

MINUTES OF THE COMMITTEE MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	January 25, 2024	6:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Debra Miller, President John Schick, Vice-President Adam Gochnauer, Pro Tem John Herr Randy Rannels William Sharp Sandra Valdez Mayor: James Malone Borough Manager: Karen St. Clair Borough Solicitor: Amy Leonard Borough Engineer: Michael Bingham

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

**Moment of Silence / Pledge to Flag**

**Hearing was called to order for short-term Rentals:** 6:01 p.m.

Amy Leonard, Borough Solicitor said this is the public hearing for zoning ordinance 345, and also a short term rental ordinance 325. The discussion of short term rentals started in January 2023. The discussion arose because there was some confusion about what is a bed and breakfast and what is a short term rental. Looking at the zoning ordinance it became clear that there was not a specific definition or regulations for short term rentals. Generally, the difference between short-term rentals and bed and breakfast is that bed and breakfast is an owner occupied property where they are renting out, on a short term basis, a room or space that does not contain cooking facilities. Ms. Leonard said what we have come to know as a traditional short term rental does not need to be owner occupied and a lot of time is not owner occupied and generally gives the renter full reign of the living facilities including cooking facilities. Short-term rentals are less than a 30-day period. At the 04/27/2023 committee meeting, council discussed regulating short-term rentals and authorized Ms. Leonard to draft regulations for councils' consideration. The draft zoning amendments and a draft short term rental ordinance were presented to council at the 05/25/2023 meeting. The zoning amendments included both short-term rental regulations and also an amendment for the storage of RV's, boats, and trailers on private property, specifically in regard to fencing/screening requirements. The proposed amendment was discussed in detail at the 06/22/2023 council committee meeting. At the 07/05/2023 council meeting, council authorized submitting the draft ordinances to the borough's planning commission for review and recommendation. The East Petersburg Planning Commission met on 07/20/2023 and issued letters to the borough manager dated 07/24/2023, and they offered proposed revisions to the draft zoning ordinance amendments relating to the provision about the storage of RV's, boats, and trailers on private property. Planning Commission recommended approval of the draft zoning amendments with their revisions. The planning commission also offered proposed revisions to the short term rental ordinance and also recommended approval of that ordinance with some minor revisions. On 08/02/2023, borough council approved incorporating the planning commissions proposed revisions into the draft ordinances then authorized submission to the Lancaster County Planning Commission. The draft zoning ordinances were submitted to the LCPC on 10/24/2023. On 10/30/2023, the borough was notified that the proposed amendments would be reviewed by the LCPC at their 12/11/2023 meeting. The borough received a memorandum from the Lancaster County Planning Department on 11/30/2023, indicating that because the zoning ordinance text amendment was minor in nature that the review was delegated to the Lancaster County Planning Department staff, and staff had reviewed the zoning amendments and recommended approval. The Lancaster County Planning Department evaluated the amendment pursuant to the policies set forth in places 2040, which is the Lancaster County 2018 comprehensive plan, and they noted that the amendments proposed by the borough were consistent with places 2040 policies of creating great places. She read the comment provided "Creating great places provides a greater supply and diversity of housing types to own and rent, restricting short-term rentals to primarily business zoning districts could curtail the loss of traditional residential housing to short-term rental use, create opportunities to preserve the existing housing supply and primarily residential districts, and direct short-term renters and visitors toward support of local

businesses. Effective regulatory standards included in the proposed amendments will likely ensure that the borough's existing and future short-term rental facilities will not impact the overall quality of life for both visitors and residents of the region. There were no revisions proposed to the zoning amendment by the Lancaster County Planning Dept. On 12/05/2023 borough council approved advertisement for a public hearing and advertisement for the adoption of the proposed zoning amendments contingent upon the outcome of the 12/11/2023 LCPC meeting. The LCPC did acknowledge the Lancaster County Planning Dept. staff's review of the zoning amendment and recommendation at its 12/11/2023 meeting. The public notice indicating the public hearing would be held today on 01/25/2024 was published in LNP Lancaster online on 01/10/2024 and 01/17/2024. The public notice further stated that council would act on Ordinances 324 and 325 at its 02/06/2024 meeting. The ordinances were transmitted to the Lancaster County Law Library for public view. All the prerequisites for the public hearing have been met. Amy Leonard turned the hearing back over to the Council President for any comments/questions from the public.

**President Miller asked for Comments/Questions from the public on Ordinance No. 324 and 325:** There were None.

**Adjourn Hearing:** 6:08 p.m.

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**Call the regular committee meeting to order:** 6:08 p.m.

**Visitors:** Tom Arnold, Kristin Troop, Tammy & Jeff Moseman, Pashk & Amanda Reilly-Sokoli, Erin Matthews, James Swarr, Bill Trovato, Josh Roberts

**I. PUBLIC COMMENTS:** None

**II. AGENDA ITEMS FOR DISCUSSION ONLY:**

**1. Amanda Reilly-Sokoli & Pashk Sokoli– Pennsylvania Furniture Mission**

Deb Miller met Amanda Reilly-Sokoli & Pashk Sokoli last month and invited them to come to the meeting.

The PA Furniture Mission launched client services and donor pick-ups in June 2023, providing a new model for furnishing homes for people experiencing economic hardships and/or exiting homelessness and are looking for a fresh start. They currently offer services to six counties. Their mission is to create safe, warm, and welcoming homes across Central PA for families and individuals by welcoming them and providing an entire household of free gently used furniture. This is a furniture bank, and this means they work with various services providers, not just anybody can come in off the street. They are a non-profit agency. Qualifying individuals have the ability to choose what they would like and design their own space. They prefer to hire community members who might struggle to get employment because of previously being homeless, incarcerated or they do not speak good English. They work directly with the community institutions. They are also a hub for resources. Since June 2023 they launched full client service and donor pick-ups, established community connections, and have furnished over 100 homes in 6-months. They have provided 230 bed sets. By doing this they have diverted over 150+ tons of furniture from the landfills. Those who are looking to give a second life to their gently used furniture items can schedule a pick-up through their online pick-up service [pennsylvaniafurnituremission.org](http://pennsylvaniafurnituremission.org). They do accept donations. Since June they have assisted 360 individuals through their program. In 2024, they plan to expand rapidly. They anticipate serving 40 households by the end of January. They work with numerous agencies, and they do not exclude any population. They are looking for support from the community. They currently have 5,000-6,000 sq. ft. of warehouse space in Columbia, and they are looking for 5,000 – 12,000 ft. of additional storage space to store furniture they receive from hotels, universities, and offices. Possibly someone donating use at a discounted rate for a tax write off. They anticipate needing a 2<sup>nd</sup> truck for the program by the end of Spring. This will allow them to have one truck to pick up donations and one for deliveries. People can get involved by making monetary donations or donations of gently used furniture, or by becoming a board member. They are also looking for volunteers that can help make connections in the community and skilled volunteers such as CPA, bookkeeper, administrative skills, attorneys, and also someone that can help with an audit. If they do an audit they will be able to apply for more grant funding. Randy Rannels asked how many employees they have and where they get their funding. Mrs. Reilly-Sokoli said they currently have 2 full-time employees and 1 part-time employee, and a large team of skilled volunteers. They also currently have a FT work-on loan volunteer, who is paid by there employer to be there. They hope to have 8 employees by the end of the year. They get their funding from multiple revenue streams: private donors through professional and private networks, furniture donors, and apply for grants and family foundations. They launched in 2023 with their own finances and also with the support of the United Way, who gave 10,000 through a matched funding grant. Debra Miller asked if there is an item that is needed the most.

Mrs. Reilly-Sokoli said most recipients are looking to receive the whole household package of furniture. There is a great need for this service.

**2. EMC Position: 1. Tom Arnold**

Tom Arnold said he is the Zoning/Enforcement Officer for N. York Borough. He recently helped create their local snow emergency program. He has been involved in public service for the 35-40 years. He served as a firefighter and then Fire Marshall for Lancaster City. He was Senior Deputy Coroner for Lancaster County. He taught criminal justice at York Technology and now is a zoning/enforcement officer. He feels it is important to find out and note people's special needs in case there is an emergency. His current work hours are 8:00 – 4:00 m-f with Wednesday afternoons off. He has flexibility with time and lives near Centerville Rd. He has lived in Lancaster all his life. He said he was told the position is 10-12 hours per month. He can be here when needed whether it is 2:00 a.m. or 2:00 p.m. He said he currently works with the EMC in York and when the EMC is not available, he steps in. Randy Rannels asked if he had all the certifications for this position. Mr. Arnold said he was told about this job by Todd Weiss, who told him he would be a good fit for this position. Mr. Arnold said he has first aid, CPR and EMT, and has no objections to getting any others. Council thanked Mr. Arnold for being there.

**3. Events Committee – Kristin Troop**

Kristin Troop said they had to change their carnival vendor again for this year and because of this some of the dates had to be changed for their 2024 events. They are hoping the new vending company sticks with them this time. The previous carnival company was to provide a certain number of amusement rides through the contract, and they did not follow through, so they decided to part ways and find a new company.

2024 Event dates/changes:

May 4 – Car Show w/ music/vendors/food trucks, 11:00 – 3:00 p.m.

June 1 – Yard Sale 8:00-12:00 p.m. / Chicken BBQ 11:00 – 2:00 p.m.

June 28 – Fireworks/Movie/Music & food trucks - music @ 6:00 p.m., Movie @ 8:30, fireworks after movie

July 13 – Summer Fest featuring the Uptown Band w/ beer garden & food trucks starts @ 5:30 p.m.

August 31 – East Pete Blues Fest w/ food trucks 1:00 p.m. – 7:00 p.m.

September 11 through 14 – wrist bands will be \$20 on weekdays and \$25 on Saturday. They will be holding some kid friendly events on Friday evening in addition to the events on Saturday.

October 12 – Pumpkin Fest (rain or shine)

December 13 & 14 – Santa in the Park; Friday 5-7 p.m. and Saturday 9-11 a.m. & 12-2 p.m.

Some dates have changed since the calendar went out in November. The dates and times will be posted on the borough's website event calendar [eastpetersburgborough.org](http://eastpetersburgborough.org) and events committee website [eastpetersburgday.com](http://eastpetersburgday.com).

Debra Miller thanked the Events Committee for all the hard work they do.

**4. Amendment Ordinance for Ridge Avenue and Carpenter Street**

Last year we received notice that there was a safety issue at the intersection of Carpenter and Ridge. ARRO was contacted and they sent out their engineer to take a look at it. Their recommendation was to extend the no parking. The amendment is to extend the no parking area along the north side of Carpenter by approximately 120 feet and 100 feet to the south on both sides. This should eliminate the problems over there. Michael Bingham said he agrees with the findings, and he would recommend going with it. John Herr asked if there will be signs put up. Manager St. Clair said yes. Council asked for notices to be given to the residents affected in that area.

**5. Resolution 889, DCNR Park Grant project**

To remain compliant with the guidelines of the grant we received, we have to provide a PSA which is a professional services agreement for engineering services. There is a resolution on the agenda for the agreement, along with an exhibit b which is an amendment to the PSA that we needed to do because the language is different from what DCNR requires. Michael Bingham put together the proposal and Amy Leonard reviewed it and found some minor differences between what DCNR requires and their terms of conditions. The contract amount is the allowable amount by DCNR, to be refunded by DCNR for the grant, and they will make sure they keep the amount under that, so it doesn't cost the borough any additional money. Mr. Bingham said they just had a meeting this afternoon, and it was recommended to put it out to bid this winter to get better pricing. We could have shovels in the ground by next Spring(2025). There is still some design work that needs to be done. Right now, it is just a preliminary sketch to get the grant. We still need to do details, E&S controls, design the ADA bathroom, and then put together the bid specs so they can go out to bid. He said he does not see an issue with getting this out to bid this winter.

**6. Review proposals from accounting firms for auditing services**

Manager St. Clair recently received 4 proposals from auditing firms.

- (1) White & Rudy LLC - CPA's, came into the office with an associate for approx. 1 hour. She reviewed the processes for which he already knew because he contacted Sager Swisher. Their price came in at \$13,500.00 and gave us a quote for 3 years. Manager St. Clair felt comfortable with them and what they had to say.
- (2) Bertz, Hess & Co. came in and was very similar with Sager Swisher's process. Their price came in at \$12,500.00, but this is not firm and there could be additional fees added after they come in and see what they have to do and how much time it will take. This is a larger firm and with them, we will be the little guy.
- (3) Boyer & Ritter did not come in and only had a 5 minute conversation. They gave 2 different numbers: An audit of modified cash is \$21,000.00 and for just DCED it is \$15,000.00.
- (4) Hamilton & Musser quoted \$26,500.00 for their first year. It was pointed out that Hamilton & Musser has been in business for over 50 years.

She felt the most comfortable with White & Rudy and her recommendation is to go with them.

Manager St. Clair said White & Rudy wanted to come in and they want to get to know the business before they even begin to audit. She feels they will give us the same service as Sager Swisher did. They are a smaller firm similar to Sager Swisher. Manager St. Clair called Alyssa with Sager Swisher and asked her about this firm. Alyssa told Manager St. Clair she would not go wrong with either but told Manager St. Clair she should feel comfortable with whoever they go with.

John Herr asked what we paid last year. Manager St. Clair said it was approx. \$12,900.00. Mr. Herr asked if it would be worth contacting Bertz & Hess to ask about exact pricing. Manager St. Clair said she did not feel they said what she wanted to hear about their auditing procedures when they came in, they just kept saying we could send them the information.

John Schick asked if White & Rudy had any municipal references. Manager St. Clair said they did not. He asked if White & Rudy would tack on other fees. Manager St. Clair said their price is firm. Sandra Valdez asked how long this is for. Manager St. Clair said the audit is scheduled for one week of their time, but last year it only took 3 days. The contract is for three years. John Schick asked for a clause to be put in the contract if it doesn't work out. Debra Miller asked who the fire department uses for auditing. Manager St. Clair said she does not know because she has not received the financial audit for last year yet. Adam Gochnauer said the fees in the contract for Bertz & Hess are not capped and any little thing could end up eating whatever small savings there was. With White & Rudy when she contacts them throughout the year there is not an additional fee, it would be included in the price they gave. This is on the agenda under action items for tonight.

**7. Aging trees at the swimming pool**

In October, at a yearend meeting with HARC the aging trees were brought up by HARC. It was asked if we are going to do tree replacement or something else. Jeff Book would like any trees taken down to be replaced with trees or shade umbrellas and possibly add something for shade at the baby pool. There are a total of three trees that need to be taken down. Kevin Martin recommended taking down the three trees and putting two trees up in their place and then put one tree on the other side of the fence where the baby pool is. Cost of 15'x15' umbrellas is 10,696.46 and cost of 3 funbrellas 12-20' is 18,104.00. Another idea was an area near the shed could be used to put smaller umbrellas but only 3-4 people could fit under them. The cost of three shade trees is 4,800.00 but Roots will give us a discount on this and plant it. This needs to be decided soon, and trees would need to be planted before Spring. Borough staff would take care of cutting down the trees and grinding the stumps. John Schick asked if there was a fund for trees. Manager St. Clair said she budgeted 12,000.00 for trees. Council agreed to go with the tree replacement.

**8. Account Payables 01/25/2024**

Reviewed by Council.

Transferred 500,000.00 from Capital Reserve fund to the investment fund.

Transferred 250,000.00 from Water Reserve fund to the investment fund.

**9. Review 4Q23 Financials**

Manager St. Clair reviewed the 4Q 2023 Financials for Water, General and Trash with councilmembers.

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

Josh Roberts asked if the Fire Co. submitted an audit for last year yet and asked if Council does require them to have an audit since they do receive a significant amount of tax money. Mr. Roberts asked when Council usually receives this. Manager St. Clair said we usually have this by now. She did reach out to them twice for this and will reach out to them again.

**11. Misc. Items for Manager and Council**

**Mayor Malone:** Spoke with Todd Roy w/ Little Conestoga River Club and they have set up a form to report dumping along Little Conestoga River. The form is on their website [conestogariverclub.org](http://conestogariverclub.org)

**John Herr:** Asked if the sidewalk will be repaired on Stevens. Manager St. Clair said the borough is going to be taking care of this and will bill the property owner.

Attended Association of Lancaster County Boroughs' dinner. There were many interesting speakers.

**Will Sharp:** Resident gave Kudos to the snow maintenance staff for doing their job of snow removal. She told him it was the first time in 20 years they plowed her street without covering up her driveway. It was Alex Keagy who was operating the plow.

**John Schick:** Asked if the hydrant at Miller and Main will be installed soon. Mr. Moseman said they are just waiting for the appropriate paperwork for the easement. The plan is to place the hydrant further away from the road to help prevent it from getting hit again. Also, asked if anything was heard back on Graystone Signal. Manager St. Clair said she did not hear anything yet.

**III. ACTION ITEMS:**

1. *It was moved and seconded (A. Gochnauer / S. Valdez) with unanimous approval by the board, to approve October 2023 Committee Meeting Minutes.*
2. *It was moved and seconded (A. Gochnauer / J. Schick) with unanimous approval by the board, to approve Resolution 889, to approve the Professional Services Agreement from Michael Bingham of SDE (Systems Design Engineering, Inc.) for the East Petersburg Community Park DCNR Grant Project.*
3. *It was moved and seconded (A. Gochnauer / W. Sharp) with unanimous approval by the board, to approve Resolution 890, appointing White & Rudy as auditors for East Petersburg Borough for three year agreement with opt out agreement per Amy Leonard's review of the Agreement.*
4. Debra Miller asked what the retainage amount was for on the Telco, Inc. bill. John Schick said the bill is for them putting wire through the conduits and they are now waiting on equipment. When they submit for a certain amount, 10% gets held for retainage. When the project is completed and approved the retainage can be released.

*It was moved and seconded (A. Gochnauer / R. Rannels) with a 6-0 approval by the board, to approve payment No. 1 to Telco, Inc. in the amount of \$5,381.90 for the Traffic Signal Improvements Project at 72/Miller and 72/Enterprise. John Schick abstained due to his employment with Rettew.*

5. *It was moved and seconded (S. Valdez / A. Gochnauer) with unanimous approval by the board, to approve Systems Design Engineering, Inc. to submit advertisement for bids for the footbridges for the Meadows Bio-Swale Project. Advertisement will be on January 31, 2024 and February 2, 2024.*

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

**V. ANNOUNCEMENTS:**

- The next Borough Council meeting will be held on Tuesday, February 6, 2024 at 7:00 p.m.
- If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

**Committee Meeting Adjournment: 7:31 p.m**

**Executive Session for legal and personnel matters: 7:40 p.m. - 8:27 p.m.**

Respectfully Submitted,  
Kim Strayer, Recording Secretary