



East Petersburg Borough

6076 Pine Street, Suite A ~ East Petersburg, Pennsylvania 17520
Phone 717-569-9282 ~ Fax 717-569-3731 ~ <http://www.eastpetersburgborough.org/>

COUNCIL MEMBERS

Debra Miller, President
John Schick, Vice President
Adam Gochnauer, Pro-Tem Member
John Herr, Member
Randy Rannels, Member
Sandra Valdez, Member
William Sharp, Member

MAYOR

James Malone

STAFF

Manager St. Clair, Borough Manager
Kevin Martin, Public Works Supervisor

COUNCIL MEETING AGENDA JANUARY 2, 2024

East Petersburg Reorganizational Meeting

ELECTED OFFICIALS SWORN IN BY – Mayor Malone

Borough Council for 2024

1. Adam Gochnauer, 4-year term
2. John Herr, 4-year term
3. Debra Miller, 4-year term
4. William Sharp, 4-year term

** Notation: All members presented the Affidavit of Residency and Statement of Financial Interest and all have been sworn in and Oath of Office has been completed and ALL documents have been turned over to the Borough Secretary.

CALL MEETING TO ORDER – Mayor Malone

MOMENT OF SILENCE/PLEDGE TO FLAG

Nomination and Election of President

Nomination and Election of Vice President

MEETING TURNED OVER TO PRESIDENT

Nomination and Election of Pro Tem

Review/Approve appointed service organizations for 2024:

- Solicitor – Henry & Beaver Law Firm
- General Borough Engineer- Systems Design Engineering, or appointed by project
- Water Engineer – System Designs Engineering
- Auditor – Unknown
- Zoning Officer – System Designs Engineering



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- 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

***CALL THE REGULAR MEETING TO ORDER**

1. VISITORS/COMMENTS FROM THE PUBLIC

2. DISCUSSION RE: EMERGENCY MANAGEMENT COORDINATOR POSITION

A. Violet De Stefano

3. FINANCIAL: BILL PAYMENT REVIEW

4. REPORT REVIEW

- A. Police – Chief Kilgore
- B. Mayor – James Malone
- C. Penn State Life EMS – Nathaniel Buchanan
- D. EMC
- E. Fire Company – Roger Howard
- F. Borough Manager – Karen St. Clair
- G. Department Supervisor – Kevin Martin
- H. Zoning Officer – ARRO Consulting
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

5. OLD BUSINESS

Review of Committee Meeting Topics: No meeting in November and December.

6. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve December 5, 2023, Council Meeting Minutes.
- B. Review/Approve Resolution 885, appointing members to NLCRPD
- C. Review/Approve Resolution 886, appointing Dave Schott to Zoning Hearing Board
- D. Review/Approve Resolution 887, appointing members to various boards
- E. Review/Approve 2024 Fire Police Events Schedule to include any additional



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- F. Review/Approve Operation and Maintenance (O&M) Agreement between East Hempfield Township and East Petersburg Borough for traffic signal advanced warning signage for the Graystone Road and Main Street (PA SR 72) project.
- G. Motion 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.
- H. Motion to approve and for Manager St. Clair to sign the Cohen Law Group proposal for Right-of-Way Management Ordinance Services

7. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

- A. Review/Approve the Assignment of Improvement Agreement if the property of Chancey's Pub transfers.

8. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, February 6, 2024
- B. Appeals Board January 11 - 7 PM as needed
- C. Planning Commission January 18 - 7 PM as needed
- D. Zoning Hearing January 24 - 7 PM as needed
- E. Committee January 25 - 6 PM
- F. 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.
- G. If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

9. EXECUTIVE SESSION FOR LEGAL & PERSONNEL MATTERS (IF NEEDED)

10. ADJOURNMENT



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William Sharp, Member

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James Malone

STAFF

Manager St. Clair, Borough Manager
Scott Liggins, Water Department Supervisor

COUNCIL MEETING AGENDA February 6, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

- A. Police – Chief Kilgore
- B. Mayor – James Malone
- C. Penn State Life EMS – Nathaniel Buchanan
- D. EMC-Josh Roberts
- E. Fire Company – James Rohrer
- F. Borough Manager – Karen St. Clair
- G. Department Supervisor – Scott Liggins
- H. Zoning Officer – System Designs Engineering
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

4. OLD BUSINESS

Review of January 25, 2024, Committee Meeting Topics: Amanda Reilly-Sokoli-PA Furniture Mission, Tom Arnold – EMC Position, Kristin Troop – Events Committee, Amendment Ordinance for Ridge Ave and Carpenter St, Res. 889-DCNR Park Grant project, Proposals for auditing services, Resolution 890 appointing White & Rudy as Auditor, Aging trees at the swimming pool, Account payables 01/25/2024, 4Q23 Financial review, Misc. Items, Fire Co. financials, 10/26/2023 Committee mtg minutes, Payment no.1 to Telco, Inc. for traffic signal improvements, Advertisement for footbridges for the Meadows Bio-swale project, Executive session for legal and personnel matters.

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve January 2, 2024, Council Meeting Minutes.
- B. Review/Approve Ordinance 324, the East Petersburg Zoning Ordinance to add definitions for short term rentals. This ordinance amends zoning ordinance No. 254.
- C. Review/Approve Ordinance 325, to regulate short term rental units in East Petersburg Borough.
- D. Review/Approve Lancaster County Tax Claim Bureau Certification of uncollected Taxes.
- E. Review/Approve Borough Manager's Contract for the period of 01/02/2024 through 01/05/2026.
- F. Motion to Advertise Ordinance 326, Amending Parking for Ridge Avenue and Carpenter Street.
- G. Review/Approve Suburban Testing Labs for analytical laboratory testing of PFAS.
- H. Review/Approve 2024 PA-Classics Soccer Tournaments.

6. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, March 5, 2024
- B. Appeals Board February 8 - 7 PM as needed
- C. Planning Commission February 15 - 7 PM as needed
- D. Zoning Hearing February 28 - 7 PM as needed
- E. Committee February 22 - 6 PM
- F. The office will be closed February 19 in observation of Presidents Day.
- G. Lions Club Spaghetti Dinner will be held February 24, 2024 from 4:00 p.m. – 7:00 p.m. at EP Mennonite Church. Tickets will be available from any Lion - Adults \$12, Kids 6-12 \$6, under 6 Free. You can also pay at the door.

8. EXECUTIVE SESSION FOR LEGAL & PERSONNEL MATTERS (IF NEEDED)

9. ADJOURNMENT



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William Sharp, Member

MAYOR

James Malone

STAFF

Manager St. Clair, Borough Manager
Jeff Moseman, MS4/Special Projects Supervisor

COUNCIL MEETING AGENDA

March 5, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

A. Woodstock Music Festival

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

- A. Police – Chief Kilgore
- B. Mayor – James Malone
- C. Penn State Life EMS – Nathaniel Buchanan
- D. EMC-Josh Roberts
- E. Fire Company – James Rohrer
- F. Borough Manager – Karen St. Clair
- G. Department Supervisor – Jeff Moseman
- H. Zoning Officer – System Designs Engineering
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

4. OLD BUSINESS

Review of February 22, 2024, Committee Meeting Topics: Megan Shank-special event "Christmas in July", ARPA update from Lancaster County Commissioners office, Pickleball court update, Randy Rannels-replace Lion's Club logo on borough sign, EMC-Independent Contractor Agreement, Misc. items from manager and councilmembers, Fire Co. financials review only, 01/25/2024 Committee meeting minutes, executive session for legal matters.



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Manager St. Clair, Borough Manager
Kevin Martin, Public Works Supervisor

COUNCIL MEETING AGENDA

April 2, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

- A. Police – Chief Kilgore
- B. Mayor – James Malone
- C. Penn State Life EMS – Nathaniel Buchanan
- D. EMC - Violet DeStefano
- E. Fire Company – James Rohrer
- F. Borough Manager – Karen St. Clair
- G. Department Supervisor – Kevin Martin
- H. Zoning Officer – System Designs Engineering
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

4. OLD BUSINESS

Review of March 28, 2024, Committee Meeting Topics: Landowner Access Agreement, NLCRDP Charter Update, Community Park Pickleball Court Project, Account Payables 3/28/2024, Misc. Items, Fire Co. Financials – for review only, Lancaster County ARPA Funding Agreement, ARPA Certificate & Acknowledgement of Obligation Document for the (2) Water projects; Koser Road Spring Pumps and the City Interconnect Pumps.

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve March 5, 2024, Council Meeting Minutes.
- B. Motion to advertise Ordinance 327, Updating and Amending Codified Ordinances.
- C. Review/Approve moving forward with the Community Park Pickleball Court Project and to accept the quote for court resurfacing from The Brennaman Company in the amount of \$17,000.00.
- D. Motion to approve the replacement of the welcome sign located at Chemgro to a 30"x40" sign with version #8 in the amount of \$1,056.00. The borough will purchase (2) posts and stainless-steel mounting hardware to install.
- E. Review/Approve Payment No. 2 to Telco, Inc. in the amount of \$120,601.90 for the Traffic Signal Improvements Project at 72/Miller and 72/Enterprise.
- F. Motion to approve Kevin Martin or another borough employee to take the Street Sweeper to the Hands-On House Childrens Museum on Saturday, 4/20 from 10am-2pm for a Touch A Truck Event.

6. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, May 7, 2024
- B. Appeals Board April 11 - 7 PM as needed
- C. Planning Commission April 18 - 7 PM as needed
- D. Zoning Hearing April 24 - 7 PM as needed
- E. Committee April 25 - 6 PM
- F. Election Day is April 23 – polls will be open from 7:00 a.m. – 8:00 p.m.
- G. Large Appliance & Tire pick-up will take place on April 26, sign up is required. Tags for lg. appliance – 19.00, tire tags – 5.00.
- H. The Car Show will take place on May 4, from 11:00 a.m. to 3:00 p.m. at the Community Park.

8. EXECUTIVE SESSION FOR LEGAL & PERSONNEL MATTERS (IF NEEDED)

9. ADJOURNMENT



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MAYOR

James Malone

STAFF

Manager St. Clair, Borough Manager

COUNCIL MEETING AGENDA

May 7, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

- A. Police – Chief Kilgore
- B. Mayor – James Malone
- C. Penn State Life EMS – Nathaniel Buchanan
- D. EMC - Violet DeStefano
- E. Fire Company – James Rohrer
- F. Borough Manager – Karen St. Clair
- G. Public Works, Water, and MS4/Project Reports
- H. Zoning Officer – System Designs Engineering
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

4. OLD BUSINESS

Committee Meeting Topics - reviewed April 25, 2024: Tennis and Pickleball Court Lights, Review the NLCRPD Joinder and Charter Agreements, Discussions on old Tennis Courts on Graystone Road, EP Elementary PTO movie in the park, HARC's park & recreation plan, review payables, reviewed 1Q24 financials, and Misc.

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve April 2, 2024, Council Meeting Minutes.
- B. Review/Approve Ordinance 327, Updating and Amending Codified Ordinances.



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Mayor: James Malone

Staff: Karen St. Clair - Borough Manager

COUNCIL MEETING AGENDA June 4, 2024

1. Call to order, moment of silence, and Pledge of Allegiance
2. Visitors/Comments from public
3. Financial: Bill payment review
4. Report Review
 - A. Police – Chief Kilgore
 - B. Mayor – James Malone
 - C. Penn State Life EMS
 - D. EMC - Violet DeStefano
 - E. Fire Company – James Rohrer
 - F. Borough Manager – Karen St. Clair
 - G. Public Works, Water, and MS4/Project Reports
 - H. Zoning Officer – System Designs Engineering
 - I. Permits Issued
 - J. Current Property Violations
 - K. Solicitor – Amy Leonard
 - L. Collections – Amy Leonard
 - M. HARC – Debra Miller
5. Old Business

Committee Meeting Topics - reviewed May 23, 2024: Meadows Bio-swale, Pine St. water main project update, GLO Fiber Construction update, MS4 Presentation, EPHS-Civil War Encampment, Account Payables, FC financials, Misc., Executive session for legal and personnel reasons.
6. New Business – Action Items
 - A. Review/Approve May 7, 2024, Council Meeting Minutes.
 - B. Review/Approve payment to Telco, Inc. in the amount of \$4,059.04 for traffic light improvements
 - C. Review/Approve payment no. 1 to SA Way in the amount of \$149,430.00 for the bridges at the Bioswale.
7. Extra Items: Issues arising in the last 24 hours.
8. Announcements
 - A. The next Borough Council meeting will be held on Tuesday, July 2, 2024
 - B. Appeals Board June 13 - 7 PM as needed
 - C. Planning Commission June 20 - 7 PM as needed
 - D. Zoning Hearing June 26 - 7 PM as needed
 - E. Committee June 27 - 6 PM
 - F. The Independence Day Celebration will be held on June 28th at the Community Park. Music and Food Trucks begin at 6:00, Movie at 8:30, Fireworks will begin after the Movie.
9. Executive session for legal & personnel matters (if needed)
10. Adjournment



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Mayor: James Malone

Staff: Karen St. Clair - Borough Manager

COUNCIL MEETING AGENDA July 2, 2024

1. **Call to order, moment of silence, and Pledge of Allegiance**
2. **Visitors/Comments from public**
3. **Financial: Bill payment review**
4. **Report Review**
 - A. Police – Chief Kilgore
 - B. Mayor – James Malone
 - C. Penn State Life EMS
 - D. EMC - Violet DeStefano
 - E. Fire Company – James Rohrer
 - F. Borough Manager – Karen St. Clair
 - G. Public Works, Water, and MS4/Project Reports
 - H. Zoning Officer – System Designs Engineering
 - I. Permits Issued
 - J. Current Property Violations
 - K. Solicitor – Amy Leonard
 - L. Collections – Amy Leonard
 - M. HARC – Debra Miller
5. **Old Business**

Committee Meeting Topics - reviewed June 27, 2024: Right to Know Policy, Park & Recreation discussion on pickleball court & Bicycle racks, review PSA from SDE for Pine Street water main replacement project, review accounts payable, review 2023 financial audit, misc. & fire company financials for review only. Executive session for personnel matters.
6. **New Business – Action Items**
 - A. Review/Approve June 4, 2024, Council Meeting Minutes.
 - B. Review/Approve Resolution 893, Adopting a Right to Know Policy.
 - C. Review/Approve Lancaster Bicycle Club Covered Bridge Classic Ride Event through East Petersburg on 8/18/2024.
 - D. Review/Approve Systems Design Engineering professional services agreement to provide engineering services for the Pine Street Water Main Replacement Project on a time & expense basis not to exceed \$127,000.
 - E. Review/Approve the 2023 Financial Audit Report.
 - F. Motion to Approve Resolution 894 authorizing Borough Manager, Karen St. Clair to proceed with transferring our investment funds from Edward Jones office located in Myerstown, PA to the Edward Jones office located at 1180 Erbs Quarry Road, Lititz, PA.
7. **Extra Items: Issues arising in the last 24 hours.**
8. **Announcements**
 - A. The next Borough Council meeting will be held on Wednesday, August 7, 2024
 - B. Appeals Board July 11 - 7 PM as needed
 - C. Planning Commission July 18 - 7 PM as needed
 - D. Zoning Hearing July 24 - 7 PM as needed
 - E. Committee July 25 - 6 PM
 - F. Summer Fest featuring “Uptown Band” will be held at the Community Park on July 13 from 5:30 – 9:00 p.m.
 - G. Christmas in July Makers Market will be held July 20 from 10:00 – 4:00 p.m

H. National Night Out will be held at EP Pool on August 6. Events will begin at 5:30 with a Community Bike Ride, all other activities will take place 6:00 – 8:00 p.m. and include open swim, refreshments, bounce houses, touch a truck, and a goodie bag for the kids. All activities are free of charge.

9. **Executive session for legal & personnel matters (if needed)**

10. **Adjournment**