

MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

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| <b>DATE AND TIME:</b> | November 8, 2023 | 7:00 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<br>Randy Rannels<br>William Sharp<br>Sandra Valdez<br>Mayor: James Malone (Absent)<br>Borough Manager: Karen St. Clair<br>Chief Water Operator: Jeff Moseman |

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

**Pledge to Flag and Moment of Silence.**

**Visitors:** Don Schoenberger, Samuel Maurer, Tammy & Jeff Moseman, Erik Mause, Josh Roberts, James Swarr, Anette Rogers

**Visitor Comments:**

1. **James Swarr** asked about the status of 1945 State Street regarding the illegal vehicle parked in the rear of the property. He said he received an update on the status of this and received an e-mail about Ed Arsdale who was taking on the role of zoning officer. He also asked about the status of the zoning officer and said that he has heard several different names mentioned recently and residents should know who is doing this work. He also said he is researching officials doing inspections in unmarked vehicles.

Randy Rannels said Collin was removed from doing work in the borough because Council wasn't happy with the work he was doing. Ed Arsdale is doing the zoning work now, but the contract is with ARRO, and they are repositioning their staff, and we may have someone else again when this happens. Mr. Rannels said he does not have any more information on this, and pointed out that this is not a personnel issue because they are not borough staff members.

2. **Tammy Moseman** said she called the police for a trespassing issue and the police responded quickly and she appreciated the communication and the help.

**Bill Payment:** Reviewed by Council.

**Police Report:** Report Submitted to Council.

Lieutenant Burdis said it has been a busy month with 161 service calls in East Petersburg Borough. Josh Housler was hired, and he is a drug recognition expert, and they are happy to have him. Criminals are putting apple air tags on targeted cars at the car auction and then they track them to the dealership and steal them. In participation with Operation Safe, officers followed school buses on their morning routes and made sure there were no violators or issues on the routes. They used to get tons of applicants for positions and now they are working with a pool of 18 for the whole county. They have hired for 3 of the 4 open positions. Applicants that need to go to the academy can cost up to 75,000.00 before they are able to go out on the street. Retention is still a problem for them just like it is for everyone else.

Debra Miller asked how the traffic study went for car carriers on 72. Lt. Burdis said there are a large number of car

carriers that drive through the borough on 72 and they plan on doing a targeted detail for violations. He will let council know when this will happen.

**Mayor's Report:** Mayor Malone was not in attendance.

**Emergency Medical Service:** Report submitted to Council.

Adam Marden reported they responded to 19 calls in the borough with Tuesday around lunchtime being the busiest time. They just finished their annual training for their employees and focused on pediatric emergencies. He said unfortunately after this training they did receive 2 terrible pediatric calls in another municipality. He said this was a good refresher because they do not receive many calls for this. Another academy class began Oct. 27 – there are 5 employees attending from our region. They did receive 30 applications but could only pick five. An ambulance will soon be stationed in Manheim Borough. This will temporarily be housed at the Manheim fire co.

**Emergency Services Coordinator:** Report submitted to Council.

Diane Garber was not in attendance.

**Fire Dept.:** Report submitted to Council.

Roger Howard was not in attendance.

Don Schoenberger said they are still investigating the cause of the fire at 6130 Carpenter St. It is possible it was an electrical issue with an appliance.

**Borough Manager:** Report submitted to Council.

Settlement for 6060 Main is scheduled for November 14.

Jennifer will be attending the LIMC meeting for the borough.

Received notification Sager, Swisher and Co. will no longer be doing public sector audits. RFP's were sent out in search of auditors - should hear back in December.

Met with PLGIT and found out they can provide us with the same services our bank has, along with a variety of programs to earn interest on our money. These would be short term investments. They require a resolution in order for us to open an account with them. This is on the agenda under action items for tonight.

There were 2 RTK requests in October.

Some projects are wrapping up: Paving project on Lemon St by Affordable paving.

Meadow's project is not 100% complete. Next month Jeff will present foot bridge ideas to consider.

Randy Rannels asked when the grasses will be cut at the Meadows. Kevin Martin said it will be cut at the end of January or February. Randy Rannels said the first year the grasses were cut there were bird nests. Mr. Martin said they try to wait until it is frozen to avoid this.

Manager St. Clair said she heard back from the Manager at East Hempfield and was told they will not give us a credit and the board would not entertain any reduction. They cannot give us a breakdown of duties because they do not track time based on percentages. Randy Rannels asked if there is any plan to do anything about the EMC situation. He said he is disgusted with EHT and the way they responded with the fire service commission when he was involved with that. Manager St. Clair said this is a discussion council will need to have about what to do moving forward. We have to give our notice by October 15 if we are not going to renew the agreement, otherwise the agreement automatically renews each year. John Schick said in the past we had a hard time finding someone with the qualifications who wanted to take the EMC position. We are required to have this position filled. Mr. Rannels said the contract should be renegotiated. She is doing a fraction of the work she was doing, and we are still paying the same or more money. The amount budgeted for 2024 is \$27,000.00. John Schick said he would like to see the time she is putting into this and asked if she could keep a timesheet and pay her hourly for what she does for us. Sandra Valdez asked if this can be re-negotiated if there is a clause in there that allows for this. Manager St. Clair said the contract does not allow for this. John Schick said he would like to know who the other municipalities are using. Manager St. Clair said she will send the agreement to councilmembers to look at and she will find out who the other municipalities are using and also find out what certifications are needed. Josh Roberts said the County Emergency Service office could provide a list of emergency coordinators. This will be put on the agenda to discuss further next month.

**Department Managers:**

Kevin Martin pointed out the following:

Water Dept.: Curb stops on Pine Street were repaired. Fire Hydrants on Lemon St. have been repainted now that sidewalks are finished. Tie-in on Cottage has been completed for TOA and the bump in the road is gone. Replaced curb boxes on High St. DEP gave comments on NPDES compliance inspection report form 4-2023 and the water supervisor has responded. Koser Rd. spring pump permit application comments and questions were also responded to.

MS4: Stormpipes on Main, Lemon and Larch are scheduled to be jet cleaned next week. Meeting with ARRO for requirements 2023/2024 permit. Graded/mulched and planted grasses and wildflowers at Nitrate Plant. Penn State Extension has put a series of Free Stormwater Webinars together for residents – link to sign up is on website. DCNR grant was granted for \$250,000.00.

Public Works: Investigating new wireless security systems. Cleaned out old buildings. Nitrate bank grading with seeding and mulch. Rock area – last section finished. Lemon St. sidewalk project: Five people have not begun their work (one of the five did get a permit). One option is to get price from Robert Miller who has done most of the work on Lemon St. and it could be under the amount to put out to bid, or this could be bid in with the park sidewalk next year. John Schick said we should solicit three bids and see if any of them come in under the threshold to put it out to bid, and if we put it out now for spring, we might get a better price. He doesn't think including it in the park work would be ok because it wasn't part of the grant application. They needed to commit to doing the work by August 31. Kevin Martin said that as people were installing sidewalks on Lemon St., he was installing the new signs. There are still 2 signs on this street that need replaced.

He asked if we need to hang signs for soliciting. Council asked for costs for this. Kevin Martin said his guess would be 95-110 per sign. John Schick said he thinks it is not worth the money because the message is not going to get through to the people we want to stop. It was pointed out that the issue is the people coming in externally. This will continue to be put in the newsletters for residents to keep them informed and to let them know about the option to post "no soliciting" signs. Mr. Schick said that we are getting a good response from police and that the police action will set the tone to warn these solicitors we are not going to tolerate it.

**Zoning Officer Report:** Report submitted to Council.  
Several permits issued for new homes in TOA.

**Property Violation Report:** Report submitted to Council.  
ARRO did go out to check on violations and will continue to go back out and re-check.

**Solicitor/Collections Report:** Report submitted to Council.  
Lancaster County Planning Commission has it on their agenda for December 11, 2023, to review the ordinance for Airbnb's and make recommendations to us. We then have a public hearing for input before it goes up for a vote for adoption.

**HARC:** (Hempfield Area Recreation Commission) – Debra Miller – Attended the Strategic Planning meeting on October 25. Trunk or Treat was very successful with approximately 2,000 participants.

**Old Business:**

Review of Committee Meeting Topics: Solicitation Ordinance update, 2024 Meeting dates, 2024 Banner Suspension, Account Payables 10/26/23, 3Q23 Financials, 2024 Budget, Misc. items from Manager and Council members, Fire Co. financials, September Committee Minutes, Updated UCC Board of Appeals agreement, Approve payment to Kline, Kreider & Good Auctioneers \$29,863.66 for sale of 6040, 6050 and 6060 Main, Award Traffic Signal Upgrade Project to lowest bidder – Telco, Inc., Executive session or legal and personnel matters.

**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 Gochnauer, Councilmember Herr) with unanimous approval by the board, to approve October 3, 2023, Council Meeting Minutes.*

2. *It was moved and seconded (Councilmember Valdez, Councilmember Schick) with unanimous approval by the board, to approve Meeting Dates for 2024.*
3. Manager St. Clair gave councilmembers a copy of a slight adjustment to water fund. It was line item 111, for operating supplies, decreased by \$2,000. The other item was line item 149, to increase this by \$1,500 for payroll tax. This will be adjusted for next month when the final budget is approved. Sandra Valdez asked if the budgeted number for auditors allowed for an increase if necessary now that we need to find a new company. Manager St. Clair said she always budgets high for this item to be sure it is covered. Debra Miller proposed raising the amount for the library by \$200.00 to increase if from \$3,300.00 to \$3,500.00. Councilmembers agreed to wait until next year to increase the amount further, because the amount budgeted was already discussed and agreed upon for 2024.

*It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) with unanimous approval by the board, to approve proposed Budget for fiscal year 2024 as amended.*

4. *It was moved and seconded (Councilmember Gochnauer, Councilmember Sharp) with unanimous approval by the board, to advertise proposed Budget for fiscal year 2024.*
5. *It was moved and seconded (Councilmember Gochnauer, Councilmember Rannels) with unanimous approval by the board, to approve payment to East Petersburg Fire Co. in the amount of \$108,562.36 for building construction.*
6. Manger St. Clair said Amy Leonard, Solicitor, prepared two documents. One is for the person doing the soliciting and the other is for residents and it will be put on the website. This does not change the regulations.

*It was moved and seconded (Councilmember Sharp, Councilmember Herr) with unanimous approval by the board, to approve document for information on Soliciting in East Petersburg Borough.*

7. *It was moved and seconded (Councilmember Valdez, Councilmember Schick) with unanimous approval by the board, to approve payment to Aquatic Resource Company in the amount of \$34,372.51 for the Meadows Bio-swale Project.*
8. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous approval by the board, to approve Resolution 875, for submitting PLGIT (Pennsylvania Local Government Investing Trust) application to open investment fund accounts and to authorize Borough Manger, Karen St. Clair to sign all the necessary documents.*
9. *It was moved and seconded (Councilmember Valdez, Councilmember Rannels) with unanimous approval by the board, to approve payment to Affordable Paving and Excavating, LLC in the amount of \$9,633.05 for the Lemon Street ADA Ramp Replacement Project.*
10. *It was moved and seconded (Councilmember Schick, Councilmember Sharp) with unanimous approval by the board, to approve Resolution 876, Appointing Debra Miller, and Karen St. Clair to execute documents relating to the sale of Borough Real Estate.*
11. *It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) with unanimous approval by the board, to approve Traditions of America Phase 3 Escrow release request in the amount of \$278,265.50 for water improvements.*
12. *It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) with unanimous approval by the board, to approve Traditions of America Phase 3 Escrow release request in the amount of \$588,876.53 for site improvements.*

13. *It was moved and seconded (Councilmember Valdez, Councilmember Sharp) with unanimous approval by the board, to approve the consent letter for 6040 Main Street – Sale and Purchase of Real Estate.*

**Extra Items (Issues arising in the last 24 hours):**

1. An executive session was held for personnel matters at the 9/28/2023 committee meeting, the motion was to approve the minutes that showed "none" for executive session. A motion is needed to amend the minutes.

*It was moved and seconded by (Councilmember Sharp, Councilmember Valdez) to correct the September 28, 2023 committee meeting minutes to show an executive session was held from 8:28 p.m. – 9:08 p.m.*

**Announcements:**

1. The next Borough Council meeting will be held on Tuesday, December 5, 2023
2. Appeals Board November 9 - 7 PM as needed
3. Planning Commission November 16 - 7 PM as needed
4. Zoning Hearing November 22 - 7 PM as needed
5. Committee January 25 – 6 PM
6. The office will be closed November 24 and 25 in observation of the Thanksgiving holiday.

**Adjournment:** 8:10 p.m.

**Executive Session for legal and personnel matters:** None.

Respectfully Submitted,  
Kim Strayer, Recording Secretary