

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	January 25, 2024	6:00 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 Borough Solicitor: Amy Leonard Borough Engineer: Michael Bingham

Meeting was called to order: 6:00 p.m.

Moment of Silence / Pledge to Flag

Hearing was called to order for short-term Rentals: 6:01 p.m.

Amy Leonard, Borough Solicitor said this is the public hearing for zoning ordinance 345, and also a short term rental ordinance 325. The discussion of short term rentals started in January 2023. The discussion arose because there was some confusion about what is a bed and breakfast and what is a short term rental. Looking at the zoning ordinance it became clear that there was not a specific definition or regulations for short term rentals. Generally, the difference between short-term rentals and bed and breakfast is that bed and breakfast is an owner occupied property where they are renting out, on a short term basis, a room or space that does not contain cooking facilities. Ms. Leonard said what we have come to know as a traditional short term rental does not need to be owner occupied and a lot of time is not owner occupied and generally gives the renter full reign of the living facilities including cooking facilities. Short-term rentals are less than a 30-day period. At the 04/27/2023 committee meeting, council discussed regulating short-term rentals and authorized Ms. Leonard to draft regulations for councils' consideration. The draft zoning amendments and a draft short term rental ordinance were presented to council at the 05/25/2023 meeting. The zoning amendments included both short-term rental regulations and also an amendment for the storage of RV's, boats, and trailers on private property, specifically in regard to fencing/screening requirements. The proposed amendment was discussed in detail at the 06/22/2023 council committee meeting. At the 07/05/2023 council meeting, council authorized submitting the draft ordinances to the borough's planning commission for review and recommendation. The East Petersburg Planning Commission met on 07/20/2023 and issued letters to the borough manager dated 07/24/2023, and they offered proposed revisions to the draft zoning ordinance amendments relating to the provision about the storage of RV's, boats, and trailers on private property. Planning Commission recommended approval of the draft zoning amendments with their revisions. The planning commission also offered proposed revisions to the short term rental ordinance and also recommended approval of that ordinance with some minor revisions. On 08/02/2023, borough council approved incorporating the planning commissions proposed revisions into the draft ordinances then authorized submission to the Lancaster County Planning Commission. The draft zoning ordinances were submitted to the LCPC on 10/24/2023. On 10/30/2023, the borough was notified that the proposed amendments would be reviewed by the LCPC at their 12/11/2023 meeting. The borough received a memorandum from the Lancaster County Planning Department on 11/30/2023, indicating that because the zoning ordinance text amendment was minor in nature that the review was delegated to the Lancaster County Planning Department staff, and staff had reviewed the zoning amendments and recommended approval. The Lancaster County Planning Department evaluated the amendment pursuant to the policies set forth in places 2040, which is the Lancaster County 2018 comprehensive plan, and they noted that the amendments proposed by the borough were consistent with places 2040 policies of creating great places. She read the comment provided "Creating great places provides a greater supply and diversity of housing types to own and rent, restricting short-term rentals to primarily business zoning districts could curtail the loss of traditional residential housing to short-term rental use, create opportunities to preserve the existing housing supply and primarily residential districts, and direct short-term renters and visitors toward support of local

businesses. Effective regulatory standards included in the proposed amendments will likely ensure that the borough's existing and future short-term rental facilities will not impact the overall quality of life for both visitors and residents of the region. There were no revisions proposed to the zoning amendment by the Lancaster County Planning Dept. On 12/05/2023 borough council approved advertisement for a public hearing and advertisement for the adoption of the proposed zoning amendments contingent upon the outcome of the 12/11/2023 LCPC meeting. The LCPC did acknowledge the Lancaster County Planning Dept. staff's review of the zoning amendment and recommendation at its 12/11/2023 meeting. The public notice indicating the public hearing would be held today on 01/25/2024 was published in LNP Lancaster online on 01/10/2024 and 01/17/2024. The public notice further stated that council would act on Ordinances 324 and 325 at its 02/06/2024 meeting. The ordinances were transmitted to the Lancaster County Law Library for public view. All the prerequisites for the public hearing have been met. Amy Leonard turned the hearing back over to the Council President for any comments/questions from the public.

President Miller asked for Comments/Questions from the public on Ordinance No. 324 and 325: There were None.

Adjourn Hearing: 6:08 p.m.

Call the regular committee meeting to order: 6:08 p.m.

Visitors: Tom Arnold, Kristin Troop, Tammy & Jeff Moseman, Pashk & Amanda Reilly-Sokoli, Erin Matthews, James Swarr, Bill Trovato, Josh Roberts

I. PUBLIC COMMENTS: None

II. AGENDA ITEMS FOR DISCUSSION ONLY:

1. Amanda Reilly-Sokoli & Pashk Sokoli- Pennsylvania Furniture Mission

Deb Miller met Amanda Reilly-Sokoli & Pashk Sokoli last month and invited them to come to the meeting. The PA Furniture Mission launched client services and donor pick-ups in June 2023, providing a new model for furnishing homes for people experiencing economic hardships and/or exiting homelessness and are looking for a fresh start. They currently offer services to six counties. Their mission is to create safe, warm, and welcoming homes across Central PA for families and individuals by welcoming them and providing an entire household of free gently used furniture. This is a furniture bank, and this means they work with various services providers, not just anybody can come in off the street. They are a non-profit agency. Qualifying individuals have the ability to choose what they would like and design their own space. They prefer to hire community members who might struggle to get employment because of previously being homeless, incarcerated or they do not speak good English. They work directly with the community institutions. They are also a hub for resources. Since June 2023 they launched full client service and donor pick-ups, established community connections, and have furnished over 100 homes in 6-months. They have provided 230 bed sets. By doing this they have diverted over 150+ tons of furniture from the landfills. Those who are looking to give a second life to their gently used furniture items can schedule a pick-up through their online pick-up service pennsylvaniamission.org. They do accept donations. Since June they have assisted 360 individuals through their program. In 2024, they plan to expand rapidly. They anticipate serving 40 households by the end of January. They work with numerous agencies, and they do not exclude any population. They are looking for support from the community. They currently have 5,000-6,000 sq. ft. of warehouse space in Columbia, and they are looking for 5,000 – 12,000 ft. of additional storage space to store furniture they receive from hotels, universities, and offices. Possibly someone donating use at a discounted rate for a tax write off. They anticipate needing a 2nd truck for the program by the end of Spring. This will allow them to have one truck to pick up donations and one for deliveries. People can get involved by making monetary donations or donations of gently used furniture, or by becoming a board member. They are also looking for volunteers that can help make connections in the community and skilled volunteers such as CPA, bookkeeper, administrative skills, attorneys, and also someone that can help with an audit. If they do an audit they will be able to apply for more grant funding. Randy Rannels asked how many employees they have and where they get their funding. Mrs. Reilly-Sokoli said they currently have 2 full-time employees and 1 part-time employee, and a large team of skilled volunteers. They also currently have a FT work-on loan volunteer, who is paid by their employer to be there. They hope to have 8 employees by the end of the year. They get their funding from multiple revenue streams: private donors through professional and private networks, furniture donors, and apply for grants and family foundations. They launched in 2023 with their own finances and also with the support of the United Way, who gave 10,000 through a matched funding grant. Debra Miller asked if there is an item that is needed the most.

Mrs. Reilly-Sokoli said most recipients are looking to receive the whole household package of furniture. There is a great need for this service.

2. EMC Position: 1. Tom Arnold

Tom Arnold said he is the Zoning/Enforcement Officer for N. York Borough. He recently helped create their local snow emergency program. He has been involved in public service for the 35-40 years. He served as a firefighter and then Fire Marshall for Lancaster City. He was Senior Deputy Coroner for Lancaster County. He taught criminal justice at York Technology and now is a zoning/enforcement officer. He feels it is important to find out and note people's special needs in case there is an emergency. His current work hours are 8:00 – 4:00 m-f with Wednesday afternoons off. He has flexibility with time and lives near Centerville Rd. He has lived in Lancaster all his life. He said he was told the position is 10-12 hours per month. He can be here when needed whether it is 2:00 a.m. or 2:00 p.m. He said he currently works with the EMC in York and when the EMC is not available, he steps in. Randy Rannels asked if he had all the certifications for this position. Mr. Arnold said he was told about this job by Todd Weiss, who told him he would be a good fit for this position. Mr. Arnold said he has first aid, CPR and EMT, and has no objections to getting any others. Council thanked Mr. Arnold for being there.

3. Events Committee – Kristin Troop

Kristin Troop said they had to change their carnival vendor again for this year and because of this some of the dates had to be changed for their 2024 events. They are hoping the new vending company sticks with them this time. The previous carnival company was to provide a certain number of amusement rides through the contract, and they did not follow through, so they decided to part ways and find a new company.

2024 Event dates/changes:

May 4 – Car Show w/ music/vendors/food trucks, 11:00 – 3:00 p.m.

June 1 – Yard Sale 8:00-12:00 p.m. / Chicken BBQ 11:00 – 2:00 p.m.

June 28 – Fireworks/Movie/Music & food trucks - music @ 6:00 p.m., Movie @ 8:30, fireworks after movie

July 13 – Summer Fest featuring the Uptown Band w/ beer garden & food trucks starts @ 5:30 p.m.

August 31 – East Pete Blues Fest w/ food trucks 1:00 p.m. – 7:00 p.m.

September 11 through 14 – wrist bands will be \$20 on weekdays and \$25 on Saturday. They will be holding some kid friendly events on Friday evening in addition to the events on Saturday.

October 12 – Pumpkin Fest (rain or shine)

December 13 & 14 – Santa in the Park; Friday 5-7 p.m. and Saturday 9-11 a.m. & 12-2 p.m.

Some dates have changed since the calendar went out in November. The dates and times will be posted on the borough's website event calendar eastpetersburgborough.org and events committee website eastpetersburgday.com.

Debra Miller thanked the Events Committee for all the hard work they do.

4. Amendment Ordinance for Ridge Avenue and Carpenter Street

Last year we received notice that there was a safety issue at the intersection of Carpenter and Ridge. ARRO was contacted and they sent out their engineer to take a look at it. Their recommendation was to extend the no parking. The amendment is to extend the no parking area along the north side of Carpenter by approximately 120 feet and 100 feet to the south on both sides. This should eliminate the problems over there. Michael Bingham said he agrees with the findings, and he would recommend going with it. John Herr asked if there will be signs put up. Manager St. Clair said yes. Council asked for notices to be given to the residents affected in that area.

5. Resolution 889, DCNR Park Grant project

To remain compliant with the guidelines of the grant we received, we have to provide a PSA which is a professional services agreement for engineering services. There is a resolution on the agenda for the agreement, along with an exhibit b which is an amendment to the PSA that we needed to do because the language is different from what DCNR requires. Michael Bingham put together the proposal and Amy Leonard reviewed it and found some minor differences between what DCNR requires and their terms of conditions. The contract amount is the allowable amount by DCNR, to be refunded by DCNR for the grant, and they will make sure they keep the amount under that, so it doesn't cost the borough any additional money. Mr. Bingham said they just had a meeting this afternoon, and it was recommended to put it out to bid this winter to get better pricing. We could have shovels in the ground by next Spring(2025). There is still some design work that needs to be done. Right now, it is just a preliminary sketch to get the grant. We still need to do details, E&S controls, design the ADA bathroom, and then put together the bid specs so they can go out to bid. He said he does not see an issue with getting this out to bid this winter.

6. Review proposals from accounting firms for auditing services

Manager St. Clair recently received 4 proposals from auditing firms.

- (1) White & Rudy LLC - CPA's, came into the office with an associate for approx. 1 hour. She reviewed the processes for which he already knew because he contacted Sager Swisher. Their price came in at \$13,500.00 and gave us a quote for 3 years. Manager St. Clair felt comfortable with them and what they had to say.
- (2) Bertz, Hess & Co. came in and was very similar with Sager Swisher's process. Their price came in at \$12,500.00, but this is not firm and there could be additional fees added after they come in and see what they have to do and how much time it will take. This is a larger firm and with them, we will be the little guy.
- (3) Boyer & Ritter did not come in and only had a 5 minute conversation. They gave 2 different numbers: An audit of modified cash is \$21,000.00 and for just DCED it is \$15,000.00.
- (4) Hamilton & Musser quoted \$26,500.00 for their first year. It was pointed out that Hamilton & Musser has been in business for over 50 years.

She felt the most comfortable with White & Rudy and her recommendation is to go with them.

Manager St. Clair said White & Rudy wanted to come in and they want to get to know the business before they even begin to audit. She feels they will give us the same service as Sager Swisher did. They are a smaller firm similar to Sager Swisher. Manager St. Clair called Alyssa with Sager Swisher and asked her about this firm. Alyssa told Manager St. Clair she would not go wrong with either but told Manager St. Clair she should feel comfortable with whoever they go with.

John Herr asked what we paid last year. Manager St. Clair said it was approx. \$12,900.00. Mr. Herr asked if it would be worth contacting Bertz & Hess to ask about exact pricing. Manager St. Clair said she did not feel they said what she wanted to hear about their auditing procedures when they came in, they just kept saying we could send them the information.

John Schick asked if White & Rudy had any municipal references. Manager St. Clair said they did not. He asked if White & Rudy would tack on other fees. Manager St. Clair said their price is firm. Sandra Valdez asked how long this is for. Manager St. Clair said the audit is scheduled for one week of their time, but last year it only took 3 days. The contract is for three years. John Schick asked for a clause to be put in the contract if it doesn't work out. Debra Miller asked who the fire department uses for auditing. Manager St. Clair said she does not know because she has not received the financial audit for last year yet. Adam Gochnauer said the fees in the contract for Bertz & Hess are not capped and any little thing could end up eating whatever small savings there was. With White & Rudy when she contacts them throughout the year there is not an additional fee, it would be included in the price they gave. This is on the agenda under action items for tonight.

7. Aging trees at the swimming pool

In October, at a yearend meeting with HARC the aging trees were brought up by HARC. It was asked if we are going to do tree replacement or something else. Jeff Book would like any trees taken down to be replaced with trees or shade umbrellas and possibly add something for shade at the baby pool. There are a total of three trees that need to be taken down. Kevin Martin recommended taking down the three trees and putting two trees up in their place and then put one tree on the other side of the fence where the baby pool is. Cost of 15'x15' umbrellas is 10,696.46 and cost of 3 funbrellas 12-20' is 18,104.00. Another idea was an area near the shed could be used to put smaller umbrellas but only 3-4 people could fit under them. The cost of three shade trees is 4,800.00 but Roots will give us a discount on this and plant it. This needs to be decided soon, and trees would need to be planted before Spring. Borough staff would take care of cutting down the trees and grinding the stumps. John Schick asked if there was a fund for trees. Manager St. Clair said she budgeted 12,000.00 for trees. Council agreed to go with the tree replacement.

8. Account Payables 01/25/2024

Reviewed by Council.

Transferred 500,000.00 from Capital Reserve fund to the investment fund.

Transferred 250,000.00 from Water Reserve fund to the investment fund.

9. Review 4Q23 Financials

Manager St. Clair reviewed the 4Q 2023 Financials for Water, General and Trash with councilmembers.

10. Fire Company Financials – for review only

Josh Roberts asked if the Fire Co. submitted an audit for last year yet and asked if Council does require them to have an audit since they do receive a significant amount of tax money. Mr. Roberts asked when Council usually receives this. Manager St. Clair said we usually have this by now. She did reach out to them twice for this and will reach out to them again.

11. Misc. Items for Manager and Council

Mayor Malone: Spoke with Todd Roy w/ Little Conestoga River Club and they have set up a form to report dumping along Little Conestoga River. The form is on their website conestogariverclub.org

John Herr: Asked if the sidewalk will be repaired on Stevens. Manager St. Clair said the borough is going to be taking care of this and will bill the property owner.

Attended Association of Lancaster County Boroughs' dinner. There were many interesting speakers.

Will Sharp: Resident gave Kudos to the snow maintenance staff for doing their job of snow removal. She told him it was the first time in 20 years they plowed her street without covering up her driveway. It was Alex Keagy who was operating the plow.

John Schick: Asked if the hydrant at Miller and Main will be installed soon. Mr. Moseman said they are just waiting for the appropriate paperwork for the easement. The plan is to place the hydrant further away from the road to help prevent it from getting hit again. Also, asked if anything was heard back on Graystone Signal. Manager St. Clair said she did not hear anything yet.

III. ACTION ITEMS:

1. ***It was moved and seconded (A. Gochnauer / S. Valdez) with unanimous approval by the board, to approve October 2023 Committee Meeting Minutes.***
2. ***It was moved and seconded (A. Gochnauer / J. Schick) with unanimous approval by the board, to approve Resolution 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.***
3. ***It was moved and seconded (A. Gochnauer / W. Sharp) with unanimous approval by the board, to approve Resolution 890, appointing White & Rudy as auditors for East Petersburg Borough for three year agreement with opt out agreement per Amy Leonard's review of the Agreement.***
4. Debra Miller asked what the retainage amount was for on the Telco, Inc. bill. John Schick said the bill is for them putting wire through the conduits and they are now waiting on equipment. When they submit for a certain amount, 10% gets held for retainage. When the project is completed and approved the retainage can be released.

It was moved and seconded (A. Gochnauer / R. Rannels) with a 6-0 approval by the board, to 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. John Schick abstained due to his employment with Rettew.

5. ***It was moved and seconded (S. Valdez / A. Gochnauer) with unanimous approval by the board, to approve Systems Design Engineering, Inc. to submit advertisement for bids for the footbridges for the Meadows Bio-Swale Project. Advertisement will be on January 31, 2024 and February 2, 2024.***

IV. EXTRA ITEMS: Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

- The next Borough Council meeting will be held on Tuesday, February 6, 2024 at 7:00 p.m.
- If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

Committee Meeting Adjournment: 7:31 p.m

Executive Session for legal and personnel matters: 7:40 p.m. - 8:27 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	February 22, 2024	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	Debra Miller, President (Absent) John Schick, Vice-President Adam Gochnauer, Pro Tem John Herr Randy Rannels William Sharp Sandra Valdez
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair

Meeting was called to order by John Schick, Vice President of Borough Council: 6:00 p.m.

Moment of Silence / Pledge to Flag

Visitors: Jeff & Tammy Moseman, Megan & Jan Shank, James Swarr, Josh Roberts, Violet DeStefano, Jarod Carpenter

I. PUBLIC COMMENTS: None

II. AGENDA ITEMS FOR DISCUSSION ONLY:

1. Megan Shank: Special Event “Christmas in July”

Megan Shank said her business is to hold Maker Markets to support small businesses and hand-made businesses within the community. They focus on hand-made goods, non-profits, and student makers. They don't do direct sales or resale. It is not a flea market or yard sale. They only hold markets within Lancaster County. In 2023, they held 1 market every month and 2 in November. The attendance at the markets ranges from 1,000 – 4,000. She is interested in holding their 3rd annual “Christmas in July” Makers Market at the park. Ms. Shank reviewed the map for what they are proposing with council. Yesterday, she met with EMS and has worked with Manager St. Clair and Josh Roberts on this also. There will be 5 food trucks, music on the amphitheater, 4 porta potties (one of these will be handicap accessible), handicap parking, and vendors with mostly 10 x 10 tent structures. Vendors are required to have tents and be weighted with 35 lb. weights on each leg and use stakes on the grass area. The area behind the ball field will be used for vendor parking. Parking and navigation was reviewed with EMS. The area needed for the fire dept. to get their equipment out will have barriers, signage, and their team will manage this area. Fire police and their team will navigate parking, and grass will be marked. Manager St. Clair said public works requested barricades at three different areas: 1 or 2 at Ann St.; 1 at Park St.; 3 at Fire house on Pine St. The event is 10:00 – 4:00. Her team will be there Thursday evening and all day Friday. They will begin setting up between 5:00 and 6:00 a.m. on Saturday and should be finished cleaning up by 8:00 p.m. She will not be using the Community Center. Her costs include the Amphitheater rental, fire police, and regular police. There will be a contract with each. Josh Roberts said there will be a minimum of 2 fire police possibly 3. The emergency plan seems to be in place, and they had things well organized. The canopies are weighted and staked so wind should not be an issue. Ms. Shank said the event will be heavily marketed on social media. The market will have a variety of vendors and they will be strategically placed to keep it fair for everyone selling products. They are encouraged to have liability insurance, but she does not require it unless the area she is in requires it. She hopes to continue to have markets in the borough. She would like to put a 6' – 8' vinyl banner on the fencing of the tennis court to promote within the park. She would also like to put a vinyl 6' – 8' banner in the park on the trees facing State St. to promote toward local traffic. They would like to place yard signs at local businesses and at homes of people involved that live in the borough. Manager St. Clair said she will reach out to the zoning officer and get back to her tomorrow about the signs. This event will be put on the March 5th agenda for a vote.

2. Karen: ARPA update from Lancaster County Commissioners Office

Manager St. Clair said Jeff Moseman worked on submitting grants for three projects last August. Of the three projects he submitted for grants, we will be receiving Lancaster County ARPA funds for two of them this year: (1)Koser Road Spring Pump Project-total cost \$245,300.00, they are giving us \$122,650.00 (2)City Interconnect Pump Replacement Project- total cost is \$241,390.00, they are giving us \$120,695.00. Manager St. Clair and Jeff Moseman attended the meeting yesterday and they were very appreciative, and they thanked the county commissioners. Commissioner Parson said he would like to present us with a big check in person.

Manager St. Clair said out of the \$472,920.00 of the Boroughs ARPA funds we received last year, we used \$171,541.00 for building renovations. We have a balance of \$301,379.00. Now that we will receive the Lancaster County ARPA funds, the remaining funds can be used for other projects, such as the foot bridges and bioswale. The bid for the foot bridges closed today and came in in at \$143,000.00 for Pine wood. If we went with composite, it would be an extra \$20,000.00. We will receive \$40,000.00 from Lanc. County Conservatory and if we go with the \$143,000.00 foot bridge, it leaves us with \$103,000.00. There was \$150,000.00 budgeted for this.

There was 195,300.00 budgeted from water reserve for the Koser Road Spring Pump project and our cost after the grant is 122,650.00.

We budgeted 126,095.00 from water reserve for the City Interconnect and our cost after the grant is 120,695.00.

Our total project costs came to \$346,345.00, minus the ARPA funds we have available, we will now only have a net deficit of \$45,000.00 coming from water reserve.

Manager St. Clair thanked Jeff Moseman for all the work he did on the grants and pointed out that it is saving the taxpayers a lot of money.

Council asked what the warranty is for the two different types of bridges. Jeff Moseman said the composite would be warranted from the manufacturer for 25 plus years, and the wood bridge does not have a warranty. John Herr said the extra \$20,000.00 for the composite might be worth it, if it lasts longer. John Schick said wood can warp and will need maintenance, and pointed out that the quality of wood is not as good as it used to be, so it might not last as long as the composite. If we go with the composite, it is an extra \$22,650.00 to the bid for a total of \$166,033.00, minus the \$40,000.00 we would get. John Herr said under the circumstances, we have a favorable situation. Adam Gochnauer pointed out it is a flood plain in that area so it could end up sitting in water.

3. Karen: Pickleball Court Update

Manager St. Clair said at the last meeting it was pointed out that we did not get the grant and council suggested HARC be contacted to find out if they have a need for this. Jeff Moseman did reach out to Jeff Book and was told HARC has four outdoor tennis courts that can be transformed into pickleball courts, and they are planning to add lines to these courts for pickleball. Mr. Book told him that a lot of their revenue is generated by their indoor courts. He was told the interest that they have is if a court would be available for a tournament. Adam Gochnauer said HARC is using the indoor courts for pickleball, and it is not great. They are looking to do a mixer next month and that would be an opportunity for us. If pickleball lines are put on tennis courts they cannot be used for tournaments. Mr. Moseman contacted the Brenaman Company and Lancaster Asphalt for quotes. If he has it ready for March 5, the quotes can be looked at then for the pickleball courts. Manager St. Clair said we want to keep this moving. Adam Gochnauer asked if lighting is being looked at? Mr. Moseman said the lights at the tennis courts still work but are antiquated and might need looked at.

4. Randy: EP-Landisville Lions Club: Replace the Lions Club logo on Borough sign.

Randy Rannels said the East Petersburg/ Landisville Lions Club would like to replace their club sign on the borough sign on State Street near the RR tracks. He shared a picture of the sign with council. He said the Rotary Club sign is still on there and no longer exists, so that one could be removed, and possibly the GFWC sign. After they receive the approval they will order the sign and pay for it.

Mr. Rannels said the EP/Landisville Lions Club would also like to make a donation of a 20' x 20' ladder engine playset to put at the park. It is made of steel and composite, and the ladder is monkey bars. The EP/Landisville Lions Club will make a contribution towards the fire truck and there is two other Lions Club Foundations in the state that will put this on a grant toward purchase. Mr. Rannels met with Manger St. Clair, Jeff Moseman and Kevin Martin about this and discussed installation and ground cover options. Pour in place requires much less maintenance so they will probably go with this. After the fire truck is paid for and installed it will be turned over to the borough for maintenance. KWLE Realty and Lancaster Nissan have given money towards the fire truck and plaques will be displayed for these two donors and any others who donate toward this. Manager St. Clair did reach out to DCNR re: the grant for park upgrades and she was told this will not affect the grant in any way.

5. **EMC: Independent Contractor Agreement**

Council interviewed two different candidates for the position of EMC Coordinator. Violet De Stefano was selected to fill the position. Amy Leonard prepared an Agreement for this position. This will be put on the March 5th agenda to appoint her.

6. **Account Payables 02/22/2024:** None.

7. **Fire Company Financials – for review only**

8. **Misc. Items for Manager and Council**
Manager St. Clair:

The information to sign up for Lancaster County Emergency Alerts has been posted on the website.

Update on Rt. 72 and Graystone Road - There were concerns for the mast arm on the southwest arm that it should be farther back than the design showed. They are taking these concerns into consideration, and they will redesign this with the mast arm farther back. They are hoping to put this out to bid mid-December.

Update on traffic signal at 72/Miller and 72/Enterprise: The equipment should be here tomorrow or Monday.

The 2024 pool rates are out. If you get your membership prior to May 1st: single \$195.00; families \$315.00. Day passes will be increased from \$10.00 to \$15.00. The snack bar will be open this year. The cover will be removed mid-April. John Schick pointed out that Manheim will not be opening their pool this year, so we could see an increase in people attending the pool.

