

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	July 22, 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
	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, Cathleen Panus
Josh Roberts and James Swarr was recording the meeting.

Pledge to Flag

I. Agenda Items for DISCUSSION ONLY:

1. Review Filter Plant Performance Evaluation- Jeff Moseman

Mr. Moseman said on May 5-6, 2021, DEP came out to give the water system a Filter Plant Performance Evaluation. They recently received the report, and this was given to Council to review. He pointed out the following from the report:

DEP visits all PA water departments that have filter treatment every 4-6 years to evaluate how things are going and offer suggestions to increase water plant performance. They were looking at turbidity, and the disinfection process. Mr. Moseman said the water goes through the DE filters at the spring and is then pumped to the nitrate plant. DEP evaluated the water and submitted comments. Mr. Moseman said most of the items in the comments were already in the process of being taken care of through the SCADA grant. A letter will be sent to DEP to show how all the items are being addressed. ARRO will help with this.

2. Review Amendments to the Sunshine Law – Amy Leonard

This will go into effect at the end of August 2021. The goal is to make sure the agenda clearly identifies the items that will be acted on.

Agenda needs to be posted on the website 24 hours in advance of the meeting. There needs to be a list of each matter that will be a subject of deliberation or action. There needs to be a copy of the agenda posted at the Borough office and at the meeting site. The agenda tonight was broken down to show discussion only items and actions items, separately. If an action item needs to be added to the agenda within the 24-hour period prior to a meeting or at the meeting, it will now have to meet certain criteria. These items would need to meet one of the two different criteria's: (1) it is a real or potential emergency that involves a clear and present danger to life or property or (2) to address the matter of agency business that arose or was only brought to the attention of the agency within 24 hours of the meeting (this does not have to be an emergency). Discussion items can be added at any time, it is just action items that need to follow this criteria.

If a resident comes to a meeting with an issue, it is ok for action to be taken to have someone look into the issue. If a item arises and it doesn't fall into any of the categories and Council feels like they need to take action, then Council can vote as a group to add the item to the agenda and if it is agreed then the item can be voted on, but the reason for adding it would have to be stated clearly and an updated agenda would need to be posted on the website the following business day saying what was added, voted on, and the reason for doing it.

Staff items can still be addressed and acted on at meetings for de minimis reasons. Solicitor and Engineering items are covered under budgeting for items that can not be addressed by anyone else.

Ms. Leonard explained that all commissions that are made up of appointed or elected officials would be subject to the same process under the Sunshine Law. Manager St. Clair asked if HAFSC would be responsible to post the agenda at their facility or should we. Ms. Leonard said that the agreement states that East Hempfield is signed on to post the agenda. Ms. Leonard pointed out that the Borough participate in the HAFSC, so it would not hurt to post this agenda also.

3. Review Accounts Payables 07/22/2021

Reviewed by Council.

4. HAFSC update: Tammy and/or John Wolf

Tammy Moseman gave updates from the last HAFSC meeting:

Groups were set up for the top 3 prioritized topics that they would like to address:

Retention and Recruitment – Mark, Randy, and Josh

Apparatus – John W., Ed, and Josh

Fundraising – Scott, Tammy, Amber and possibly Karen

The small groups will work together to come up with information and then go back to commission.

Chief Kottmyer is doing a lot of outreach and meetings. He mentioned the hospital will be doing tours and Council will be receiving an e-mail about this as well. Contract has been signed for buying fire equipment and a new piece of equipment for Hempfield Fire Department. Delivery is expected in approx. 1 year.

Ms. Moseman said she suggested the apparatus spreadsheet be updated. It was mentioned at the meeting that all the fire departments are chatting and working on the apparatus scheduling according to their needs, and it will be brought to the commission if there is a concern or solution or whatever needs to be known. Ms. Moseman and Mr. Wolf said it was a very productive meeting.

In September the groups will meet all together and share what they have found with the board.

5. Review 2Q21 Financials

General Fund

Revenue:

98% of property tax revenue - bulk of this was received in May

Real estate transfer tax - this is much higher than what was budgeted for

LST & EIT are on track

Zoning permits - exceeded budgeted amount by 15,000.00

Stormwater permits – exceeded by 2,800.00

Streetsweeper - exceeded by 3,000.00

First half of the American Rescue Plan funds - received 235,715.00 in the beginning of July- these funds will be transferred into an interest free account. The other half will be received in July of 2022.

Total revenue to date: 2,207,060.00 - we are at 95% of our total income

Total expenses to date: 968,749.00 - currently at 43% (this is under budgeted amount)

Water Operating Fund

Revenue: Right on target.

Total revenue received to date: 514,528.00 (currently at 53% of projected amount)

Exceeded amount for meters purchased by 1,100.00

Total Expenses to date: 272,619.00 currently at 30%

Trash Fund

Revenue: Right on target. Exceeded tag amount by 600.00

Total revenue to date: 250,000.00 (currently at 53% of projected amount)

Expenses to date: 232,189.00 (currently at 52% of projected amount)

Comparable Budget and cash balances were also reviewed by Council.

Aging report: 27,200.00

6. Review Borough Holidays for 2022

The holidays have not changed from previous years. There are currently 9 allotted holidays. Councilmember Houck pointed out there are only three days off from January-August. Mr. Moseman explained that every employee has 3 personal days to use any time throughout the year. This will be put on the agenda for Council to vote at the next meeting.

7. **2022 Budget Preliminary review for General, Water & Trash**

Manager St. Clair reviewed the 2022 preliminary budgets for General, Water & Trash Accounts with Councilmembers.

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

Manager St. Clair:

Letter from Kent Rice was shared with Council.

Picture of Lt. Kilgore at the park was put on the website.

Sgt. Burgess inquired to find out if East Petersburg would be interested in hanging banners to Honor Town Home Heroes in the Borough. Manager St. Clair said there are some other municipalities that are currently doing this.

Manager St. Clair found out the VFW takes care of getting the banners made and only asks for a donation of 25.00 to have the banner made from whomever submits a hero. The Borough currently pays 150.00 per year to hang the banners on the poles and these banners could be hung in place of the banners currently hanging.

Drug Task Force was not paid for 2021 – waiting to find out more before paying anything to this.

National Night Out is Tuesday, August 2, starting with a community bike ride at 5:30 at the pool and finishing at the pool. Free events from 6:00 – 8:00 include open swim, hot dogs, chips, drinks, ice cream, bounce houses, touch a truck. S. Clyde Weaver donated the hotdogs, Weis gave gift card in amount of 25.00. Turkey Hill gave us a discount on drinks, and from Mad Chef a very generous gift of 1,000.00.

Jeff Moseman:

3 items are on municibid through August 4; 1992 pickup truck and 2-school flashers – the final bid amounts will be put on the next agenda for approval.

Wooden fire truck at the park is out for maintenance.

Battery backups have been replaced at traffic lights – we do have 5 backup generators in case there would be a power outage, and this is enough for each intersection.

Fog Seal starts tomorrow.

Councilmember Gochnauer:

Said that the Northbound turning light at WAWA is going off even when nobody is there. Mr. Moseman said that he will have Kevin Martin look into this.

Councilmember Schick:

Asked when tree project will begin. Mr. Moseman said that Adam is working on getting prices and planting will begin next spring.

Councilmember Herr:

Explained that 11 years ago we were redistricted and have been voting with Manheim even though the school taxes for the Borough are paid to Hempfield School District and that is where the children in the Borough go to school. Mr. Herr said that they are currently working on redistricting and thought it would be a good idea to advocate that we are put back in with Hempfield in district 41. They are currently taking public input. Manager St. Clair said she will look into this.

Councilmember Rannels:

Geneva Bakery will host Coffee with a Cop on August 28, from 9:00 – noon. This is currently on the website. Mr. Rannels said the permit was received from PennDOT for the parade and 5K that will be held September 18th.

Councilmember Miller:

Ms. Miller asked if we heard back from LASA. Manager St. Clair said we did not.

Ms. Miller asked if the trees will be planted in the park for Kasper kids. Manager St. Clair said she contacted Jessica, the owner of Panache and Jessica plans to meet with Jeff Moseman to pick a spot out for the tree and she also needs to decide what kind of tree.

Council noticed someone was in the park during the meeting with a metal detector. Mr. Moseman explained that this happens from time to time, and we don't have any problems.

Councilmember Wolf:

Cardboard dumpsters at the park are bent and should be replaced. Mr. Moseman said that he saw the dumpster got stuck in the truck when they were dumping it recently and this is most likely how it got damaged. This will be looked into.

Councilmember Gochnauer:

Asked for the fee schedule to be put on the tablets.

A resident of Hempfield could not get a delivery because the signs in the Borough say no delivery if over a certain weight. Mr. Moseman said that a letter of exemption could be provided, if necessary. It was pointed out that some municipalities have signs that state local deliveries are allowed. It was decided that signs will remain the way they are, and an exemption will be provided through a letter from the Borough, or a staff member will go out and give permission if needed. Manager St. Clair will check on the wording of the Ordinance.

Mayor Malone:

Will be renting the CC for the Mayor's Association meeting – he will check date and contact office.
Report from audit was really good.

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

Reviewed by Council.

II. **Agenda Items for ACTION**

1. **June 2021 Committee Meeting Minutes**

It was moved and seconded (J. Herr / J. Schick) with unanimous Approval by the Board, to Approve the June 24, 2021, Committee Meeting Minutes

Public Comments:

Josh Roberts asked if the Committee meeting minutes could be posted on the website. Amy Leonard, Solicitor said that under the sunshine law it is not legally required for a municipality to post any of the minutes, but it reduces the right to know requests for this information. It was pointed out that Council meeting minutes are already posted on the website. Amy Leonard said that the Committee minutes are always available through right to know request and can be put on the website if that were what Council would decide to do, but they can only be posted after they are approved.

Regular Committee meeting Adjournment: 8:55 p.m.

Next Meeting: Wednesday, August 4, 2021, Council Meeting & Thursday, August 26, 2021, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary