

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	June 24, 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, Mike Kyle – LASA representative, Dave Miller – TOA representative

Josh Roberts was recording the meeting.

Pledge to Flag

Current & Upcoming Business:

1. **Jessica Grundza: owner of Panache Beauty – plant tree or place a remembrance bench in the park honoring Kasper kids.**

Jessica was not present. Council reviewed the request from Jessica Grundza and said they would be ok with a tree. They could work with Jeff and public works to determine what kind of tree and to possibly place a plaque with it.

2. **LASA: ARP “request for funds” letter**

LASA representative, Mike Kyle explained that they put this request in to 9 of the municipalities that they serve, and East Petersburg Borough is the first one to respond back to them and ask for more detail. He explained that they do not currently have anyone on staff for grant funding. It has come to their attention that municipalities are allowed to allocate some of the disaster relief funds to this purpose. They came up with the amount they are requesting by looking at the number of customers they serve vs. the capital project to continue to serve these customers. They are currently working on upgrades to the system with the largest being an expansion and upgrades to the Plant located in Manheim Twp. These upgrades will take place over the next 5 years, and they will benefit East Petersburg customers as well. This cost is approximately 10 million. They are asking to be considered in the use of the funds if there is funding that exceeds the needs of the Borough. Council asked if this request is a direct affect from COVID. LASA representative said the funds they are asking for are for a capital improvement and it is not related to COVID at all. He explained that capital improvements are an allowed use for the emergency funds, so they are reaching out to find out if the opportunity is there. Council asked if any of these capital improvements will be physically in the Borough. Mr. Kyle said that there is sewer line and manhole rehabilitation planned and they are determined on a year-by-year basis. He also explained that they could focus on the Borough if that is Council’s preference. Mr. Kyle explained that there was revenue that was lost on penalties and interest relating to COVID. Council asked what amount from penalties and interest was lost relating to Borough customers. Mr. Kyle said he could find out. Council asked where improvements would take place. Mr. Kyle explained that all their 9 municipalities are treated equally and benefiting of their services, and therefore benefiting from any improvements. Mr. Kyle also said that there is no direct affect for East Petersburg residents by the amount that would be given. It was asked if any of the LASA improvements done in the Borough could be used toward MS4 credits. Mr. Kyle said it would be separate.

Amy Leonard, Solicitor asked if there would be an intermunicipal agreement for the funds to be obtained and administered. Mr. Kyle said that they would need this to even be able to obtain the funds.

Manager St. Clair said when the funds are received, we plan to wait to decide on how to allocate the funds because the guidelines are changing every day on how a municipality can utilize the funds.

Mr. Kyle said one sewer authority in the state is trying to put together a package to work directly with individual municipalities to show how this can benefit them directly. This is something that LASA has not talked about, but this could be something they decide to do.

Josh Roberts asked if the amount LASA is requesting is public information. Manager St. Clair said it was not spelled out in the letter.

Mr. Kyle said losses and improvements amounts are: \$354,000 decrease in revenue from reduced usage; \$63,000 reduction in past due charges; \$18,000 covid related safeguards; 126.6 million for 5-year capital plan. The amount related to East Petersburg customers is 8% or \$10,000,000 for treatment infrastructure. The amount requested of each municipality is based on number of customers affected, where they are located, and how they are served.

Council told Mr. Kyle they would like to see a specific plan with a detailed sheet showing how the money would be used on the sewer infrastructure within the Borough limits. It was pointed out that this kind of information might be good information for LASA to gather for the other municipalities, and it might help them get them more of a response.

3. TOA – Final Land Development & Lot Consolidation Plan for Phase 3

The plans were submitted to and reviewed by Council. Michael Bingham said the plans are very similar to what was submitted in the phased planning and said that there are still some administrative items remaining on his comment letter, but nothing of engineer quality. Mr. Bingham said that his recommendation would be to approve the plans at the July 6, 2021, Council meeting conditioned upon receiving a clean engineer review letter. Mr. Bingham said TOA is requesting 2 waivers, but there is nothing out of the ordinary in the plans.

Dave Miller, Rettew representative said TOA is asking for a tree modification to plant 5 of the trees in the open space because there was not enough room to plant all the trees planned on the street. It is just moving 5 of them to the open space. The second modification requested is the curving of the curb. It is found that the curb with the curve is less likely to break off and they would like the curbing to match throughout the development. Mr. Bingham said it is a better product than the Borough currently has, so his recommendation would be to approve this.

Council asked what the anticipated timeline of the project is. Mr. Miller said they are ready to move into phase 3 of the project as soon as possible. Mr. Miller said that this is why they would like to request permission to move forward with earthwork for this project prior to the plans being recorded.

This was a 4–5-year project and they are a year ahead and this project will most likely be complete in 3 years. Mr. Bingham said he would recommend against it, and have it done in the proper order. Mr. Bingham said in his experience giving permission to start prior to recording can slow down receiving the remaining items and there are still agreements needed to dedicate the roads, fees in lieu of, and a few other final items are still needed to be sure everything is taken care of prior to recording. Amy Leonard will have to review the deed of dedication for the roads, the HOA agreements, and the provisions for the walking trail maintenance. Councilmember Schick said the planning commission reviewed the plans and waiver requests and have recommended approval. Mayor Malone pointed out that the HOA near him in Constitution Square folded. Mr. Bingham pointed out that they are planning to dedicate the roads and all the stormwater facilities are in East Hempfield. East Petersburg will supply the water for the East Petersburg properties only.

It is not determined what the addresses will be for the new homes in East Petersburg Borough. There will most likely be some centralized mail stations for mail delivery. Amy Leonard said provisions for maintenance will need to be made for this area, so it does not fall on the Borough.

Council said the plans for TOA phase 3 will be put on the July 6, 2021, agenda.

4. Discussion on Civic Grounds Park equipment

A report with pictures was submitted and reviewed by Council.

Manager St. Clair along with Robin Hemperly met with John Gerencser on May 19th. They walked around the park and looked at the different areas and discussed the safety of the equipment. The second part of the memo submitted will come in July. Councilmember Rannels explained that John Gerencser works part time as a park consultant & works with park equipment sales. He has 15 plus years' experience working with maintaining, replacing and building park equipment for county and state parks and he is very knowledgeable with the regulations.

There is a meeting set for mid-July that will include Manager St. Clair, Robin Hemperly, Kristin Troop, Jennifer Pfautz and it will be hosted by S. Clyde Weaver who also requested to be part of this meeting. Councilmember Rannels explained that the Events Committee has fundraising sources and the Amphitheater is now finished, so for on-going contributions they would like to see the park improved and one of the things they would like to do is put money into the park area.

Manager St. Clair pointed out the following from the meeting at the park with Mr. Gerencser:

One of the first things that was suggested by Mr. Gerencser is to remove every other swing on the big kid swing set due to safety guidelines; the swings are currently too close together. They are looking at replacing the other swings later.

Manager St. Clair said that we must follow the safety guidelines put into place by the State. Council recommended having the insurance company come out and do an assessment of the equipment that we have and find out if we need to pull the swings out.

Teeter totters are unsafe - wood is rotting and cracked. It was recommended to remove the teeter totter and replace it.

Spring jumpers are in bad shape and will need replaced. The cement base is not level on these and they appear to be leaning. These are a favorite among the kids and there is enough room, so it might be a good idea to add more along with replacing the old ones.

Tire swing is not currently attached to anything. It was recommended to keep the tire swing and possibly add two additional swings to that structure. Mr. Rannels said that they were told they could get 5 1/4" clamps and it would be relatively inexpensive to hang regular swings there rather than the tire swings.

Whatever is taken out should be replaced with something right away, so people do not get upset about equipment being removed.

It was recommended to put mats down instead of mulch by digging out the mulch and then placing the mats down and then put the mulch on top of that.

The metal climber is still safe. It was recommended to scrape and then paint this with fresh paint using a few different colors. Nuts/screws can be sanded down to be smoother.

It was recommended to remove some of the trees and bushes there. The neighboring property is allowing their trees and bushes to grow into the park area. The tire swing area needs attention.

The wooden play set is splintering and is attracting bees, and it was recommended to replace and add equipment on this structure. Council pointed out that it might be worth replacing the wood structure with an ADA compliant piece of equipment, rather than adding and replacing parts.

Sliders look good, but once a month someone should check that the handles are secured. Sliding Boards are in good shape.

Manager St. Clair said this was just a start to see what is safe and unsafe and we are still working on finding grants. The American Rescue money cannot be used for any of this. Manager St. Clair will contact the insurance company to come out.

5. **Appeals board opening – Jeff Cassell**

Jeff Cassell is interested in serving on the Appeals Board. Justin Carrol has moved out of the Borough, and this has created a vacancy. There will be a resolution put on the next agenda to update the appointments list and this will be added.

6. May 2021 Committee Meeting Minutes

It was moved and seconded (D. Miller / A. Gochnauer) with unanimous Approval by the Board, to Approve the May 27, 2021, Committee Meeting Minutes

7. Payables 6/24/2021

Reviewed by Council.

8. Fire Company Financial

Reviewed by Council.

9. HAFSC update: Tammy, John W. and Randy

John Kottmyer is working on confined spaces with one way entry in and out. It was pointed out that these spaces should be tracked so the fire dept. knows where they are. Council would like a monthly report with more details to show what he is working on, same as the other reports submitted for their Council meetings. John Wolf will let the board know at the next meeting that the minutes are still not being put out in a timely manner. Ms. Moseman said John Kottmyer is currently working on coming up with new monetary incentives for recruitment and retention to appeal to the younger people. Long term programs are not as enticing to the younger generation. Currently have 2,000.00 per year tuition re-imbusement. Councilmember Rannels said that he attended the meeting and there was not a lot of detail reported by the CFO. Mr. Rannels said that he was not being asked a lot of questions and he felt that more information should be shared or discussed. Councilmember Wolf said that there is not a lot of information or thoughts shared at these meetings. It was pointed out that John Kottmyer is communicating on a regular basis with the fire departments, but the board only meets once a month, so they would like to hear more about what is going on. Councilmember Houck pointed out that he might be directed by East Hempfield to only give bullet points rather than in-depth reports at the meetings.

Council discussed having by-laws and that there needs to be more structure. Council expressed concern that it is still not clear who John Kottmyer reports to and who has the real power over all of this. Councilmember Gochnauer pointed out that John Kottmyer is doing a good job for the fire companies and recruitment & retention is one of the things he will need to figure out. Councilmember Gochnauer said that he feels bylaws need to be made. He pointed out that there is nothing in writing that requires the CFO to do anything for Council.

Councilmember Gochnauer said that it still needs to be determined if the HAFSC board will be the advisory or the voting board. It was pointed out that there should be a flow chart established. Tammy Moseman asked what should happen if the EPB fire department would not be interested in putting together bylaws. Councilmember Gochnauer said that it is ultimately up to the HAFSC board members to decide this, but he would personally like it to be more structured. Tammy Moseman said she would like it to be more structured also. Councilmember Wolf suggested this be discussed with the fire department. Councilmember Miller said that when she attended the last HAFSC meeting, the one positive thing she took away was that John Kottmyer said he is currently working on strategic planning, and this is important.

The 6-month review will be coming up soon.

Josh Roberts said that Blue Rock has a fire commission that includes 4 fire departments from various municipalities, and they have a position similar to John Kottmyers, so it would be interesting to see how they do things there and maybe a good idea to attend one of their meetings or find out if they have bylaws.

10. Fire Co.

Reviewed by Council

11. Traffic Light overview – John Schick

Mr. Schick explained that everything on the roads needs to be approved by PennDOT. Mr. Schick gave Council a report that he put together for them to review and pointed out some of the items on the report. The signal light plan that is recorded for the intersection at Rt. 72 & Miller Rd. needs updated and he feels it is critical to update this plan and submit it to PennDOT. This light is jointly owned by East Hempfield, and all costs involved are shared with them. Josh Roberts and Jimmy Swarr did surveying at the Rt. 72 & Miller Rd. intersection and along with the findings from the survey and the crash reports (15 crashes in the last 5 years) it was found that the criteria to install a flashing yellow light is only met heading west direction coming from WAWA. Mr. Schick explained that PennDOT will sometimes allow for all lights to be changed when the criteria is met from only one direction.

Mr. Schick also pointed out that traffic patterns change over time and traffic studies are usually only done when land development takes place. For this change to take place East Hempfield would need to be notified and agree to the change. It is approximately \$18,000.00 which would be split with East Hempfield. Mr. Schick said his

recommendation is to do the light upgrade. Three quotes would be needed. It was pointed out that the American Rescue cannot be used for this. It can only be used for water, sewer, or broadband. For a project this size, Green Light Go would not be awarded. East bound at WAWA has a dip, but the permit has been closed out and PennDOT has accepted this the way it is. It was agreed to send the information to East Hempfield to find out if they would be interested in upgrading the light at this intersection. The light at Graystone Rd. and Main St. is currently in the Transportation Improvement Program. Councilmember Schick thanked Josh Roberts and Jim Swarr for doing the traffic study at Rt. 72 & Miller Road and said the information they collected while being at the intersection was the backbone of his report.

12. Misc. Items

Manager St. Clair:

Sent out information and maps for the Lancaster Bicycle Club Classic on August 15, 2021, for Council to review. She said if anyone has questions to let her know now so she can go back to them and get their answers and if not, this will be put on the 7/6/21 agenda to approve the date.

Fog Seal project was put out to bid and Martin Paving was the lowest bid in the amount of \$98,121.00. This will be put on the agenda to approve upon Solicitor reviewing all the bid documents.

Last Year Council approved a resolution to include the use of the pavilion with the Community Center rental at no additional cost to allow for social distancing during covid. Before the resolution was passed the Pavilion was a first come, first serve basis. Manager St. Clair said now that social distancing is not necessary, it could be put back to first come, first serve and revert the fee to pre-covid. This will be put on the agenda for a vote at the next meeting. Cameras in the park at constitution square: It was found out that we cannot put cameras on the PPL pole which means that poles will need to be installed if we want to put cameras over there.

Linda Rannels came in to discuss what needs to be done at the concession stand at the park: drop ceiling, hand wash sink, repainted, 3-bay sink installed. The approximate cost of these repairs is 5,000.00.

They are planning on using transportable appliances to minimalize costs. Linda Rannels said she would like to request her Dept. of Agriculture inspector come out for a consult prior to any work being done and let them know if anything else would be needed. Council said it was previously discussed with the Events Committee they were going to let us know what was needed and contribute to the cost of the updates and then it would be exclusive to the Events Committee. It was pointed out that an agreement would need to be put into place for use at some point. It was also pointed out that whoever would use it would need someone safe serve certified to be there. Council will tour the water plants at some point. Manager St. Clair will set up a date and time and let them know. Manager St. Clair asked councilmembers to bring the budget books to the meeting next month.

Manager St. Clair let Council know she will be on vacation the first week in July, therefore she will not be at the next Council meeting.

Jeff Moseman:

Pointed out there is MS4 information for resident to take home with them available on the back table. He also pointed out there is information available for MS4 on the Borough website.

Mr. Moseman said he has looked into the grass treatment that Council suggested he look into to reduce the growth of grass coming up from the ground. He said the product is designed to stunt the growth of the grass, but there would be multiple applications needed throughout the season. Some of the products require treatments every 2 weeks and others every 4 weeks. The cost varies with the least expensive one needing more applications. Mr. Moseman is working on determining if this would be a savings for the Borough to use or not. Mr. Moseman said this might be something they could use in some areas of the park.

Councilmember Miller:

HARC discussed if they should continue the contract with Silver Sneakers. Facilities that are enrolled with Silver Sneakers do not make money; they lose money. The companies that sell the Medicare part B are the entities that make money at the facilities expense. The contracts are mostly non-negotiable. HARC is prohibited from collecting initiation fees, non-resident fees, or even class fees.

Koser Jeweler Tennis Tournament will be held August 9 through 15. They are looking for volunteers such as ball persons, court monitors, and to work in the player's lounge. There will be a Kid's Day on August 13, to meet the professional woman players and there will be festival activities, such as face painting. Registration is required.

More activities for the week are listed on Hempfield Rec's website.

Pool attendance is good this year.

Councilmember Rannels:

Recently e-mailed maps for the parade permit to request to close State Road for the parade, and this was submitted to PennDOT. Mr. Rannels said that they are looking for alternate routes to eliminate the parade and 5K from having to cross over 72 and State St.

Councilmember Wolf:

Asked for an update on LIMC. Manager St. Clair said that we are not doing it this year.

Asked if ARP is going to be in a separate account.

Amy Leonard said that her advice is to keep it separate. The ARP is approved to use for water, sewer and broadband projects. Ms. Leonard said the guidelines are always changing, so if the funds are spent and the guidelines change, the government could make you repay it. Ms. Leonard suggests sitting on the money for a while until the guidelines get figured out. She would recommend figuring out eligible water projects. Ms. Leonard said she thinks that it would be ok for the Borough to give funds to LASA if that is what Council decides to do, but the guidelines are changing so often it is still to be determined. Council pointed out that there was a 10-year plan established and put into place for water infrastructure improvements and that should increase eligibility. The first round can be spent through December 2024, and the second round spent through December 2026. Mr. Moseman pointed out that 2/3 of the town has old piping, and in time the water tanks will need painted on the inside.

Mayor Malone:

Radar passed in the senate again and this is good news. PA Mayor's association has been reaching out for support to help get this passed.

Lancaster County Mayor's Association meeting discussed getting more support for funding for emergency management services from federal, state and county.

Attended Conestoga River meeting and discussed having more activities that are more community based, such as nature walks.

East Petersburg Veteran's will be holding a meeting on Saturday morning at Family Fare.

Public Comments: None

Regular Committee meeting Adjournment: 8:36 p.m.

Executive Session for legal & personnel matters: In – 8:44 p.m. Out – 9:29 p.m.

Next Meeting: Tuesday, July 6, 2021, Council Meeting & Thursday, July 22, 2021, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary