

MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	March 1, 2022	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Debra Miller, President John Schick, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Randy Rannels Sandra Valdez James Malone Karen St. Clair Jeff Moseman
	Mayor:	
	Manager:	
	Public Works Foreman:	

**President Miller called the regular Council meeting to order.**

**James Swarr and Josh Roberts were recording the meeting.**

**Visitors:** Linda Rannels, Steve Shenk, Don Schoenberger, John Kottmyer, Kristin Troop, Josh Roberts, James Swarr, Frank Mokros, Joyce Mokros

**Comments:**

1. Collin Fox and Michael Bingham with ARRO Engineering  
Michael Bingham said he will be stepping back as zoning officer and Collin Fox will be taking his place. Starting next week, there will be a little bit of an overlap to allow for training for Mr. Fox. Moving forward, Mr. Fox will be the zoning officer and Mr. Bingham will be the client contact and borough engineer and if anything comes up, we can still reach out to him. Mr. Bingham said he will not charge for his time during training. Mr. Fox said he has been with ARRO for about five years, and he has done zoning work for a couple of their clients. His work with ARRO includes surveying, MS4 programming, drone fly-over and licensing for it, website support, and annual reports. Council welcomed Mr. Fox to the borough.
2. Kristin Troop and Linda Rannels, East Petersburg Events Committee Members  
Linda Rannels said that they definitely want to use the concession stand. She will get with Jeff Moseman about this. Ms. Rannels will put together a basic layout and send it to the inspector. The inspector will then need to come out to give us a list of everything that needs to be put into place in order for the concession stand to pass inspection and be food safe. They have decided to call it "East Pete Eats" and after having it certified they will start bringing food in from the local restaurants that help support the events. As time goes on, they might prepare food there, but expenses are involved to make the upgrades needed, such as the hood, etc.  
Kristin Troop said they will continue to use the storage area in the community center and the shed, but they do not have a need for the extra shed at this time.  
This year they had new people show up to their meetings and are hoping to have some new volunteers. They would like to bring the yard sale back again this year the first Saturday in June and add a chicken BBQ fundraiser from 11-3. Mr. Moseman suggested they BBQ the chicken on the baseball field, or on the grassy area. Ms. Rannels said they are hoping to add community non-profits to this event along with a DJ. During the Pumpkin Fest last year, they had a handicap dance group featured on the amphitheater and they raised over 500.00 for this non-profit group. Moving forward they would like to give back to the non-profits in the area.  
One of the things they talked about previously with the amphitheater was having alcohol at events. The car show group was approached by a distillery that would set up a table as a vendor and pass out samples, maybe sell bottles, but she is not sure how this works. All the employees would be certified and have the paper from PLCB. Manager St. Clair said that when people rent the building, they are told they

cannot have alcohol. Linda Rannels said that there is a provision for a beer and wine garden in the Agreement with the Events Committee for the Amphitheater, but they have never done anything with that. Linda Rannels said they would have people there with the legal certifications and it would be within the legal guidelines. There would be a restricted area roped off and people would be ramp certified to card people properly. Kristin Troop said one of these events could be at the August event possibly. They are just starting the conversation because there is some interest. Council said a plan would need to be put into place and then presented at a meeting. Manager St. Clair will check on the liability.

3. James Swarr asked what the status of the solicitation ordinance update was. Council said it was discussed at the Committee meeting, and it has been tabled. Amy Leonard, Solicitor is working on making the changes they discussed, and Council will look at this at the next committee meeting.

**Bill Payment:** Reviewed by Council.  
No report – Jen is out sick.

**Police Report:** Chief was not in attendance. He will submit report asap. He needs a few days to compile the information.

**Mayor Malone:**  
Mayor Malone said they will be taking a tour of the 911 center this month. He attended Lancaster Mayors Association and Pennsylvania Mayors Association. They are still discussing radars.

**EMS Report:** Reports for January/February meetings were submitted.  
Adam Marden pointed out that there were 19 calls in February in East Petersburg Borough. Busiest day was Monday, busiest time was 8:00 p.m. They responded to the tragic car accident on Rt. 72 and pointed out that it is much harder on staff when there is a child involved. The shift times have changed from 6:00 - 6:30 to 6:00 - 6:00. Crews are now reporting directly to their stations. There are currently 9 students in the academy, and they are halfway through the session. They have already received applications for the next session. There has been an increase in applicants now that they are under the Penn State Health name. Applicants must be at least 18 years of age. During training, they receive full pay and benefits, including a 401K program.

**Emergency Services Coordinator Report:** No report given.  
Diane Garber was not in attendance due to illness.

**Chief Fire Official Report:** Report submitted to Council.  
John Kottmyer reported the following:  
They are working on trying to attract younger members by offering shorter term incentives.  
The new hospital is progressing – June would be a good time to tour. They are anticipating receiving the Certificate of Occupancy in July and shooting for an October start date. The fire chiefs have been keeping informed on the fire alarm system, sprinkler system, etc. at the new hospital.  
Chief Kottmyer and Chief Schoenberger met with Chief Little, the new fire chief for Manheim twp., and discussed what he sees in the future.  
Mr. Kottmyer attended a grant workshop held at the training center sponsored by two senators. They were given a booklet that listed the funding and grants available. They were told to notify the senators when they are going to submit a grant, so they can help with the process.  
Stop the Bleed training requests have increased. Some of these programs include an active shooter situation, but the training can be used for any incident.

**Fire Report:** Report submitted to Council.  
Chief Schoenberger pointed out they had 30 incidents for the month of February: 7 in East Petersburg Borough, 16 in East Hempfield twp., 1 in Manheim twp., 1 in Penn twp., 3 in Lititz Borough, 1 in Rapho twp. Chief Schoenberger said the pre-emption lights at State and Main are not working correctly. He will get with John Schick about this, and they will get this resolved.

**Manager's Report:** Report submitted to Council.

Manager St. Clair pointed out the following:

Interviewed several candidates for the open position in the water department. Todd Heidelbaugh was hired, and he started last Monday.

Auditors from Sager & Swisher were in the office the week of February 14 to perform the annual financial audit. Everything went well, and we should have the final audit in April.

Workman's compensation audit was also held on February 14.

Mad Chef has announced they will be designating a beer for the Hometown Hero Project. The promotion will run March 7-13, and \$1.00 of every F18 beer will go to the project, with a minimum \$1,000.00 donation.

Traffic signal inspection was on February 17. The signal will be on a 30-day test run, and after the 30 days, the keys will be turned over to the borough.

S. Clyde Weaver donated \$10,000.00 to the borough for park upgrades. In the coming weeks Manager St. Clair will meet with the project coordinator and S. Clyde Weaver to determine what they would like to see in the park.

Meeting with HARC: There will not be a swim team. They are hoping to open the pool May 28.

Bidding closed on February 22 for Lemon St. phase III water main project – lowest bid received was from Doli Construction. A motion is on the agenda tonight for this.

NLCRPD will hold their monthly commission meeting at the CC on March 17 at 7pm.

As of Friday, we received approximately 40 applicants for Hometown Hero banners. As of last Thursday, we were approx. \$700.00 away from the \$6,600.00 goal to cover the costs. Any left-over money will go into a fund for the upkeep and maintenance of the banners.

**Foreman's Report:** Report submitted to Council.

Discovered and fixed 2 leaks in the water system. Both were the customers responsibility, and the water was unmetered. This will help reduce the amount of unaccounted water.

We budgeted for a zero-turn mower and after demoing 7 or 8 different models, they have decided on one. The cost of the new mower is \$15,233.70; amount budgeted was \$24,000.00.

A resident on Lemon Street was contacted regarding pulling in and out through the grass. This was forcing mud and dirt into the catch basin and would end up clogging the basin at 6060 Main Street.

**Zoning Officer Report:** Reports submitted to Council.

**Property Violation Report:** Report submitted to Council.

Currently most of the violations are for accumulation of rubbish.

**Solicitor/Collections Report:** Report submitted to Council.

Property on Lemon St. will go to settlement on March 11.

**HARC:** (Hempfield Area Recreation Commission) – Debra Miller

No report at this time.

**Old Business:** HYA Baseball improvements to Tom Herr field, Shentel Communications, HAFSC updates, LIMC Trick or Treat policy update, fee schedule update, Kraft bag increase, Hometown Hero Project update, Lemon Street Phase III update, Riparian buffer planting design, Enterprise service connection relocation update, update on pool shed, Ordinance to amend borough manager job description, amendments to Ordinance for Peddling and Soliciting, Ordinance for updated codification, Accounts payable, Misc. manger/foreman/council items, Fire Co. financials, review/approve 1/22 meeting minutes.

**New Business – Action Items:**

- 1. It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) and carried unanimously, to approve the February 1, 2022, Borough Council Meeting Minutes***
- 2. It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) and carried unanimously, to approve Resolution 837, updating fee schedule for East Petersburg Borough***

There are two changes to fee schedule: (1) yard waste/leaf bag fee will increase by .05 from .50 to .55  
(2) for-profit organization fee will be \$40.00 for 2 hours

3. John Schick said we still have 5% retainer on hold in case any changes need made for State & Main signal light project. Relocation of the detector to the back side might be needed. Jeff will reach out to Fulton Bank about landscaping requirements. PennDOT will issue permit to the Borough within a couple of weeks.

*It was moved and seconded (Councilmember Gochnauer, Councilmember Houck) and carried unanimously, to approve payment no. 2 to Kuharchik Construction in the amount of 150,242.20 for the State and Main Street signal light project*

4. *It was moved and seconded (Councilmember Schick, Councilmember Valdez) and carried unanimously, to advertise Ordinance 317, enacting an updated codification of Borough Ordinances*
5. *It was moved and seconded (Councilmember Gochnauer, Councilmember Rannels) and carried unanimously, to advertise Ordinance 318, updating and amending the Borough Manager Job Description Ordinance*
6. *It was moved and seconded (Councilmember Gochnauer, Councilmember Houck) and carried unanimously, to approve Resolution 838, designating October 31 from 6:00-8:00 pm as Trick or Treat night, with a rain date of November 1 from 6:00-8:00 pm*
7. *It was moved and seconded (Councilmember Schick, Councilmember Gochnauer) and carried unanimously, to approve ARRO Consulting to proceed with the Notice of Award to Doli Construction Corp., who submitted the lowest bid in the amount of \$266,825.00 and to start the agreement process for the Lemon Street Water Main Replacement Project – phase III*

**Extra Items:** None

**Announcements:**

1. East Petersburg Borough will host the Northern Lancaster County Regional Police Commission meeting at the Community Center on March 10, 2022, at 7:00 p.m. The meeting is open to the public.
2. The next Borough Council meeting will be held on Tuesday April 5, 2022
3. Appeals Board Meeting will be held March 10 at 7 PM, as needed
4. Planning Commission will be held March 17 at 7 PM, as needed
5. Zoning Hearing will be held March 23 at 7 PM, as needed
6. Committee Meeting will be held March 24 at 6 PM

**Adjournment:** 7:53 p.m.

**Executive Session for personnel matters:** In: 8:00 p.m. Out: 8:30 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary