



EAST PETERSBURG BOROUGH COUNCIL MEETING
Held in person: 6051 Pine Street, East Petersburg, PA
February 4, 2025 - 7:00 p.m.
Meeting Minutes

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council, at 7:00 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 Manager: Karen St. Clair

VISITORS: Karyl Carmignani, Tammy & Jeff Moseman, Don Kissinger, James Swarr, Kristin Troop, Brenda Garrett, Amy Swanger, Violet DeStefano, Dereck Duffy, Josh Roberts, Jamie Rohrer, Caleb Simmers, Fran & Joyce Mokros, William Martinez, Kevin Harley

VISITOR/COMMENTS

East Petersburg Events Committee: Kristin Troop gave changes/additions to the 2025 Events. There will not be a car show in East Petersburg this year. April 12-Bingo Fundraiser; June 14-Yard Sale & Chicken BBQ; June 27-Movie in the Park w/Food Trucks/Music and Fireworks; July 11-Summer Fest w/Beer Garden & Music; August 8-Food Trucks & Music, August 30-Blues Fest w/Beer Garden; Sept 16-20 East Pete Days, October 4-Pumpkin Fest, December 12&13-Santa in the Park.

Kevin Harley: Thanked snow removal team in East Petersburg Borough for doing a great job. Also, asked for update on pickleball court; Manager St. Clair said this will be discussed further at the end of March.

BILL PAYMENT - Reviewed by Council - No additions to the regular bills.

REPORTS

Police: Report submitted to Council. Chief Kilgore reviewed the complete year-end report with Council. The regional policing concept continues to save its partners money.

Vehicle accidents are up due to increase in traffic flow. Traffic stops have increased. Currently testing out a trial of Urban SDK Traffic Management Software. The entire report can be found on the NLCRPD website <https://Lancaster.crimewatch.pa.com/NLCRPD>.

Mayor: James Malone: Attended Lancaster County Mayors Assoc. mtg & PA State Mayors Association mtg.

Penn State Life Lion EMS: Report submitted to Council. There were 25 calls in January in the Borough.

Emergency Services Coordinator: Violet DeStefano reviewed monthly report and annual report with Council. Hazard Mitigation Plan is currently under review until 3/1/25. This information will be put on the website. Looking into creating a volunteer position to support emergency operations if Ms. DeStefano is not available.

Fire Dept.: Chief Rohrer reviewed the monthly report and the year-end report with Council. They responded to 37 calls in January. In 2024, they responded to 354 incidents. The recruitment and retention team is doing a great job – there are 18 new members. Received grant to replace 20-year old nozzles. Working to lower ISO classification for insurance purposes. TOA is considering holding a blood drive.

Borough Manager: Manager St. Clair reviewed her report with Council.

Auditors finished last week. We will receive the report next month.

Ryan McKinley finished 90 day probation period and is now a full time employee.

Connection of water lines at Wolf Circle and Jackson Dr. Solicitor has created an easement agreement for this.

Plan to use liquid fuels surplus for Fog Seal on Hollow and Stevens Dr. and sidewalks on upper Lemon St.

Columbia Borough Yard Waste Facility has increased Yard Waste fee by 5.00 per ton.

Many projects are ready to go out to bid. Project schedule will be posted on the website.

White & Rudy, CPA to provide quarterly and annual payroll tax services for the Borough.

HARC: Food vendors are not coming back for this pool season. Would like to have 2 vending machines.

Department Managers MS4/Public Works/Water: Reports submitted to Council.

Zoning Officer/Property Violations: Reports submitted to Council.

Solicitor/Collections: Report submitted to Council.

OLD BUSINESS: Committee Meeting Topics – Special Needs Registry, PC Policy, Res. for Borough Manager to act within the executive branch with NLCRPD, update on projects & future grants, follow-up 5890 Main stormwater issue, Makers Market 2025, AP 1/23/2025, 4Q24 financials, fire co. financial review, 10/2024 meeting minutes

NEW BUSINESS – Action Items:

President Miller asked if there were any questions about the action items. There were no questions.

1. *It was moved and seconded (Councilmember Schick, Councilmember Rannels) with unanimous approval by the board, to approve January 7, 2025, Council Meeting Minutes.*
2. *It was moved and seconded (Councilmember Sharp, Councilmember Herr) with unanimous approval by the board, to approve moving forward with the Special Needs Registry and working with the Borough Manager and Solicitor to ensure legal compliance in preparing documents.*
3. *It was moved and seconded (Councilmember Schick, Councilmember Gochnauer) with unanimous approval by the board, to approve advertisement for a “special meeting” notice for proposed traffic change to discuss the potential ordinance amendment to make Pine Street a one-way street from north to south.*
4. *It was moved and seconded (Councilmember Schick, Councilmember Gochnauer) with unanimous approval, to mail a letter to residents living on Pine Street inviting them to the special meeting about a proposed traffic change to discuss the potential ordinance amendment to make Pine Street a one-way street from north to south.*
5. *It was moved and seconded (Councilmember Valdez, Councilmember Rannels) with unanimous approval by the board, to advertise the Community Park Project out to bid contingent upon review from the Borough Solicitor, Amy Leonard, and the Department of Conservation & Natural Resources (DCNR).*
6. *It was moved and seconded (Councilmember Schick, Councilmember Herr) with unanimous approval by the board, to advertise the Pine Street Water Main Replacement-Phase1: State Street to Hershey Avenue out to bid.*
7. *It was moved and seconded (Councilmember Sharp, Councilmember Schick) with unanimous approval by the board to advertise Lemon Street Ultrathin and Fog Seal Project for Hollow Drive and Steven Street out to bid.*
8. *It was moved and seconded (Councilmember Herr, Councilmember Rannels) with unanimous approval by the board, to advertise Basketball & Parking Lot Overlay Project out to bid.*
9. *It was moved and seconded (Councilmember Valdez, Councilmember Sharp) with unanimous approval by the board, to approve Maker’s Market Event on July 19, 2025, pending receipt of Certificate of Insurance naming East Petersburg as additional insured.*
10. *It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) with unanimous approval by the board to approve Lancaster County Tax Claim Bureau Certification of Uncollected Taxes for 2024.*
11. *It was moved and seconded (Councilmember Schick, Councilmember Herr) with unanimous approval by the board, to approve the 2025 PA Classics Soccer Tournaments.*
12. *It was moved and seconded (Councilmember Gochnauer, Councilmember Sharp) with unanimous approval by the board, to upload the Borough’s Project Timeline on the borough’s website.*
13. *It was moved and seconded (Councilmember Gochnauer, Councilmember Rannels) with unanimous approval by the board, to approve the 6251 Jackson Drive Easement for water line extension for Wolf Circle and Jackson Drive.*
14. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous approval by the board, to approve Resolution 910, 2025 Yard Waste Agreement with Columbia Borough.*

15. It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) with unanimous approval by the board, to approve sending letter of cancellation to Ledger Right Accounting.

16. It was moved and seconded (Councilmember Valdez, Councilmember Gochnauer) with unanimous approval by the board, to approve Resolution 911, for White & Rudy CPA to provide quarterly and annual payroll tax services.

EXTRA ITEMS (Issues arising in the last 24 hours): None.

ANNOUNCEMENTS:

- A. The next Borough Council meeting will be held on Tuesday, March 4, 2025 at 7:00 p.m.
- B. Appeals Board February 13 - 7 PM as needed
- C. Planning Commission February 20 - 7 PM
- D. Zoning Hearing February 26 - 7 PM
- E. Committee February 27 - 6 PM
- F. The office will be closed Monday, February 17th in observance of President's Day.

EXECUTIVE SESSION FOR LEGAL AND PERSONNEL: None

ADJOURNMENT: 8:42 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary