

MINUTES OF THE COMMITTEE MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

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| <b>DATE AND TIME:</b> | October 27, 2022 | 6:00 p.m.  |
| <b>LOCATION:</b>      | Community Center | 6051 Pine Street   |
| <b>ATTENDANCE:</b>    | Council Members: | Debra Miller, President<br>John Schick, Vice-President<br>Adam Gochnauer, Pro Tem<br>John Herr (Absent)<br>Lauren Houck<br>Randy Rannels<br>Sandra Valdez (Absent) |
|                       | Mayor:           | James Malone   |
|                       | Borough Manager: | Karen St. Clair  |
|                       | Supervisor:      | Kevin Martin   |

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

**Moment of Silence / Pledge to Flag**

**Visitors:** Jeff Moseman, Tammy Moseman, Samuel Maurer IV, Samuel Maurer

**I. PUBLIC COMMENTS:**

1. Tammy Moseman, said she has contacted a contractor to have her sidewalk/curbing replaced on Lemon Street and is not sure what to do because her property line is in the middle of the neighbor's driveway. She said if she replaces hers now and the neighbor chooses to wait until the borough puts it out to bid, the driveway will be uneven until then, and their repaved sidewalk will be torn up when he gets his done. It was discussed they could try talking to the neighbor and have it all done at the same time or cold patch it to smooth out the uneven part. John Schick said when they pull the permit, they can discuss this with the zoning officer further.
2. Sam Maurer IV, asked if the borough has received prices for sidewalk/curb replacement. John Schick said they will be reviewing the official letter tonight that will go out to residents giving residents until August 31, 2023 and after that it will be mandated and fall under the borough project. After they review/approve the letter and specs they will be sent out to residents.
3. Sam Maurer V, asked if the ramps on corner properties will be replaced by the borough? John Schick said yes, the borough is paying for this because it is the public right of way, and it is the right thing to do.

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

1. **Review Draft Letter(s) & Specs for Lemon Street Sidewalk Project**  
Manager St. Clair said if Council is ok with the wording and what is stated this will be put on the agenda for the next Council meeting and the letter will be mailed out the next day after approval is given. The cut off date is August 31, 2023 and this date will be put in the letter. What is not done by that date, will be added into the boroughs project, and then billed to the residents. The letters with specs will be mailed out with electronic receipt after approval is given. This will be added to the next agenda for a vote.
2. **Review Ordinance 321, Amending the Duties of the CFO**  
Manager St. Clair said she received a letter from Cindy Schweitzer at East Hempfield Twp. stating if we are going to continue to use the services of the CFO either directly or through the fire company, they would like to have an amendment for his duties and responsibilities. Manger St. Clair had the solicitor put this ordinance together for us and it was sent to the fire co., and they were ok with everything in the ordinance. This will be on the agenda at

next weeks council meeting. It was explained that we have to approve this separately for what he does in the borough because we are in charge of our district. This will be added to the next agenda for a vote.

3. **Review Ordinance 322, Amending parking regulations or Community Mailboxes**

A complaint was received about people parking at the community mailboxes at Constitution Square. The ordinance will be amended to say that no vehicle can be parked within 14 ft of the adjoining address. A list of mailbox locations was also added. The solicitor's recommendation was to hang one sign or paint the curbing. Manger St. Clair will verify what is needed to be able to enforce this. This will be added to the next agenda for a vote.

4. **Review Resolution for Act 57: Property Tax Penalty Waiver**

Manager St. Clair explained when properties are sold near the time a real estate bill is being mailed out is usually ends up being mailed to the old owner instead of the new owner and then the new owner gets hit with a 10% penalty for not paying the property taxes. This will be added to the next agenda for a vote.

5. **Review Meeting Dates for 2023**

Manager St. Clair reviewed the meeting dates with Council. This will be added to the next council meeting agenda and then the dates will be advertised.

6. **Review Banner Suspension Dates for 2023**

Manager St. Clair reviewed the banner dates for 2023. This will be added to the next agenda for a vote.

7. **Review Accounts Payable 10/27/2022**

There were a few additions to the regular bills: sweeper broom repair, mower repair, repair to shed roof, SPCA fees for 2 lost dogs, and tennis courts line painting/resurfacing.

8. **Review 3Q 2022 Financials**

Manager St. Clair reviewed the 3Q 2022 Financials for Water, General and Trash with councilmembers.

9. **Review 2023 Budget**

Manager St. Clair reviewed the 2023 proposed budget in its entirety for all accounts with councilmembers.

This will be added to the next agenda for a vote to advertise the proposed budget for 2023.

The fleet list will be reviewed, and a plan worked on for future purchases.

A surplus of funds was transferred to help pay for the increase of trash collection costs in order to keep the rates lower for residents.

10. **Misc. Items from Manager or Borough Council**

Kevin Martin – Riparian Buffer Maintenance hosted by Lancaster City and the Little Conestoga Watershed Alliance, will be held on November 5, beginning at 9:00 a.m. Rain date is November 12. Volunteers can sign up online.

Manager St. Clair – Proposed changing the office hours to Monday through Friday 7:30 a.m. – 4:00 p.m. without closing the office for lunch. We have been tracking hours for several months and people are there dropping payments on their way to work before we are open as well as during the lunch hour. Staff will take turns having lunch. This will be added to the next agenda for a vote.

Thank you letter was received from Lancaster County Library. The increase they asked for was budgeted for in 2023.

Mark Cohen called the office to thank Jeff for everything he did during the water main break.

Letter was received from LASA requesting ARPA funds from the Borough. Manager St. Clair said she did not budget for this, but if this were something council would like to consider to let her know.

Municipay, who is the processor we use for online utility payments, will soon be offering e-check as a form of payment for a flat fee of 1.50. If a check bounces, we do not have to pay the fee, the processor will go after them for the payment. Autopay will be available in the future, and that information will be passed on when it becomes available.

Received a phone call from Lt. Kilgore re: thieves trespassing at water and wastewater facilities looking for chemicals. He asked that everyone be very observant and to call them if they see anything suspicious. The thieves hit Pennsboro and are working their way down. NLCRPD is working with the FBI on this. Jeff Moseman said that they do have a security system and each door has been updated to a steel door with a small window they could not get through. The alarm system is monitored 24/7 and if the alarm goes off, the police and water department are contacted immediately.

Mayor Malone – In September he attended the Lancaster County Mayor's Association Meeting, and they reviewed the full list of homeless services in the area, and he has information to pass on for this.

Debra Miller – Attended the Lancaster County Boroughs Association meeting last night and three different individuals mentioned the radar law. They were informed that they might soon be able to get the radar bill out of committee and possibly vote on it.

She did confirm that our polling places will be covered with poll workers.

Extended hours are available for drop-off ballots on November 3, 4, 5 and possibly November 7.

Penn Medicine-LGH has developed a "Lead Free Family" program to identify lead, remediate, referrals, screenings, and for free relocation during remediation. Six children per week are being diagnosed with lead poisoning County Wide through Penn Medicine. This will be posted on the website.

Adam Gochnauer – Wants to start reviewing Pine Street being a one-way street after the new year. Also, need to decide what to do with the plot of land with three buildings after the offices move. Manager St. Clair said these two items are on the Agenda for January to begin discussions. Mr. Gochnauer suggested Jeff Moseman and Kevin Martin take a look at this also.

#### **11. Fire Company Financials – for review only**

### **III. Agenda Items for ACTION**

- 1. *It was moved and seconded (A. Gochnauer / J. Schick/) with unanimous approval by the board to approve the September 22, 2022, Borough Committee meeting minutes***

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

**V. Committee Meeting Adjournment: 7:55 p.m.**

**VI. Executive Session for personnel or legal matters: 8:06 p.m. – 8:48 p.m.**

- 1. It was moved and seconded (D. Miller / A. Gochnauer) with unanimous approval to approve the compensation package for borough employees**

**Next Meeting: Tuesday, November 1, 2022, Council Meeting & Thursday, January 26, 2023, Committee Meeting**

Respectfully Submitted,  
Kim Strayer, Recording Secretary