

MINUTES OF THE COMMITTEE MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	February 24, 2022	6:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Debra Miller, President John Schick, Vice-President (Absent) Adam Gochnauer, Pro Tem John Herr Lauren Houck Randy Rannels Sandra Valdez
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair (Attended remotely)
	Public Works Foreman:	Jeff Moseman
	Borough Solicitor:	Amy Leonard (Attended remotely)

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

**Pledge to Flag**

**Visitors:** James Swarr, Tammy Moseman, Curt Kosko, Brian Biggs, Eli Cox  
James Swarr was recording the meeting.

**Public Comments:** None

**I. Agenda Items for DISCUSSION ONLY:**

**1. HYA Baseball Committee – Improvements to the Tom Herr field**

Brian Biggs explained they have done walk throughs with a contractor at each of the 11 fields that they use in different municipalities, including the one in East Petersburg Borough at the Community Park. They were looking at ways they can improve the fields from a safety perspective and make the fields as nice as they can. They reviewed the rough sketch drawings from the contractor.

HYA has raised funds for the upgrades through a fundraising campaign and is expecting the estimate from the contractor to be in tomorrow. They will then determine if they have enough funds to move forward with these improvements. They have not been able to use the parking spaces at the field during games and practices because any line drive ball that goes foul, or an overthrow at third base is likely to hit a car. They are proposing to extend the chain link fencing an additional 30 feet near first baseline and raise the fence by 6ft. with a mesh that would possibly be on removable poles. People have been parking in the cemetery, on the street, and behind houses to avoid parking in the parking lot because they do not want their cars to get hit. HYA plans to have 10-12 games starting April 11 through the 2<sup>nd</sup> or 3<sup>rd</sup> week of July, and then back again in the Fall. Over the years there have been times they needed to use the field for two teams which would double the number of games. Council asked if the fencing would impede with the cars getting onto the field for the car show, but it did not appear to be a factor. Council asked if they would collapse the net fencing after each game or at the end of the season. Mr. Biggs said it would depend on the material of the fencing and explained that the netting can be very expensive, so they are hoping PA Classics will donate their old netting to them. He also said the poles will be long enough to hold the netting in place even on very windy days. Mr. Biggs said if this is important to Council, they can plan this and let the coaches know. They would like to install two pitching lanes; 4ft wide x 6ft long, framed in with railroad ties. They explained that this is not as much a necessity as the fencing and benches are, but the fields they are playing on are very plain. By adding some of the extras at some of the different fields they play at, such as pitching lanes, dug outs, home run fencing, it would introduce the 14-U players to all these things from the beginning to the end of the season. Council said the best spot for the lanes would be on the trail side of the field farther down 3<sup>rd</sup> base. Council said they would like to see the plans. Mr. Biggs said when they receive the estimate from the contractor, they will know what they will be able to afford to do and they will share this information with Council along with the plans. Council said they will discuss this further and let him know. Council

pointed out the final submit date to Manager St. Clair would be March 17 to allow Council a week to review it and then talk about it at the March 24 meeting; it will then be put on the agenda for the April 5 Council meeting to vote for approval.

**2. Curt Kosko: Shentel Communications**

Mr. Kosko shared information with Council and pointed out the following:

Shentel Communications is based out of VA and was originally called Shenandoah Telephone. It is a small company and has been around for 120 years. They build advanced networks and are known to have good customer service and like to partner with communities. Mr. Kosko is the representative for government affairs in PA. They are currently signed with six municipalities in Lancaster County: Lancaster Twp., Manheim twp., E. Lampeter, W. Lampeter, Manheim Borough, East Hempfield and they are working on getting more. They have 860 employees and 241 million in annual revenues. They do a fiber to the home. The name of their product is glo fiber. They are fully funded and currently have 7,000 miles of fiber scattered around four states. Shentel was a wireless phone provider for Sprint, but when T-Mobile bought Sprint, part of the deal was that Shentel had to get out of the business. This is why they have enough of the fiber network already there. They are working on expanding to Maryland and Delaware. Shentel Communications prefers to work with small communities and rural areas. They use 100% of fiber from point A to point B this helps to eliminate power outages. Their speed is symmetrical, so if you order 330 mb you get that speed to upload and download. This service is like FIOS. They attach to the existing utilities in your area. If Council agrees it would take up to 2 years after the Franchise Agreement would be signed. Their pricing is competitive with Comcast. This would allow the residential and business customers to have a choice. They do participate in e-bate work for school districts. They currently work with the Cohen Law Group and are willing to pay for the cost for the municipalities that go through them. The Cohen Law Group specializes in franchise negotiations, and they would represent the Borough. Council would have to decide if they would want the Cohen Group to represent them or not. It is beneficial for Shentel if the Borough chooses to go through Cohen Law Group because it keeps the process moving forward faster. The Agreement is like the one the Borough has with Comcast. If Borough approves this, they will start the Franchise process, then work on permitting and go through the engineering process. It would take 30-60 days for the franchising agreement due to advertising. Council said they will discuss this and let him know.

**3. HAFSC update: Next meeting March 15. No Update.**

Tammy Moseman reported:

The committees had their meetings, and they went very well, and she thought it was a very progressive meeting. Finance Committee reviewed budgets from all three fire departments. Capital improvements had a little bit of a hit. They discussed sharing funds and she pointed out that East Petersburg is not going to do this at this point. There is a grant out there they are looking to start with and at this point this would be shared with all three departments. They also discussed combining funds that are raised through the mailer fundraisers. East Hempfield raised approx. 60,000.00 and East Petersburg raised approx. 15,000.00. It would be shared by zip code. Diane Garber put this information on the OneDrive. Ms. Moseman will check on why the one document shared on OneDrive says modified by Tom Bennett. Ms. Moseman said she thinks it might have been because this document is very large and he had to condense it down to print it, and she pointed out that this happened to her one time with another document.

Randy Rannels reported:

East Petersburg Borough does not have official representation on the recruitment and retention committee, so he asked that John Herr be put on the committee, and he was told no without explanation. Mr. Rannels said he is going to insist that John Herr be on this committee, so East Petersburg has representation on each of the committees. John Herr said that it was informally agreed on at the January meeting that he would be on the retention and recruitment committee, but this was not put into the minutes. Randy Rannels said that he sat in on all three committee meetings that night. The discussion at the recruitment and retention committee meeting was centered around Rohrerstown and the problems they are having. They have a live-in program and have lost three firefighters in three weeks. They are now struggling with calls because of this. They do have a volunteer program, but they often get left behind because the live-ins are there to answer the calls, so they end up leaving before the volunteers arrive to the station. This can cause volunteers to lose interest and stop showing up for the calls. They discussed the current LOSAP (Length of Service Award Program) which is normally a 20 or 30-year program, and this is too long. Younger volunteers do not want to wait 30 years to receive funds. They are looking into a 5 or 10-year program for this. Also discussed offering health insurance option incentives.

Apparatus committee discussed in detail the replacement of equipment and apparatus. There is a national buyer organization that specifies apparatus retirement timeframes. The insurance companies will raise rates on front line apparatus if they are kept in use longer than they should be. They discussed that Hempfield Area Fire Service is a regional fire department operating with three fire departments working together under this banner of HAFS, and this could change the needs of equipment in the future. It has been discussed that East Petersburg could become the heavy rescue station and Rohrerstown the ladder station. It was discussed that under the regional

group, especially with the new hospital, two ladder trucks would still be needed, but the fire stations would have to determine who has them. Manheim Tsp. fire chief contacted John Kottmyer to meet and chat, but Chief Kottmyer does not know what they want to talk about yet. Manheim Tsp. has all paid firefighters with no volunteers. They currently have two fire stations, one of them just opened near Bent Creek. Tammy Moseman asked Randy Rannels if there is any new information or discussions about the contract yet. Randy said no.

**4. 2022 update to Trick or Treat policy through LIMC**

Manager St. Clair said at the February LIMC meeting they discussed Trick-or-Treat and how it was a problem with the bad weather in recent years. They discussed the following options: having no Trick-or-Treat at all, holding it on Oct. 31, or letting municipalities decide their own dates. At the end of the meeting a resolution was passed by LIMC to hold Trick-or-Treat on October 31 from 6-8pm, rain or shine. LIMC did ask for support from all the municipalities for this. Manager St. Clair said she is Ok with having it on October 31, but her recommendation is it should be with the option to provide a rain date if there is inclement weather. Council agreed to hold Trick-or-Treat on October 31 with a rain date of November 1.

**5. Update to Fee Schedule**

The fee for the community center "for profit" organizations will be set at 40.00 for 2 hours.

The fee to use park grounds for fitness classes, etc. will change from a weekly fee to a daily fee to keep it fair: the amount will be 10.00 per day.

The Borough's cost for the Kraft yard waste/leaf bags has increased, therefore the fee will need to change to .55 to cover the cost incurred. Residents can still purchase bags at hardware stores, etc.

**6. Hometown Hero Project update**

Manager St. Clair said Mad Chef will be donating \$1.00 for each F18 beer sold, towards the HH project. Mad Chef has pledged a minimum of \$1,000.00. They also have a donation bucket available.

To date, donations have been received from businesses and residents in the amount of \$5,574.00 towards the project. We only need \$726.00 to meet the funding. There are currently 34 applicants. There is space available for 60 banners and they all must be submitted by March 31. Council will need to decide what to do if they do not receive 60 applicants. One option would be to put American flags in between. The cost of the banner project is slightly over \$6,000.00. It was pointed out if the amount of donations would exceed the cost, the extra funds donated would go towards maintenance costs and towards the next set of banners in 2-3 years.

**7. Lemon Street phase III update**

Bids were closed last Tuesday for the Lemon Street phase III project. Doli Construction Corp. was the lowest bidder in the amount of \$266,825.00. At the Council meeting on Tuesday, Council will vote to accept the bid and to allow ARRO to proceed to award the job to Doli Construction, and then the agreement process can begin.

**8. Borough Manger Job Description Ordinance**

Changes needed to be made to the General Duty Section of the Job Description because the Borough Code provision has changed, and this is to stay consistent with the current codes. "The mayor may delegate to the borough manager any of the mayors non-legislative or non-judicial powers and duties" has been taken out.

The previous ordinance stated that the borough manager is in charge of the swimming pool, and this needed to be taken out.

**9. Update/Amendment to Peddling & Soliciting Ordinance**

Amy Leonard and Council reviewed the ordinance that she drafted. Ms. Leonard pointed out that the 1969 ordinance is not as modern as the one she drafted, but a lot of the content is the same. Ms. Leonard said that Council did review this ordinance several years ago, but it did not get passed; mainly because one of the changes was that all persons soliciting including, non-profit organizations, would need to go through the permitting process. It was discussed if everyone going door to door to solicit should have a permit including the non-profit organizations that are raising funds for charitable purposes. It was pointed out that it is an added layer of protection for residents to require everyone soliciting to have a permit. It was also pointed out that it might be too much to require a younger child to have a permit, so an age limit would be a good idea. If a child is under the age limit set, then the adult accompanying the child would need to have the permit. Ms. Leonard said that some municipalities have exempted all children, but Council can decide what is best for the Borough. One difference is the original ordinance says the application would go to the mayor, but the police have been handling the soliciting permit process and doing the background checks. The age limit and time frame were discussed. Council also discussed whether political canvassing for campaigning should have a permit. After much discussion, the majority agreed the changes to the ordinance should be:

- Everyone needs to have a permit to solicit whether they are knocking on a door or approaching someone that is outside at their residence.
- Age 14 and up need to be permitted.
- Age 13 and younger need to be with a permitted guardian.
- Timeframes for soliciting will be Monday through Saturday between the hours of 9:00 a.m. – 6:00 p.m. year-round to keep it consistent.
- It was pointed out that if a resident does not want solicitors at their home a sign stating "no soliciting" could be posted on their property. This is covered under the law.

Amy Leonard will make the changes and present another version to council at the next committee meeting.

#### **10. Codification Ordinance review**

This ordinance will allow for the codification of the update to the ordinances. This ordinance will be put on the March council meeting agenda for advertisement. The soonest this can be put online is after the approval of this ordinance at April's council meeting. This ordinance will need to be passed each time the codification is updated. A list of ordinances that have been added for the new codification is marked Appendix A.

#### **11. Riparian Buffer planting design**

Jeff Moseman said in September of 2021 he came to Council and talked to them about the Riparian Buffer that we could plant here in the Borough. He shared a diagram from his class and pointed out that this would be near the back side of Constitution Square close to the stream. They are proposing to put in a series of rows of trees. The trees will be spaced out to allow for mowing. They are proposing to put in 92 varieties of bushes that will later be used as live stake nursery plants, which can be snipped off from the plants and planted elsewhere. This will help build the sub-canopy after the trees are established. Twenty bushes will be planted along the stream which will provide a wildlife habitat. Lancaster City has ordered the trees and they will be paid for by the DCED grant they have received. Volunteer Planting Day is set for May 7, 2022, and May 14<sup>th</sup> is the rain date. They are hoping for 25-50 volunteers to help dig 173 holes and plant trees, etc. The member of the class Mr. Moseman attended are all going to volunteer and that is 10-15 volunteers. The Little Conestoga Watershed Alliance will have it posted on their Facebook page and website. It will be posted on our website also. Eventbrite is a good way to advertise this if needed.

#### **12. Enterprise: service connection relocation update**

The meter vault will be installed at the city interconnect as part of the SCADA Project. They are proposing to put a new meter pit in for Enterprise Rent-a-Car. It will save money to have it done while the contractor is already working there. They would like to dig up the line and tap into our side, so we have full control of that water. The estimated cost to relocate that meter pit is approximately \$4,500.00; labor \$2,200.00 and parts \$2,200.00 plus putting in a piece of concrete. This was not budgeted for, but the funds can come out of the \$25,000.00 that is budgeted to repair fire hydrants. The meter vault will be put in at the city interconnect by the end of March. Mr. Moseman said that the Lancaster City line comes in at the front yard at Keller Williams and right after the meter pit is where our service starts. We do not have any way of doing anything to that water until it goes through the city interconnect. This is the only customer we have before the city interconnect. Council agreed to proceed with this project.

#### **13. Pool shed update**

Jeff Moseman, Manager St. Clair, and Kevin Martin met with HARC to go over pre-season pool items. HARC said there are two sheds at the pool, and they are not using them, so they would like to donate them to a non-profit organization. The swim team owned one and the borough owns the other and it was pointed out that the swim team has disbanded, and we did not have a contract with them for the shed. Mr. Moseman said we could move the shed the borough owns to the shop area and use it to store the fuel tank and smaller weed trimmers. Mr. Moseman said that the shed the swim team was using is not in great shape, but the borough's shed is in good condition. It was suggested that the baseball team could use the shed if they want to. It was agreed the shed for the borough would be moved to the lower maintenance parking lot behind the trailers. Mr. Moseman said they will move the shed tomorrow.

Vending machine update:

If there is a place for one vending machine that is out of the way and where no one can break into it, then that is what they will do. Council does not want to be liable for the vending machine. HARC will incur any costs involved. Mindy has said that letting people bring their own food in to the pool has been working well.

#### **14. Accounts payable review**

No additions to the regular bills.

## **15. Misc. Manager/Foreman/Council Items**

### Manager St. Clair

State & Main St. project inspection was last week, and everything checked out. If anything goes wrong in the next 30 days Kuharchik will be responsible; after the 30 days the keys are turned over to the Borough.

S. Clyde Weaver donated \$10,000 to the Borough for park and playground upgrades. They are aware that Manager St. Clair and Robin Hemperly are working on a grant for the park. If the grant is awarded things will start to happen in Spring of 2023. In the meantime, S. Clyde Weaver would like to donate this \$10,000 towards improvements to happen this Spring. Manager St. Clair, Robin Hemperly, and the store manager of S. Clyde Weaver will meet to put together a package of what they would like to see there. Manager St. Clair is hoping to have this for Council to look at for the next meeting.

New sweeper agreement was received from Cocalico Township.

The new zoning officer, Collin Fox, along with Michael Bingham will be at next Tuesday's meeting for Council to meet him and ask any questions.

Manager St. Clair shared an e-mail asking if we can put information about Alzheimersupport.com on our website. Mayor Malone said that this is a for-profit company that places elder care. This group is asking us to help solicit for their company. Council said no to putting this on the website.

### Mayor Malone

Drug Task Force Update – Heather has been trying hard to clean the mess up, but we will not know for at least ten years if this is working. Mayor Malone said he does not see a benefit for municipalities continuing to support the Drug Task Force as it exists. Mayor Malone has spoke with Chief Steffen about this and he agrees. Chief Steffen told him that if we already have the money earmarked then we should use it for parks and recreation, or something that will directly benefit the community. Mayor Malone said his recommendation is to not pay the money to the Drug Task Force and use any allotted funds for our community. He said he would like to see the funds go towards reducing addiction, or crimes related to it in our municipality, but unfortunately there is not a resource for this at this time.

March 3<sup>rd</sup> 6:30 – 7:30 will be the tour for the 911 Center. He will send out an e-mail to the councilmembers about this.

Mayor Malone thanked Jeff Moseman and the rest of staff for helping clean up the items blowing around the borough from the high winds last Friday.

### Councilmember Herr

His neighbor has founded a non-profit devoted to finding real life solutions to deal with climate change and gave an online presentation to the membership of the Lancaster County Conservancy. Councilmember Herr asked if this could be put on the website. Jeff Moseman pointed out that we currently have a lot of information on the website at the MS4 tab for this. Council suggested his neighbor submit a request and they can look at this further.

### Councilmember Valdez

Attended new council member boot camp and they spoke a great deal about updating borough ordinances, as Amy Leonard, the Borough Solicitor has been talking about and addressing.

Recycling was missed on her block last week the day we had high winds. She did not call the office and is not sure if her neighbors did. Manager St. Clair said if this ever happens even if it is after hours, a message can be left, and someone will be sent to retrieve it the next business day.

### President Miller

Attended a webinar "How to be an effective Borough Council President" and it was very informative.

### Councilmember Gochnauer

He said there is big news coming next month and will need a good bit of Councils time.

## **16. Fire Company Financials & 2021 Fire Report – for review only**

### **II. Agenda Items for ACTION**

#### **1. January 27, 2022, Committee Meeting Minutes**

*It was moved and seconded (A. Gochnauer / S. Valdez) with unanimous Approval by the Board, to Approve the January 27, 2022, Committee Meeting Minutes*

### **III. Extra Items: Issues arising in the last 24 hours: None**

**IV. Regular Committee Meeting Adjournment:** 8:55 p.m.

**V. Executive Session:** None

**Next Meeting:** Tuesday, March 1, 2022, Council Meeting & Thursday, March 24, 2022, Committee Meeting

Respectfully Submitted,  
Kim Strayer, Recording Secretary