

MINUTES OF THE REGULAR MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME: January 2, 2024 7:00 p.m.
LOCATION: Community Center 6051 Pine Street
ATTENDANCE: Council Members: Debra Miller, President
John Schick, Vice President
Adam Gochnauer, Pro Tem
John Herr
Randy Rannels
William Sharp
Sandra Valdez
Mayor: James Malone
Borough Manager: Karen St. Clair
MS4/Project Supervisor: Jeff Moseman

The reorganizational meeting of the East Petersburg Borough Council was called to order at 7:00 p.m. by Mayor Malone, followed by the Pledge of Allegiance.

Mayor Malone asked for a Nomination for Council President:

It was moved (Councilmember Herr) to Nominate and Appoint Debra Miller for President of Borough Council, with unanimous approval by the Board. There were no other nominations.

Mayor Malone asked for a Nomination for Council Vice-President:

It was moved (Councilmember Miller) to Nominate and Appoint John Schick for Vice President of Borough Council, with unanimous approval by the Board. There were no other nominations.

Meeting turned over to President Miller.

President Miller called the regular Council meeting to order.

President Miller asked for a Nomination for Pro Tem:

It was moved (Councilmember Schick) to Nominate and Appoint Adam Gochnauer for Pro Tem of the Borough Council, with unanimous approval by the Board. There were no other nominations.

Service Organization Appointments for East Petersburg Borough for 2024:

It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) and carried unanimously, to Appoint the following Service Organizations:

- *Solicitor – Henry & Beaver Law Firm*
- *General Borough Engineer – System Designs Engineering or appointed by project*
- *Water Engineer – System Designs Engineering*
- *Auditor – Unknown*
- *Zoning Officer – System Designs Engineering*
- *Sewage Enforcement Officer – System Designs Engineering*
- *Property Maintenance Compliance Enforcement Officer – System Designs Engineering*
- *UCC Compliance Officer – System Designs Engineering*
- *Zoning Hearing Board Solicitor – Janice Longer, Law offices of Appel, Yost, & Zee, LLP*

Visitors: Karyl Carmignani, Colleen Fry, Mary Armstrong, Brad & Maddy Pedrow, Samuel Maurer IV, Violet De Stefano, Jeff Moseman, Mike Dietrich, Wyatt Dietrich, Caleb Simmens, Roger Howard, James Swarr, Tony Lyrstis, Josh Roberts

Visitor Comments:

1. **Josh Roberts** asked when council selects a contractor to represent the borough for zoning and compliance, is it done through a closed bid process or recommendation from council? Manager St. Clair said it is usually a recommendation and we do not have to put it out for bids. She contacts different firms and asks them to submit a proposal by a certain date. There is a form that is used for this. She said she sent out proposal requests to three companies and only one responded. Many companies are at capacity for clients they can handle. Mr. Roberts pointed out that while Michael Bingham was vice president of ARRO, council voiced concern for how Collin Fox was performing his duties as zoning officer relating to group homes and tree cutting issues. He said Mr. Bingham knew about these things because it was brought up to him at the meetings. He said now that Mr. Bingham is working for the new company we are using for these services, how do we ensure this won't happen again? Manager St. Clair said when Councils' concern was reported to Mr. Bingham, he did take back the role of zoning officer. When he left the company, Ed was sent to us by ARRO. Mr. Schick said this occurred within days of Mr. Bingham becoming the point guy.
Adam Gochnauer said in the beginning Michael Bingham was our zoning officer, and he was hands on doing the day to day stuff and he likes doing this. When he became VP, he could no longer do this role and had Collin doing it, which did not go well. ARRO did a reorganization of the company, and with Mr. Bingham's position and his rank, they eliminated a lot of the top executives, and he was a free agent. When he left we ended up with Ed. Mr. Bingham is going to be the hands on guy for us now.
Mr. Roberts said he just wanted some clarification because to the average citizen it might not look good, but he feels the answer provides good insight. John Schick said we were trying to find a company that can cover all our needs. John Herr said that Mr. Bingham is not only familiar with the borough but has helped us get some really good grants lately. Mr. Herr pointed out that somebody in this position will butt heads with people at times because he is the one that has to call it the way it is, but he feels we are fortunate to have him back. Mr. Roberts said in his dealings with Mr. Bingham, he has been very professional, and black and white, and feels the explanation was satisfactory. Mr. Schick said for him it was key that we will be dealing with Mr. Bingham and not a lot of other people because it gets hard to track. James Swarr asked if Mr. Bingham left the company. Mr. Gochnauer said no, it was unexpected for Mr. Bingham.
2. **James Swarr** asked how many boil water advisories are usually needed in a year or two. Mr. Moseman said this only happens every three to five years when you have a section of pipe that is opened up and there is no water flowing through it. If there is a water main break or repair needed from a leak, etc., we try to keep water flowing so there is positive pressure in the pipe and to avoid any dirt or bacteria getting into the pipe. When we have a transition from an old pipe to new pipe there will be a need for a boil water advisory. With the recent boil water advisory, we were replacing valves, so the pipe had to be isolated.

Discussion Re: Emergency Management Coordinator Position

1. **Violet De Stefano** said she currently works for the regional emergency medical services council called the Emergency Health Services Federation. She is a public health specialist that works primarily on emergency management activities as it relates to emergency medical services (EMS). She shared her resume with council. She oversees a volunteer medical reserve core of 600 volunteers. This covers a 9 county region. They help to serve when it comes to certain emergencies. Her previous colleague told her about this position. She previously served at Lancaster County for 2 ½ years being able to liaise with emergency management coordinators, including Diane Garber who recently held this position. She has a huge passion for East Petersburg and hopes to live in the borough someday. She worked for Lancaster County on plan writing and review, supported communities in a variety of different preparedness activities, and was able to be boots on the ground responding to emergencies across Lancaster County. She has four goals she would like to support council with:
(1) Provide surveillance and regular communication with borough council and other leadership regarding emergency management activities in the borough.

- (2) There are a lot of ways that Lancaster County Emergency Management serves, and she would serve as a liaison between the county and the borough to provide those resources.
- (3) FEMA says all emergencies start and end locally. She will assist in doing whatever we can do to be prepared. Having preparedness activities is crucial to this. She would use the borough website to provide resources. She would do tabling at the Fire Dept. events and possibly EP Days. She would also work directly with the school and daycares in the community to ensure they are prepared.
- (4) Final thing she would like to do is provide resources to support council regarding emergency management activities that could be crucial for strategic planning.

Mr. Schick asked how she would interact with the elementary school. Ms. DeStefano said initially she would have to go to the East Hempfield School District. She could then work with the principal of the elementary school to see what she can do to support them and provide education and resources to parents. She would work with parents to educate their children on "stranger danger." She would also work with the children and families to understand what to do if there is an incident at school, and how to reunite parents and children that become separated during emergencies.

Adam Gochnauer asked if she would like to do this as a volunteer position, or paid position, or paid by project. Ms. DeStefano said from her experience at Lancaster County Emergency Agency when you pay an individual, especially if it is an EMC, whether it be by project or as a part time stipend, you get significantly more engagement. She said as an individual she would not pass on the idea if it were a volunteer position because she is very passionate about emergency management. She is open to whatever dialogue council would like to engage in. She said there are few paid positions for emergency management in the county. She said there is a significant time commitment if you want it done right. John Herr asked if she sees the borough as a part time position. Ms. DeStefano said yes and said that her current position as the public health specialist at the federation is a very flexible position and they understand the life of a responder is unknown because you can never plan for an emergency. She said that is why she feels she is an excellent candidate for this position because she has an understanding employer that would see the local community resilience is more important.

Sandra Valdez said with this position there is a list of certain training requirements and asked if she had these credentials or would she have to acquire them. Ms. DeStefano said she is currently in the process of obtaining the highest level of certification through the international association of emergency managers which is the Certified Emergency Management CEM. She has accomplished an extensive list of trainings over the last four years. She does not have an Emergency Management bachelor's degree, but she is actively pursuing a master's in public administration with an emphasis on Emergency Management. She has taken a lot of different trainings through the County Emergency Management. She has the baseline, which is ICS 100, 200, 700, and 800. She has taken them multiple times because they always change. She started in emergency management prior to the pandemic as an intern and when the pandemic hit she was made a full time Emergency Manager.

Bill Payment: Reviewed by Council.

Police Report: It was too soon in the month for report to be given.
NLCRPD was not in attendance.

Mayor's Report: Mayor Malone was in attendance.
Nothing to report at this time.

Emergency Medical Service: Report submitted to Council.
Nathaniel Buchanon was not in attendance.
Debra Miller pointed out that they did respond to 23 calls in East Petersburg during the month of December.

Emergency Services Coordinator: No report submitted.

Fire Dept.: No report submitted.

Roger Howard said they had 29 calls during the month of December: 10 calls in East Hempfield, 3 calls in East Petersburg, 1 in Lancaster, 8 in Manheim Twp., 1 in Penn Twp., 2 in Rapho Twp. He did not have the remaining calls to report at this time.

Mr. Howard said he is stepping down as Chief and James Rohrer has taken over the position of Chief for 2024.

Debra Miller thanked Mr. Howard for his service.

Mr. Howard said that Violet De Stefano is a volunteer of the Fire Department and did help on the executive side for a while.

Josh Roberts said he has heard that EP Fire Dept. is no longer the first due response to East Hempfield Township and asked if that is correct. Mr. Howard said that is correct. Mr. Roberts asked if someone is having a cardiac arrest in the portion where East Petersburg surrounds East Hempfield would they still be called. Mr. Howard said this has not been finalized, but they will still be dispatched for AED calls. They will still be on the boxes at Traditions, but they will not have that territory. For AED calls they will still have them first. Mr. Roberts asked if EP Fire Dept. is more of an automatic aid department for East Hempfield. Mr. Howard said yes. Mr. Roberts said he heard that East Hempfield has pulled approximately \$40,000.00 in funding as a result of this. Mr. Howard said yes. Mr. Roberts asked if this means East Hempfield will be utilizing EP Fire Dept. without reimbursing. Mr. Howard said it will just be the same as being called to other areas such as Manheim, Lititz, etc. They just won't be called to East Hempfield as much. Mr. Roberts asked if we will see more Rohrerstown Fire trucks responding to calls in East Petersburg now. Mr. Howard said yes on the outskirts you will see one of them responding more. Mr. Roberts thanked Mr. Howard for what he does.

Borough Manager: Report submitted to Council.

ROW Ordinance through LIMC was put together to establish stronger guidelines for facilities in the right of way. Sometimes contractors do not go through the permitting process and the work is then done illegally. This has not happened to us yet, but the ordinance will cover this if it does. To date, five municipalities have signed the agreement. This is on the agenda tonight.

The Operation & Maintenance Agreement between East Petersburg and East Hempfield for the new overhead traffic signal upgrade at Graystone Rd. and Rt. 72 is on the agenda tonight. This is a standard agreement that says we are responsible for maintaining the traffic signal and if we fail to do so, they can have someone do it and then bill us. Adam Gochnauer asked if we are 100% responsible for the advanced warning sign since it is in East Hempfield. Manager St. Clair said yes. John Schick said we are responsible for the advanced warning light because it is giving warning for the signal light that is in our borough, specifically at Graystone and Rt. 72. It will be a mast arm warning sign that will speak to the controller by radio.

Still in the process of finding an auditor. Manager St. Clair spoke with two firms today and they will both be submitting a proposal. She will have this for the next meeting. The current auditing firm has been helping us find someone new.

The new Airbnb ordinance was reviewed by Lancaster County Planning Dept., and it was approved. This will be on the Jan. 25 agenda and the public hearing will be held prior to that meeting. This will be advertised two times.

Department Managers:

Kevin Martin pointed out the following from the department reports:

Water Dept.

Excavated and replaced broken curb box at 6310 Jeanette Dr.

Water sample site plans have been revised due to previous locations not being able to be used.

Fire Hydrant on Main St. was hit and broken off. Insurance claim was filed. Looking to relocate this hydrant back off the curb due to getting hit a lot.

Snowplow and planning procedure meeting was held. Snow vehicles and snow equipment for their vehicles have been tested.

2007 GMC had a radiator and transmission line replacement.

Water meter stock for 2024 have been ordered.

MS4/Special Projects

There was a MS4 violation on Pine St. – dirt from excavating a sewer lateral was not contained. This was addressed and corrections were made.

Temporary safety fencing put back up at the Meadows Bioswale to keep people from walking through and damaging the swale.

ARPA Funding Lanc. County. Community, round 2 – reviewed by County Commissioners and it is looking good for all three grants for: Koser Rd. Spring pump replacement, City Interconnect pump replacement, Stormwater

infrastructure/preservation/mitigation.

COVID -19 ARPA PA Small Water & Sewer H2O PA Grant was applied for to use for Pine St water replacement project, but this was not selected for financial assistance.

Debra Miller thanked Mr. Moseman and his team for putting together the applications for the ARPA round on such short notice.

Public Works

New TV installed at CC. Old TV was not compatible with the Chromecast anymore.

Tested snow equipment and it is ready to go.

2001 Ford will be replaced in 2024 – tires were new, so they swapped them.

Tree trimming was done on Lemon St. at signs and remaining signs installed.

Three remaining sidewalks need repaired, and a contractor was contacted about taking care of this for those who did not fulfill their obligation.

Finished mowing leaves in the park, replaced tot lot brackets that were in need of repair, started servicing mowers for spring. Alex Keagy, the new employee, is an arborist and has helped with tree trimmings.

Traffic light pre-emptor was repaired by CM High, and we were told it was out for a while, and we did not know about it. The pre-emptors and timing are checked during Spring checks, but the timing is only checked in the Fall. Manger St. Clair asked for this to be added to the check list for Fall also. Mr. Martin will get a price for this. Roger Howard asked if there is any way to change the pre-emptors. They recently scraped a car because they could not get through. John Schick said regardless of whether you have a detector back at Pine St or a push button radio device, it would still have to go through that clearance time at the cross walk and PennDOT will not waive on that. There was discussion about putting in an optical device, so when you come down Pine St. it would trigger it. The equipment was tested and as soon as you make the bend the detector picks it up. Mr. Howard said they have numerous instances that it did not trip. The one at State and Lemon will blink before the one at Main and 72 does. John Schick said it is always an option to put another emitter at the fire dept., but it would have to be hard wired back to the controller. A lot of trouble is people freeze when they hear the siren and then there is nowhere for the trucks to go. He said they don't always know if the light is blinking when they leave or not and if cars hit a red light there is nowhere for them to go. If the light is green, it clears the intersection, and they can keep moving. John Schick said we could apply for something like this through the Arley grant.

Zoning Officer Report: Report submitted to Council.

Property Violation Report: Report submitted to Council.

October, November, and December were busy months for violations.

Solicitor/Collections Report: Report submitted to Council.

Worked on zoning amendment, traffic signal improvement agreement, ROW management ordinance, and Chancey's pub parking agreement.

HARC: (Hempfield Area Recreation Commission) – Debra Miller – Nothing to report.

Old Business:

Review of Committee Meeting Topics: No meeting in December.

New Business – Action Items:

President Miller asked if there were any questions on the new business items.

There were no questions about the new items listed below.

- 1. It was moved and seconded (Councilmember Schick, Councilmember Valdez) with unanimous approval by the board, to approve December 5, 2023, Council Meeting Minutes.***
- 2. It was moved and seconded (Councilmember Sharp, Councilmember Herr) with unanimous approval by the board, to approve Resolution 885, appointing members to NLCRPD.***
- 3. It was moved and seconded (Councilmember Valdez, Councilmember Schick) with unanimous approval by the board, to approve Resolution 886, appointing David Schott to Zoning Hearing Board.***

4. *It was moved and seconded (Councilmember Herr, Councilmember Sharp) with unanimous approval by the board, to approve Resolution 887, appointing members to various boards.*
5. *It was moved and seconded (Councilmember Gochnauer, Councilmember Rannels) with unanimous approval by the board, to approve the Fire Police Event Schedule for 2024, to include any additional events.*
6. *It was moved and seconded (Councilmember Valdez, Councilmember Sharp) with unanimous approval by the board, to approve the Operation & Maintenance (O&M) Agreement between East Hempfield Township and East Petersburg Borough for traffic signal advanced warning signage for the Graystone and Main Street (PA SR 72) project.*
7. *It was moved and seconded (Councilmember Sharp, Councilmember Schick) with unanimous approval by the board, to recommend Josh Roberts to perform the functions of an Emergency Management Coordinator for East Petersburg Borough on a temporary basis until one is permanently appointed.*
8. *It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) to approve Cohen Law Group proposal for Right of Way Management Ordinance Services and for Manager St. Clair to sign.*

Extra Items (Issues arising in the last 24 hours): None.

Manager St. Clair said this is only to consent to the assignment of the agreement if the property transfers. Nothing changes with the agreement. They do not have a settlement date yet. The buyer is aware of the agreement.

1. *It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) to approve assignment of approval agreement if the property of Chancey's Pub transfers.*

Announcements:

1. The next Borough Council meeting will be held on Tuesday, February 6, 2024
2. Appeals Board January 11 - 7 PM as needed
3. Planning Commission January 18 - 7 PM as needed
4. Zoning Hearing January 24 - 7 PM as needed
5. Committee January 25 - 6 PM
6. January 6 - Tree Chipping Event held by the Boy Scouts at East Petersburg Community Park from 8:00 – 2:00.
Sign up at the borough office for curb side pick-up or you can drop off your tree the day of the event.
7. If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

Executive Session for legal and personnel matters: None.

Adjournment: 8:03 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary