

**EAST PETERSBURG BOROUGH  
COMMITTEE MEETING MINUTES**

**June 27, 2024 6:00 p.m.**

**Held in person: 6051 Pine Street, East Petersburg, PA**

**CALL TO ORDER:** Meeting was called to order by Debra Miller, President of Borough Council at 6:00 p.m. with a moment of silence and Pledge of Allegiance.

**ROLL CALL:** Council Members: Debra Miller – President, John Schick – Vice President, Adam Gochnauer – ProTem, John Herr – Member, Randy Rannels – Member, William Sharp – Member, Sandra Valdez – Member

Mayor: James Malone

Borough Solicitor: Amy Leonard

Borough Manager: Karen St. Clair

**VISITORS:** Karyl Carmignani, Josh Roberts, James Swarr, Samuel Maurer V, Jeff & Tammy Moseman, Sarah Hunt, Bob Johnson, Ben Johnson, Susan Peifer, Don Peifer, Ruth Sauder, Jay Parrish

**I. PUBLIC COMMENTS**

- Susan & Don Peifer voiced concern about the loud noise from the pickleball court and that there are no signs stating hours at the court. They live at the closest house to the courts; approximately less than 100 feet away. She asked if hours could be changed to a later time. Council said they are excited to be able to open the courts. After discussion it was decided five signs will be ordered stating park hours. A timer will be installed on the lights – this will restrict light usage past 10 p.m. Sound barriers will be looked into. Council said they will continue to address any issues and take action when necessary.

**II. AGENDA ITEMS FOR DISCUSSION ONLY**

1. **Right to Know Policy – Review Draft:** Recently several municipalities received requests for agreements from an anonymous requester. A RTK Policy will be helpful to fall back on when proper information is not provided. Amy Leonard, Borough Solicitor put together a draft policy based on a sample policy made available by the Office of Open Records. The policy will cover what is required by state law and states that we follow this law. A requester will need to fill out the RTK form completely; anonymous requests will not be granted. There are exemptions under the PA RTK law as to what are public records relating to security.
2. **Park Recreation: Pickleball Requests & Bicycle Rack in the Park:** Manager St. Clair was asked by pickleball players for benches at the courts, additional trash bins, and a separate entrance to the courts so they do not have to walk past the tennis court to get to the pickleball court. Adam Gochnauer suggested opportunities be offered to the public to sponsor or dedicate a bench instead of using taxpayer money. Options for sponsorship/memorial opportunities will be looked into and brought back to council. Bicycle rack grant will be looked into. Gate will stay the same.
3. **Review PSA from SDE for Pine Street water main replacement project:** Proposal from SDE will not exceed 127,000.00 for this project. This amount includes work for both phases: survey, design, specs, bid administration, and construction administration. An approved inspector will be on-site daily during construction. Scope, fee, and schedule will be added. This will be on Tuesday's agenda for approval.
4. **Review Financial Audit for FY 2023:** The audit is complete. Everything went well with no findings. Manager St. Clair will work with borough solicitor, Amy Leonard to draft an Investment policy.
5. **Review Account Payables 06/27/2024:** Reviewed by Council. - No Additions to the regular bills.
6. **Fire Company Financials – for review only:** Reviewed by Council.

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**7. Misc. Items:**

Manager St. Clair

- Financial advisor's office will be changed from Myerstown office to Lititz office. The Lititz office is closer to the borough office. Investments will remain the same. This will be on July agenda.
- Events Committee asked if cars can be parked on the grass for Woodstock music event. Council did not like the idea of cars going in and out of the park while people were using the park due to safety and security reasons.
- Commercial agreement for electric will renew 12/2024 through 12/2027 – \$46,000.00 was saved in 1 years' time just by having this agreement.

Debra Miller

- Attended Lancaster Airport tour along with some of the other Councilmembers. They have a full staff of paid firefighters. Manheim Twp. is first responder if needed. Breeze Airways, air bus services will begin flights to Orlando on October 8. They were unable to share first response on a jet this size, due to FAA regulations prohibits sharing of plans. There are 100,000 take offs and landings each year: of these flights 1,600 are military related, corporate jets, private planes, and flight schools. Life lion and another organ transport company are on site. Hanger rentals are available. Financially in great shape. Electric planes will be available in the future.

Sandra Valdez

- Attended DUI conference for the county. NLCRPD had 2 officers awarded for high percentage of DUI arrests.

**III. ACTION ITEMS**

1. *It was moved and seconded (W. Sharp / R. Rannels) with unanimous approval by the board, to approve May 2024 Committee Meeting Minutes.*
2. *It was moved and seconded by (S. Valdez / J. Herr) with unanimous approval by the board, to approve firework display application from Events Committee for June 28 and September 14*

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

**V. ANNOUNCEMENTS:**

- The next Borough Council meeting will be held on Tuesday, July 2, 2024 at 7:00 p.m.
- Borough office will be closed on Thursday, July 4, in observance of Independence Day.

**ADJOURNMENT:** 7:08 p.m.

**EXECUTIVE SESSION FOR PERSONNEL MATTERS:** In – 7:13 p.m. Out – 7:30 p.m.

**REGULAR MEETING BACK IN SESSION:** 7:30 p.m.

*It was moved and seconded (S. Valdez / J. Schick) with unanimous approval by the board, to approve the bonuses and wage increases*

**ADJOURNMENT:** 7:30 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary