.
2023: Ultra-thin bonded wearing upper Lemon St.
2024: Fog Seal
2024: Mill and Pave New St. from Geneva to Split Rail
2025: Mill and Pave lower Lemon St.
2025: Level and overlay
2025: Level and Fog Seal
2025: Ultra-thin Bonded Wearing
2025: Fog Seal
2026-?: Follow water install – Mill and Pave year after water

Proposing purchase of 2 new pieces of equipment in 2022:

Mr. Martin said they have looked into a sweeper bucket which is basically a power broom that goes on the front of the skid loader. While demoing the power broom they used it to clean out sediment at the Meadows concrete swale and Constitution Square concrete swale and they were very pleased with how well it worked to clean up those areas. This sweeper bucket not only did a great job at cleaning out sediment at the concrete swales, it saved a lot of time. It worked great on the roadways especially in spots that the street sweeper cannot get into. It can also be used in the Borough when the sweeper is not available. Current price for 2022 is \$5,790. It was pointed out that this could be used for MS4 clean up in other municipalities in addition to the street sweeping services.

Mr. Martin said the other piece of equipment they are proposing is a zero-turn mower. We currently have three zero-turn mowers with between 1000 - 2150 hours of use and ranging from 5 to 8 years old. Mr. Martin explained they are all in good condition, but they are starting to have higher maintenance costs each year as things are wearing out. They will be demoing three different models this fall to see which one they like best. The price range is from \$15,000 to \$17,000 and can even go up to \$24,000 depending on attachments. It was pointed out that one of the old tractors will be sold on Municibid if a new zero-turn mower is purchased; they are currently selling between \$5,000 and \$8,000 on Municibid.

2. Presentation on Water Line/Meter project 2022

Jeff Moseman submitted and reviewed the proposed Water Line and Water Meter Replacement plan with Council.
Water Lines:

2022: Mr. Moseman said he is strongly recommending doing Lemon Street from Tank Rd. to Graystone Rd. A cost opinion was received from ARRO for this project in the amount of \$346,983.60. Council asked Mr. Moseman how the cost opinion looked to him compared to bidding. Mr. Moseman said it did look a little higher.

2023-2025: Pine St from Broad to State to Hershey

2023: Jackson/Wolf Circle - tie together with blow-offs

2026: Carpenter (Graystone to Stevens)

2027: Hollow/Broad area

2028: Valley Rd.

2029: High Street

2030: Jeanette Drive cul-de-sac to Sundra Dr.

2031: Jackson St.

2032: Sundra Drive-all of it/ Miriam Circle

2033: Sundra Circle

2034: middle Geneva, Leebel, Reeves

Water Meter Replacement:

Mr. Moseman reviewed the meter replacements scheduled for the next 5 years; 276 will be complete change-out at \$300 each and 210 will have radio-read installed only at \$145 each.

3. Review Accounts Payables 08/26/2021

Reviewed by Council – No additions to regular bills.

4. HAFSC update: Tammy and/or John Wolf

Tammy Moseman gave updates from the last HAFSC meeting:

Tammy Moseman said the last meeting was short. The chief fire official went over his report and gave the budget for the year.

All the groups met to go over what they have been working on.

The CFO's 6-month review is coming up. The board members in the fire departments will give their input to the Managers for this.

Hospital tours will be held on 30th and the 31st and everyone attending will meeting at the temporary office off Harrisburg Pike entrance to begin the tour.

5. Update on 72/Miller Traffic Signal Project

East Hempfield has responded back from the letter that was sent and agrees that something does need to be done. They also agree that the permit is not correct and have asked us to submit an updated permit. They do support the addition of the left-hand turn phases there. East Hempfield has said they need this to fall into their 2022 budget. Manager St Clair said she does not see a problem with that. Per John Schick, it would probably be a good idea to begin the process in September for the permit and the signal light all at once. If the paperwork is

started in September, completion should be February/ March 2022. This will fall into the 2022 budget for the Borough as well.

Council asked who would be taking care of the work. Manager St. Clair said normally we take care of the maintenance on the light and then bill East Hempfield for 50% of the cost. Council agreed to let John Schick begin working on this in September to update the permit and apply for changes to the signal light.

6. Deb Miller: Chain of Command (SOP)

Deb Miller reviewed the final SOP for Chain of Command with Council and pointed out the following: This SOP spells out the chain of command along with Manager St Clair's job description.

Manager St. Clair pointed out that it says all employees would report to her, but it needs to say immediate supervisor. Manager St. Clair explained without this, Jeff Moseman would lose the day-to-day interaction with his team. Manager St. Clair said the SOP should say P.W. employees report directly to Jeff and then Jeff would report to Karen as needed. Council asked that it be noted in the SOP that taking up staff time will be kept to a minimum. Council also requested a flow chart be added. Council agreed this was very well done and will be very helpful for current and new councilmembers, Mayor Malone pointed out he has found it a very easy process working with past and current borough managers.

7. John Herr: Voting Precincts of the Borough District 41

Councilmember Herr explained redistricting is currently being worked on now, and the next chance for this change would come in 10 years. Councilmember Herr explained this resolution provides for a stronger way of expressing that the Borough should be able to vote in the area we are taxed and go to school which is District 41- Hempfield.

Councilmember Herr explained now is the time to get this communicated to District 41 Representative - Brett Miller, and District 37 Representatives - Mindy Fee, and to the state website which accepts comments, and to the redistricting commission. Councilmember Herr said it is important for us to be able to communicate with the representative that is in Hempfield.

It was pointed out that we no longer have a local swim team. Councilmember Herr said he will include this information.

Amy Leonard, Solicitor said that there is no right way to do this, whether you send a letter or pass a resolution to show significant concern to the legislators with a unified complaint. Ms. Leonard said if Council is unified, she would recommend they pass a resolution because it helps to show the legislatures that you all cared enough about it to act on this matter, and it will be a part of the official records.

Council agreed to move ahead with this resolution. Amy Leonard will give a final review of the resolution and it will be put on the next agenda for a vote.

8. Review Ordinance 289 – Storage Containers

Recently it was brought to Manager St. Clair's attention that there was a POD sitting in a commercial parking lot without a permit. Upon review of the current POD Ordinance, it was found that the current ordinance did not spell out whether permits are required for commercial and residential properties, or just residential. It is stated in the ordinance that the permit provides for 60 days on a residential property but does not include "commercial". Manager St. Clair pointed out that a lot of businesses in the Borough do have PODS and they do not have permits.

The property in question is near the Borough office and zoned neighborhood commercial and is being used for commercial use. Council discussed if it should be based on the criteria of how the property is zoned or based upon the use of the property.

Amy Leonard, Solicitor said the current ordinance as written is regulating all the dumpsters and PODS in the same way for permit requirements, regardless of whether it is a residential or commercial use, so if that wasn't the intent than the ordinance needs amended.

Council agreed that the ordinance needs to be changed to say the businesses are exempt from having a permit unless the POD or dumpster is placed in the street. Ms. Leonard pointed out that businesses will not need a permit for a dumpster, even if it is for construction.

Council agreed that they are not adding any distinctions about zoning districts to this Ordinance, it will only be based on "use" (commercial or residential).

9. **Review Resolution 819- Policies/Procedures for trash & recycling**

Manager St. Clair explained the fees for the large appliance and the tire tags were increased in January and we just need the trash and recycling resolution to reflect that increase. This will be put on the agenda for the next council meeting.

Josh Roberts said it has come up on social media that residents would like to be able to purchase tags online because they can't make it into the office during business hours. Manager St. Clair said what they have been doing to accommodate people that cannot make it in during business hours is to hang the tags on the door and they will then put their payment through the slot. We can also mail tags out if needed. Manager St. Clair said she will check with the office staff to see how often this comes up and is open to making this process easier if need be.

10. **Misc. Manager / Foreman / Council Items**

Manager St. Clair:

National Night Out was a great success. Scoops was very generous by waiving the travel and labor rate, this kept cost down to 2.50 per cone/dish of ice cream- a total of 258 were served.

Jeff Moseman:

MS4 information is available on illicit discharge on the back table.

Public Works has been notifying residents about grass in the streets and following up, as needed.

Councilmember Wolf:

Asked how Lemon Street is going. Manager St. Clair said she is looking into this.

Councilmember Miller:

Thanked Jeff Moseman for the tour of the water system facilities. She said it was very interesting and informative.

Councilmember Rannels:

Also, thanked Jeff Moseman for the tour of the water facilities.

Councilmember Herr:

He thinks it is great to improve the light at the WAWA intersection, but he thinks more driver time is lost waiting to go south at the light at Rt. 72 & Enterprise Road. He would like to see this light fixed. Manager St. Clair said she does agree something needs to be done there also, but she would like to stick to doing one light at a time.

Amy Leonard:

Reminded Council that the changes to the sunshine law will be in effect for the next Council meeting and if something would need to be added to the agenda, just vote to add it, and then take action on it, and then post the new updated agenda the next day. Ms. Leonard said added items can be addressed at any point during the meeting.

11. **2022 Budget: Preliminary review for Misc. Funds**

Manager St. Clair reviewed the 2022 preliminary budgets for Misc. funds with Councilmembers.

12. **Fire Company Financials – for review only**

Reviewed by Council.

II. **Agenda Items for ACTION**

1. **July 2021 Committee Meeting Minutes**

It was moved and seconded (A. Gochnauer / J. Herr) with unanimous Approval by the Board, to Approve the July 22, 2021, Committee Meeting Minutes

2. **Extra Items: Issues arising in the last 24 hours**

No extra items.

Regular Committee meeting Adjournment: 8:30 p.m.

Executive Session was held for personnel reasons: In: 8:38 p.m. Out: 9:45 p.m.

Next Meeting: Tuesday, September 7, 2021, Council Meeting & Thursday, September 23, 2021, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary