



# 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

## COMMITTEE MEETING AGENDA JANUARY 25, 2024

**CALL MEETING TO ORDER**

**MOMENT OF SILENCE/PLEDGE TO FLAG**

**CALL HEARING FOR SHORT-TERM RENTALS TO ORDER**

**COMMENTS/QUESTIONS FROM THE PUBLIC ON ORDINANCE NO. 324 AND 325**

**ADJOURN HEARING**

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**CALL THE REGULAR COMMITTEE MEETING TO ORDER**

**1. PUBLIC COMMENTS?**

**2. AGENDA ITEMS for DISCUSSION ONLY:**

- A. Amanda Reilly-Sokoli – Pennsylvania Furniture Mission
- B. EMC Position: 1. Tom Arnold
- C. Events Committee – Kristin Troop
- D. Review the Amendment Ordinance for Ridge Ave and Carpenter Street
- E. Review Resolution 889-DCNR Park Grant project
- F. Review Proposals from Accounting Firms for Auditing Services
- G. Discuss the Aging trees at the swimming pool.
- H. Review Account Payables 01/25/2024
- I. 4Q23 Financial Review
- J. Misc Items
- K. Fire Company Financials – For Review Only



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## 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve October 2023 Committee Meeting Minutes.
- B. Review/Approve Resolution No. 889 to approve the Professional Services Agreement from Michael Bingham of SDE (Systems Design Engineering Inc.) for the East Petersburg Community Park DCNR Grant Project.
- C. Review/Approve Resolution 890 appointing \_\_\_\_\_ as auditors for East Petersburg Borough.
- D. Review/Approve Payment No. 1 to Telco, Inc. in the amount of \$5,381.90 for the Traffic Signal Improvements Project at 72/Miller and 72/Enterprise.
- E. Review/Approve Systems Design Engineering, Inc to submit advertisement for bids for the footbridges for the Meadows Bio-swale Project. Advertisement will be on the January 31, 2024, and again on February 2, 2024.

## 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

## 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, February 6, 2024
- B. If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

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

## 7. ADJOURNMENT



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James Malone

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Manager St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA FEBRUARY 22, 2024

### CALL COMMITTEE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

- A. Megan Shank: Special Event "Christmas in July"
- B. Karen: ARPA update from Lancaster County Commissioners Office
- C. Karen: Pickleball Court Update
- D. Randy: EP-Landisville Lions Club: Replace the Lions Club logo on Borough sign.
- E. EMC: Independent Contractor Agreement
- F. Review Account Payables 02/22/2024.
- G. Misc Items
- H. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve January 2024 Committee Meeting Minutes.

#### 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

#### 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, March 5, 2024

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

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William Sharp, Member

## MAYOR

James Malone

## STAFF

Manager St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA March 28, 2024

### CALL COMMITTEE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

- A. Landowner Access Agreement
- B. NLCRPD Charter Update
- C. Community Park Pickleball Court Project
- D. Review Account Payables 03/28/2024.
- E. Misc Items
- F. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve February 2024 Committee Meeting Minutes.
- B. Review/Approve the execution of the Landowner Access Authorization Agreement. This permission will allow East Petersburg Borough and its authorized agents to relocate a fire hydrant to the location as shown in the attached exhibit.
- C. Review/Approve the Lancaster County ARPA Funding Agreement and the ARPA Certificate and Acknowledgement of Obligation Document for the (2) Water projects; The Koser Road Spring Pumps and the City Interconnect Pumps. This project is funded in part through an ARPA grant from Lancaster County Board of Commissioners.



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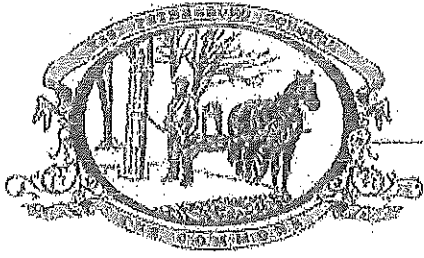
## 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

## 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, April 2, 2024.
- B. The Annual Easter Egg Hunt will be held Saturday, March 30, 2024, at the Community Park at 11am sharp! Friday, March 29<sup>th</sup> there will be an Egg Hunt for children with special needs at the Tennis Courts at the Community Park. Email the name of the child & their helper to [EPspecialneedshunt@gmail.com](mailto:EPspecialneedshunt@gmail.com)
- C. The Borough office will be closed on Friday, March 29, 2024, in observance of the Good Friday holiday.

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

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# East Petersburg Borough

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**Borough Council:** Debra Miller, President, John Schick, Vice President, Adam Gochbauer, Pro-Tem, John Herr, Member, Randy Rannels, Member, Sandra Valdez, Member, William Sharp, Member.

**Mayor:** Jame Malone

**Staff:** Karen St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA April 25, 2024

### CALL COMMITTEE MEETING TO ORDER MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

- A. Jeff: Tennis & Pickleball Court Lights
- B. Review the NLCRPD Joinder & Charter Agreements
- C. Old Tennis Courts-Graystone Road
- D. EP Elementary PTO: movie in the park
- E. Discuss HARC's Parks & Recreation Plan
- F. Review Account Payables 04/25/2024.
- G. Review 1Q24 Financials.
- H. Misc Items
- I. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve March 2024 Committee Meeting Minutes.

#### 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

#### 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, May 7, 2024.

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

#### 7. ADJOURNMENT

# EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

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

**Mayor:** James Malone

**Staff:** Karen St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA May 23, 2024

### CALL COMMITTEE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

- A. Karen/Jeff/Michael: Meadows Bio-swale
- B. Jeff/Michael: Pine Street-water main replacement project update
- C. Karen/Michael/Jeff: Shentel – GLO Fiber Construction Update
- D. Jeff: MS4 Presentation
- E. EPHS – Civil War encampment
- F. Review Account Payables 05/23/2024.
- G. Misc Items
- H. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve April 2024 Committee Meeting Minutes.
- B. Motion to approve the transfer of \$700,000 from General fund to PLGIT General Reserve Investment and to transfer \$150,000 from Water Operating to PLGIT Water Reserve Investment.

#### 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

#### 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, June 4, 2024.
- B. Borough Office is closed Monday, 5/28 in observance of the Memorial Day holiday.

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

#### 7. ADJOURNMENT

# **EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA**

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

**Mayor:** James Malone

**Staff:** Karen St. Clair, Borough Manager

## **COMMITTEE MEETING AGENDA**

**June 27, 2024**

### **CALL COMMITTEE MEETING TO ORDER**

### **MOMENT OF SILENCE/PLEDGE TO FLAG**

#### **1. VISITORS/PUBLIC COMMENTS**

A. Don & Susan Piefer

#### **2. AGENDA ITEMS for DISCUSSION ONLY:**

A. Right to Know Policy – Review Draft

B. Park Recreation: Pickleball Requests & Bicycle Rack in Park

C. Review PSA from SDE for Pine Street water main replacement project.

D. Review Account Payables 06/27/2024.

E. Review Financial Audit for FY 2023

F. Misc Items

G. Fire Company Financials – For Review Only

#### **3. NEW BUSINESS – ACTION ITEMS**

A. Review/Approve May 2024 Committee Meeting Minutes.

B. Review/Approve fireworks display application from the Events Committee for June 28<sup>th</sup> & September 14<sup>th</sup>.

#### **4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS**

#### **5. ANNOUNCEMENTS**

A. The next Borough Council meeting will be held on Tuesday, July 2, 2024.

B. The Borough Office is closed Thursday, 7/4 in observance of the 4<sup>th</sup> of July holiday.

#### **6. EXECUTIVE SESSION FOR LEGAL & PERSONNEL MATTERS (IF NEEDED)**

#### **7. ADJOURNMENT**



# EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

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

**Mayor:** James Malone

**Borough Solicitor:** Amy Leonard

**Staff:** Karen St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA

July 25, 2024

### CALL COMMITTEE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

- A. Review 72/Graystone Road Traffic Signal Improvement Project Plan
- B. Review ROW draft ordinance
- C. Review Park/Rec Information: Pickleball/Tennis Court: 2<sup>nd</sup> entrance, noise abatement, memorial benches & Graystone Road tennis courts
- D. Review Account Payables 07/25/2024.
- E. Review 2Q24 Financials
- F. Review 2025 Draft Budget for G/W/T funds.
- G. Misc Items
- H. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve June 2024 Committee Meeting Minutes.
- B. Review/Approve the 72/Graystone Road Traffic Signal Improvement Project Plan. The documents include a) Traffic signal plan, b) TE-160, c) Traffic signal permit and d) Revised O&M Agreement
- C. Review/Approve Final Payment to Telco, Inc. in the amount of \$14,449.20 for the Traffic Signal Improvement Project at 72/Miller and 72/Enterprise.
- D. Review/Approve Resolution 895 to authorize Borough Manager, Karen St. Clair to transfer \$442,200 from General Reserves and \$260,300 from Water Reserves to the PLGIT Investment Funds.

#### 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

#### 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Wednesday, August 7, 2024, due to the National Night Out event on Tuesday, August 6<sup>th</sup> from 6-8pm.

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

#### 7. ADJOURNMENT

# EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

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

**Mayor:** James Malone

**Borough Solicitor:** Amy Leonard

**Staff:** Karen St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA

August 22, 2024

### CALL COMMITTEE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

a) Susan Peiffer - Pickleball

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

A. ROW Ordinance & Agreement

B. EPFC Discussion on Resolution 809 & 857 and Ordinance 212 & 321

C. Memorial Bench Information

D. Hockey Rink Renewal

E. Holidays 2025

F. 2025 MMO (minimum municipal obligation)

G. Review Account Payables 08/22/2024.

H. Misc Items

I. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

A. Review/Approve July 2024 Committee Meeting Minutes.

#### 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

#### 5. ANNOUNCEMENTS

A. The borough office will be closed on Monday, September 2, 2024, in observance of Labor Day Holiday.

B. The next Borough Council meeting will be held on Tuesday, September 3, 2024.

C. East Pete Days: September 11<sup>th</sup> – 14<sup>th</sup>.

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

#### 7. ADJOURNMENT

# EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

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

**Mayor:** James Malone

**Staff:** Karen St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA September 26, 2024

### CALL COMMITTEE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

- A. PW Budget Presentation
- B. MS4/Project Presentation
- C. Pine Street Curb/Sidewalk Letter and Specs
- D. Flashing Crosswalk Sign request for Linden & Main
- E. Pickleball Sound Mitigation Screen
- F. Pickleball Divider Nets request from the group
- G. Investment Policy and Resolution No. 898
- H. SMT – WC Agreement & Resolution No. 899
- I. Review Budget Funds
- J. Review Account Payables 09/26/2024.
- K. Misc Items
- L. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve August 2024 Committee Meeting Minutes.

#### 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

#### 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, October 1, 2024.

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

#### 7. ADJOURNMENT

# EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

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

**Mayor:** James Malone

**Staff:** Karen St. Clair, Borough Manager

## COMMITTEE MEETING AGENDA

October 24, 2024

### CALL COMMITTEE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

#### 1. PUBLIC COMMENTS?

#### 2. AGENDA ITEMS for DISCUSSION ONLY:

- A. Scott & Todd: Lead Service Line Inventories and PFAS exceedance, City of Lancaster
- B. Review the 2025 Borough Meeting Dates
- C. Review audit quote for the year end 12/31/2024
- D. Review Resolution No. 900 – Appointing two (2) representatives to the NLCRP Commission
- E. Review Resolution No. 901 – Equipment to sell on Municibid
- F. Review Account Payables 10/24/2024
- G. Review 3Q24 Financials
- H. Review 2025 Budget
- I. Misc Items
- J. Fire Company Financials – For Review Only

#### 3. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve September 2024 Committee Meeting Minutes.
- B. Review/Approve audit quote for year end 12/31/2024.
- C. Review/Approve Resolution 901, to sell Municipal Property by internet auction. Items to be sold (1) 2006 GMC canyon, (1) 2001 Ford F350, (1) 2008 Chevy 3500 Mini Dump, (1) John Deere 540x Mower with power flow bagger and snow blower attachment and (1) 10kw Generac Generator.

#### 4. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

#### 5. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Wednesday, November 6, 2024.

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

#### 7. ADJOURNMENT