Mayor Malone:

The drug task force is asking for \$4,573.00 for 2024. Manager St. Clair said we did make the payment to them last year and it was budgeted again for 2024.

John Herr said the newspaper did an article about hazards at railroad crossings. He asked if there are hazardous materials transported on our railroads. Violet De Stefano said she thinks it is primarily agricultural materials on our railroads, but she will look into this.

Deb Miller was not in attendance but asked for the following misc. items to be addressed on her behalf:

Mayor Malone, John Herr and Deb Miller all attended the New Holland Fire Co. training for elected officials and volunteer firefighters on 2/15/24. Members of the EP Fire Co. were present also. They had a discussion on the importance of developing relationships between the two and the importance of the fire companies to develop a strategic plan.

Deb Miller does not agree with Jeff Book. She sees opportunities for HARC to make money on court fees by using the HARC app. She gave examples on this – free to residents, non-residents would pay a fee. There would be court reservations required to ensure residents have a chance to play. Signs could be posted stating overuse of non-residents use control, on the courts.

III. **ACTION ITEMS:**

1. *It was moved and seconded (S. Valdez / R. Rannels) with unanimous approval by the board, to approve January 2024 Committee Meeting Minutes.*

IV. **EXTRA ITEMS: Issues arising in the last 24 hours:** None.

V. **ANNOUNCEMENTS:**

- The next Borough Council meeting will be held on Tuesday, March 5, 2024 at 7:00 p.m.
- Lion's Club Spaghetti Dinner will be held Saturday, February 24 at EP Mennonite Church 4:00 – 6:00 p.m. Tickets will be available at the door.

Committee Meeting Adjournment: 7:13 p.m.

Executive Session for legal matters: 7:19 p.m. – 7:40 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	March 28, 2024	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	Debra Miller, President John Schick, Vice-President (Absent) Adam Gochnauer, Pro Tem John Herr Randy Rannels William Sharp Sandra Valdez
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair

Meeting was called to order by Debra Miller, President of Borough Council: 6:00 p.m.

Moment of Silence / Pledge to Flag

Visitors: Karyl Carmignani, Tammy & Jeff Moseman, James Swarr, Don Schoenberger, Samuel Maurer V, Jay Parrish, Mary Armstrong

I. PUBLIC COMMENTS:

Tammy Moseman said: Everyone knows what's going on with the Library and I have spent time processing my thoughts and concerns on this and I am not here to pass judgement on this. Each is of their own. I am deeply concerned that taxpayer dollars are supporting a library that is having drag queens read and interact with our precious vulnerable children. When the library representative came here she asked for money and an increase in the money, but there was no mention of this type of function occurring. I understand we can choose not to attend such events, but I can choose to voice my opinion as to where my tax dollars are being spent. In my opinion it is political, divisive, and morally wrong, and an inappropriate function to occur at a taxpayer funded library. I have no problem with the LGBTQ group, but I do have a problem with the drag queens reading to our young children and individuals making threats to our republican commissioners. I watched the last couple Lancaster Commissioners meeting and there were a high amount of threats made to them because of their concerns and I invite you all to watch it. It is online and you can watch it. It was deeply concerning the threats that they are receiving. She pointed out that children should not be exposed to an individual that made negative statements about children publicly. She continued to say: I watched East Hempfields Board meeting, and they made statements as well. One individual there said there were 2 Christian groups that asked to have venues there and they were denied. Per Lissa the executive director, she doesn't censor and that is a quote that she put online. But to me, they do censor because they are not offering a Christian venue. With that being said there are now safety concerns and a bomb threat and physical threats that are occurring to our commissioners and even to local communities. I feel you as councilmembers are fiscally responsible for our money and I personally do not want my money associated with a library that has a function that could possibly harm somebody. You don't know what's going to happen or what's going to occur. You're having bomb threats and physical threats to people and if you don't associate with these type of people who's going to be vulnerable. I feel as if our community and our children are at that state. You as councilmembers have to consider all for the community not just a select few of the community and I believe our tax dollars can be better utilized, not funding possible harm. I do not want to be associated with a function as a community funding harm. I personally don't want my name there and I am an East Petersburg resident so ultimately my name is there and that frightens me. I think we can use our taxpayer dollars better, elsewhere. I just think it's very sensitive political, and divisive and its inappropriate to have adult individuals dressed up as woman reading to our children, who does adult functions and children's functions. Do we know when the check is submitted; it's 3rd quarter? Manager St. Clair said yes, it is always around October. Tammy Moseman continued to say: We have time to think about this and discuss it. Do we want to add it to the agenda? I don't know how all this works, but I think we need to discuss this as a community. We need to put out there that we are contributing to a function that could be harmful and it's very scary to me that we are influencing our small children. I think it should be up to the parents to be able to do. If you want to go, go. I have no problem with that but do it in a private area not in a publicly funded facility. I read all the ins and outs of it on Facebook and WGAL. I watched EH Township meeting and they are thinking about withdrawing. I watched all the commissioners' meetings. I invite you to do all of that and get a

good perspective on your thoughts and what you think, but it scares me to death that we are accommodating to a select few with our children with our tax dollars. I just think you all need to consider discussing it this evening or putting it on the agenda for further discussion.

Jay Parrish said: There were a lot of comments just made about harm, threats, and violence. When I go to the library I don't see that. Libraries are extremely important to me and our society, and all aspects of society. It is critical for the basis of anybody's education. Where can you go if you are starting up a business; you can go to the library to get this information. If anything, we should be tripling, quadrupling, or giving ten times the amount we fund the library now. If you ever live in a community that actually funds a library, it is a wonderful community to be in. I have had the privilege of living in other states and libraries are wonderful places with fabulous programs for kids, and it's a delight. I don't think that anything that happened this week, in the terms of offering somebody who'd be reading, was political, divisive, or harmful, and none of that happened in terms of the people who are offering it. I went to college with a guy who was a head of our University Christian Fellowship, and he was a wonderful guy. It turns out now he is a drag queen and a devout Christian, and unfortunately has cancer right now. Unless you know somebody, and say I knew them, I've know them; you know they are human beings. I would strongly urge you to drastically increase the amount of funding for the library. If you look at the amount of funding for Chester County, our municipalities give half as much as they do. We are way down on the list of supporters. It's personally painful for me because I know Ray D'Agostino, having worked with him for many years. It really hurts me to hear him say the things he does because I know he wasn't that person a few years ago and he has become much more prone to things he never would have noticed before.

Tammy Moseman asked Jay Parrish if he watched the commissioners meeting with the threats.

Jay Parrish said: I did not watch it. I actually worked in county government and knew the previous commissioners. I also worked in state government and experienced a public that might be angry about things, threats, and violence, but never have I seen a local politician use their power to do something that would incite a violent reaction like these commissioners did. In 30 years, I never saw this.

Tammy Moseman said: I appreciate what you're saying, and I agree, a library is a most important place for everyone to go, but when there is threats being made, it was a bomb threat. There is no conclusion where it came from because the e-mails are being investigated. This is a problem; a safety issue.

Mary Armstrong said: I have lived in East Pete since 1980 and I am very involved in the Lancaster Public Library. I have been the chairperson of the big book sale for the past six years and have been involved for the past 10 years. Lancaster County has the lowest support of the library system in the whole state. I understand everybody's concern. Lissa Holland is the executive director of the library, and she is one of my many friends at the library, and they are all scared to death at work. The important thing is we need to keep up funding for libraries, all the libraries. I did some research and East Petersburg Borough funds less than \$1.00 for each resident for the library. To me that is pitiful. 37% of the budget comes from the municipalities, the rest is raised by people like me who are working very hard to keep the library open. They need to be inclusive of everybody too, not just certain groups. I know it wasn't political or religious and had nothing to do with that. It was a non-profit group who wanted to use the facility. They are perfectly acceptable to do that. When you talk about non-profit groups and how we support them, not just East Petersburg Borough, but the whole state, all the churches are in a tax-exempt position, so really my taxes that I pay are helping to support the churches. If they would pay property taxes like the rest of us do, then my taxes wouldn't be so high. That's all I want to say. Thank you.

James Swarr said: I just want it to be put on record that Councilmember Sharp, Councilmember Herr and Councilmember Miller gave the last two speakers their undivided attention, but when Tammy Moseman was speaking, one was cleaning their glasses, one was shuffling papers, and the other was doing something else.

Adam Gochnauer said: We should probably address the concerns now.

Debra Miller said: We might want to take a look at the meeting room policy, and the American Library Bill of Rights, which is why I was shuffling through papers. We might want to learn more from the director of Lancaster Public Library to get some facts before we discuss something we don't have facts on. She would like everyone to do some research and put this on the agenda for April.

Adam Gochnauer said: It's not a legal issue or contractual issue and everyone probably has an opinion about it now. I am not sure what we can gather to make concerns better. I don't think it's a legal matter, it's more of a moral thing whatever side you're on and if we wish to fund them, or not, or increase it in some cases. I value opinions of the other

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councilmembers. I don't think waiting a month will change anybody's opinion on it. I don't think it was a question of if they have a right to do this, but whether it was a smart decision or not. Therefore, funding should be addressed by it.

Mayor Malone said: There were miscommunications presented equating non-binary presentations as harmful relating to the bomb threat, whether that was a cause or not. If we waited to give authorities a chance to actually work through the threats to find out who made those threats; where they came from, why they were made. We could then actually address those fears in a confident manner rather than throwing out our own opinions.

Adam Gochnauer said: The bomb threats are not from the library staff. That's nothing to do with this. The people who have spoken about the library funding were asking what our opinion is and what we should do with library funding about the event they were part of. Our specific question we were asked to debate is what do we do with library funding? Should we continue funding? It was not who threatened to bomb them; that's for the police and legal.

William Sharp said: We are already paying well below what we should be paying at \$0.72 per capita. That is not sufficient to help to fund a public library that provides exceptional benefits to this community. They provide a great deal of opportunities for people to have a safe environment in which to work. They can go in there and study. It's a safe place for children. It provides information and resources and one event that you disagree with should not negate the fact of all the benefits that they provide. Yes, you are entitled to your opinion and thoughts and whether it should occur. However, that is not the end all, be all, as to what a library is for.

Tammy Moseman said: Her thing is safety.

William Sharp said: The people holding the event would not have made a bomb threat. We have no control over how other people react and what they do. If you are referring to the bomb threat, the people holding the event did not do that. They would not do that. If you are talking about what other people do, we have no control over that. We cannot control how people are going to react over events that are held. What we can control is our action and whether or not we support an organization which provides us with benefits.

Tammy Moseman said: I agree with supporting them, absolutely no doubt in my mind. I never had an issue with that. What I have an issue with now is safety. I am not biased whatsoever. I have gay family members and friends. My concern is our money could possibly contribute to harm of children and families due to having an event in a public library that is funded by taxpayers. That's my concern.

William Sharp said: That is a far leap. That's a leap in logic. A leap in thoughts.

Tammy Moseman said: Don't degrade my thoughts.

William Sharp said: I'm not, what I am saying is the logic that you are speaking about that doesn't come to pass. We have multiple situations where people are committing violent acts with no justification, so you can't say that because someone has an event that is going to cause them to have this type of reaction. People are going to do what they are going to do, and we have no control over it.

Tammy Moseman said: There was a threat and it's called safety for our children and our families and our public and the community.

Mayor Malone asked: Would you block the meeting?

Tammy Moseman said: No, that's not my point. When you bring in a small group of people that are adults dressed up as drag queens reading God knows what to our children, now it becomes an issue. I don't have an issue with it. Other individuals do and now there is bomb threats and that is my issue.

Mayor Malone said: What if you have a bomb threat because someone chose a story of the Quran and there is a bomb threat.

Tammy Moseman said: That is precisely my point. I don't know and that's a problem when other people have a problem. I don't have a problem; I don't care what they do. My issue is the fact you have a small group of individuals that are drag queens that are reading to small children and other individuals have issues with it and now it's a safety issue. I don't want my taxpayer money funding something that is going to go ahead and possibly have harm on somebody.

Debra Miller said: What we are going to do is let the councilmembers speak.

Randy Rannels said: Mary raised a good point; we don't spend \$1.00 per person, and I agree that libraries are very important. I don't know a lot about the situation that happened with the library with the bomb threat and everything else. I do need to educate myself on that. I agree that it is not out of bounds for us to pay \$1.00 per resident for the library. That's all I have to say for now.

John Herr said: The first time I ran for borough council, I knocked on a lot of doors over a summer and a number of times I talked with kids in the 8-16 year old range. Their parents were off working. I said to them: what do you need here? What can this town do to make your life better? One thing they said was do better upkeep in the parks. The other thing they said was we need the library, and we need to be able to get to the library. They always mentioned the library. They didn't have an easy way to get to and from the library, but they did care. To make it short, I would double and triple what we give at least. If you start hurting the library you are hurting society in some really basic way.

Debra Miller said: We don't want an illiterate society. I had certain misconceptions relating to this event. When I was doing my research I found there is a Library Bill of Rights and there is a link to this on the Lancaster Public Library website. Two of the things on the Bill of Rights that stuck out to me was (1) A person's right to use the library should not be denied or abridged because of origin, age, background, or views. (2) Libraries which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless on the beliefs or affiliations of individuals or groups requesting their use. That was new for me; I was not aware there was a Library Bill of Rights or that those things were highlighted. As far as the meeting room policy, the Lancaster Public Library allows qualified and approved individuals or organizations to use its meeting room only for approved educational and recreational activities which support the libraries' purpose. The library will not sponsor or subsidize commercial, religious, or political activities by outside organizations or individuals. I took note of that because religious and political activities by outside organizations or individuals on library premises, are prohibited. That's why we can't do political or religious activities in a library. It's right there in black and white. The library as an independent, not for profit cooperation, reserves the right to limit or deny use of its meeting facilities by group or individual organization if such use is deemed to be not in the best interest of the library. If you want to take it and flip it the other way, I understand a lot of people were upset it was a drag story hour, but if the director would have ruled against it and not approved their application to rent a room, she would have been discriminating against the drag story hour. You just have to flip it and look at it a different way. These are some of my takeaways.

Some of us toured the Lancaster Public Library last year before it was opened, and I had quite a few takeaways. They do a specialty lending; you can borrow an American Girl doll, outdoor games, board games, specialty baking pans. These items are available to be borrowed at the library. There are 11 rooms available for use. Rental fees start at \$25.00 per hour for study rooms and go as high as \$250.00 for a 2-hour use. They also have an autism resource center equipped with sensory space, sensory toys, games, puzzles, fidget toys, books, DVDs, and more. One of the largest check-outs they have per media is actually their DVD collection.

I am in favor of funding the library and raising it up to at least \$1.00 per person/per capita.

Adam Gochnauer said: Thank you Deb for holding this discussion tonight and thank you to councilmembers for talking. Without getting into personal beliefs, whether you think this event was right or wrong, I think you have to look at it as we do on the council; keeping our personal beliefs out of it, looking at what has happened and how it effects the library, did they make a good decision or bad decision. We could get into a discussion all night about personal beliefs on the whole incident. However, we are here because it was brought up by our residents to address library funding. First, with that being said, we already approved the funding for this year. As far as the increase, I don't think that is a discussion to have tonight. We already approved this in the Fall when Lissa Holland was here and discussed everything and we came to a consensus, and we agreed to an amount. I think no matter what, that amount is in stone. If we want to have this talk again in the Fall and Lissa Holland wants to come, I would encourage her to come before council in the Fall and we can talk to her. I would like to get it off the table immediately about an increase. We are done with the budget. As far as to other concerns on the other side about taking it off, again not getting into personal beliefs on anything. I think the library did something that they are going to look back on and regret what they did, because of what has happened. The turmoil it has created, and they are probably going to lose a lot of funding from municipalities because of this one incident. Agreed, not to say libraries aren't worth being funded but they made a mistake and I think they are going to pay for that in the long run. When you make a mistake you have to learn from that and whoever approved this is probably saying it sounded good initially, but it wasn't the right thing to do. I'm not saying left or right because people have called bomb threats, and I don't agree with any of that. It is not right and it's way political. We have to look at it as saying do we personally feel it was a mistake, do we keep funding or cut funding? To me, that is what we have to discuss tonight; cut it or keep it? Then we can have the discussion as far as any raise in the Fall. I think, myself talking, it was a mistake what they did; not to kids. Adults is one thing, but not to kids. I would say cut the funding and say this is not to the library but to the person who authorized

this made a mistake and we will not tolerate that to our youth. Then I would love to have Lissa Holland come here to discuss it in the Fall and we might learn more: who made that decision and is that going to continue? Maybe Mary Armstong can answer if this was booked after she was here.

Mary Armstrong said: It was booked months ago, but I do not know the answer to that. I don't know when she was here. It would not have gotten to this point unless it was brought up in a public situation. It would not have exploded. It would have been like any other story hour. The people who wanted to bring their children would have went and it would have been all calm and nobody would have even known. But it was brought up in a public situation, and it exploded. I don't believe the staff of the library ever thought it would get to this point. That there would be bomb threats, etc.

Adam Gochnauer said: It's my opinion that it's a mistake, but I respect anyone that doesn't think it was. I am fine with that. We might agree to disagree on the funding, but I think it's an important thing. I think we probably learned that in the Fall to maybe ask a few more questions about what they are booking. I've never heard of this before and maybe it opened our eyes to the new world. That is what I would like this council to decide on record tonight. Maintain funding or cut funding, and then in the Fall let's have a discussion for everyone that says about raising it. I think that is the time to do it.

Sandra Valdez said: I think that everyone who has provided their opinions and concerns; they are all valid. Everyone has their freedom of speech and is able to say how they feel. For the incident, unfortunately I cannot comment as to the threat or what was in the news because I was with my grandkids. However, I did hear on the news it was going to happen, but beyond that I can't necessarily comment on that. What I would say is whether it was something to do with what Mary Armstrong indicated that if it never would have been public it might have occurred under the radar. As a social service person who works in the community, I try to be equitable and diverse and inclusive to everyone. I don't think our children should be harmed in the sense of not having the necessary tools in the library to be able to do their research, their studies, or to be able to do whatever it is that they need in public that they cannot do at home. Working in the city there are a lot of families there, and even in East Pete, who cannot afford technology at home and cannot afford to have these things that their children will need to access from a library if they cannot get it from a school setting. To Adams statement: When you talk about cutting funding are you talking about cutting what was approved or meaning in the Fall.

Adam Gochnauer said: What I am saying is we approved the budget for this year, so we have essentially one choice do we continue with it or cut it? Later on, would be: a lot of our council people and a couple residents said do we increase it and that's a discussion for the Fall. We approved a set amount this year. What has come up is do we continue to give that amount, or do we stop giving that amount?

Sandra Valdez said: I believe we should continue to fund it. We should not cut the funding. I think it's a valid statement to invite Lissa Holland to come in and if there are additional questions that councilmembers needs to ask to determine whether or not it be increased to \$1.00 per capita than I think that's an additional conversation we can have, but I do not believe it should be cut.

Debra Miller said: I think we should continue funding.

William Sharp said: What I was trying to say was I spent a considerable amount of time in foreign countries where people do not have any rights. They don't have first amendment rights. They don't have any rights to get information, to get knowledge, to have an opportunity to get an education. Yet here we have in our country been blessed with the opportunity to have education, have resources, to have all of these things that the library provides, and that is expensive. We should as citizens, provide for them to ensure that our children are safe, our children are educated, and have the ability to do that which they want to do. So, I believe we should maintain what we have already promised, since we already promised it. Then moving forward, we should look at if we want to increase and I believe that we should because of the benefits that are provided by the library.

John Herr said: Definitely keep it.

Randy Rannels said: Keep it.

William Sharp said: Keep it.

James Malone said: Keep the funding. I grew up in a very closed, tight community that had some very negative elements that ran around claiming to be Christian, so I often have a back pedal first approach when something looks dangerous, but I know it's not. I have taken courses with the FBI and have learned not to trip out about different groups. I also know that having a heavier and longer exposure to differences increases that understanding of diversity, whether its military, or

different religions, or whatever. Same with normality of dress and all that. I believe not only should we maintain funding, but I believe it's very sad that this particular event has gotten such a negative presentation on it, especially since it was come if you want to, because it is a chance for individuals to be able to present different experiences to their children to be able to provide them with a broader experience of life in general. I think everywhere we are lacking in that, especially in the United States.

II. AGENDA ITEMS FOR DISCUSSION ONLY:

1. Landowner Access Agreement:

Debra Miller said when she looked up 5260 Main Street it showed that the Hyundai dealership owns the large area of commercial parcel in this area. Manager St. Clair said this has already been discussed at previous meetings and pointed out that the Landowner Access Agreement just pertains to where the fire hydrant is at Miller and Main Street and the fact that it gets hit frequently. Scott Liggins talked to the property owner about relocating the hydrant. The Agreement will give us access to the hydrant at any time. It is being done just for this hydrant at this location.

2. NLCRPD Charter Update:

The Commissioners have not yet passed both agreements. They plan to approve the agreement at their April 11th meeting. After they make the approval it will come back to us for further discussion. It looks like somewhere between 14% - 15% will be our buy-in cost. We don't have to do a start-up cost because we already paid that in 2020. It will just be the buy-in cost. Some benefits of being in the charter are: we will have equal voting, we will be an equal voting member, we generate a percentage of ownership, we maintain costs associated with special investigations or special events. For us to join the charter we will have to change our workers' compensation carrier to Beacon. Beacon recommends us to create a safety committee which Manager St. Clair has taken steps to do. The savings with a safety committee will be 5% discount on our workers' compensation coverage. She met with the third party administrator with Beacon and talked about rates and to compare what we are paying through Amtrust now. Beacon came in at \$12,950.00 vs. what we are paying now through Amtrust \$14,500.00. This amount covers all employees. The other members of the charter are Warwick, Clay, and Penn. With all members using Beacon it will help offset costs especially for the police who have a lot of claims due to the difficult job they have. Debra Miller asked what the 14%-15% buy-in cost is. Manager St. Clair NLCRPD used the 22-23 audit to come up with the amount which is approx. \$130,000.00 and this is less than what was first talked about. Manager St. Clair will give an update at the next committee meeting. James Swarr asked if this changes the budget amount. Manager St. Clair said the budgeted amount of \$860,000.00 for 2024 remains the same. The cost will be much lower for 2025 if we join the charter. All members of the charter are locked in for 10 years. She will have these numbers for everyone after the commissioners vote on this.

3. Community Park Pickleball Court Project:

Manager St. Clair said two quotes were received through Costars: Brennaman Company came in at \$17,000.00 and Miller Sports came in at \$27,554.00. This is what we need to get pickle ball up and running. The lighting can come at a later time when it is decided on. The quote from the Brennaman Co. will cover layout, coating for 4 courts, posts and nets and removal of any objects if needed. They also said they will fill in the cracks at the tennis court. Manager St. Clair said her recommendation is to go with the Brennaman Company. Jeff Moseman said it might be beneficial to keep the post and nets to eliminate interference. This will be added to the Council meeting agenda for a vote.

Council discussed the quote for lighting: We currently have 3 sets of lights with 3 vending machines; one of the vending machines is broke and there are no lights at the back court where the pickle ball will be. Wiring could be added to light the back court. The amount of the quote was for \$4,345.00 and this is to get all three existing light systems up and running. LED bulbs will be used. The vending is there, but no way to operate them. Even though there is noise associated with pickleball, not having lights would limit playtime in the fall greatly. It was agreed to keep the coin system because if we use credit cards there are fees, and if we use a fab system money could only be loaded during office hours. This will be added to a future agenda for a vote.

4. Review Account Payables 03/28/2024

John Herr asked about the bill for Amy Leonard that was for a RTK. Manager St. Clair said this is currently a legal matter. He also asked about the PSA testing costs. Manger St. Clair said this was talked about at the January meeting by Scott Liggins.

5. **Misc. Items**

Manager St. Clair

S. Clyde Weaver would like to donate time to help clean up or do maintenance at the park. This was turned over to Jeff Moseman to help Coordinate.

The borough sign at the borough line near Chemgro needs replaced. She would like to have the signs well matched moving forward. The Historical Society and Lions club will be placed on the new sign.

Mayor Malone said the borough emblem will be lost with the new style sign, but he is fine with trading off for the tree if that's what everyone wants to do. It was pointed out that the old sign is falling apart and unsalvageable. It would be very expensive to replace this exact sign and it would not match what we have been using more recently.

6. **Fire Company Financials – for review only**

III. **ACTION ITEMS:**

1. *It was moved and seconded (S. Valdez /J. Herr) with unanimous approval by the board, to approve February 2024 Committee Meeting Minutes.*
2. *It was moved and seconded (A. Gochnauer /W. Sharp) with unanimous approval by the board, to 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.*
3. Debra Miller asked who drew this up. Manager St. Clair said it was the County, and it was reviewed by Amy Leonard.

It was moved and seconded (A. Gochnauer /S. Valdez) with unanimous approval by the board, to 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.

IV. **EXTRA ITEMS: Issues arising in the last 24 hours: None.**

V. **ANNOUNCEMENTS:**

- The next Borough Council meeting will be held on Tuesday, April 2, 2024 at 7:00 p.m.
- The Annual Easter Egg Hunt will be held Saturday, March 30, 2024, at the Community Park at 11 a.m. sharp! Friday, March 29th 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
- The Borough office will be closed Friday, March 29, 2024, in observance of the Good Friday holiday.

Executive Session for legal matters: None

Committee Meeting Adjournment: 7:26 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

DATE AND TIME:	April 25, 2024	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	Debra Miller, President John Schick, Vice-President (Absent) Adam Gochnauer, Pro Tem John Herr Randy Rannels William Sharp Sandra Valdez (Absent)
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council at 6:00 p.m. with a moment of silence and pledge of allegiance.

Visitors: Karyl Carmignani, James Swarr, Josh Roberts, Evan Hunter

I. PUBLIC COMMENTS: None.

II. AGENDA ITEMS FOR DISCUSSION ONLY:

1. Tennis & Pickleball Court Lights:

Brennaman's Paving will be here next Monday to start work on the courts.

The lights have not been decided on yet. Currently there are 12-1500 watt light fixtures that illuminate the three courts, with each court having 4 lights to shine on each individual court. The lights/timers work except for one and this is where the pickleball court is going to be. 1st option is to replace the 12 existing light fixtures with 12-20,000 lumen LED fixtures for a cost of \$3,679.25. 2nd option to install new vending timers with installation for an additional \$3,585.00.

We have received calls requesting separation between the pickle ball courts and this can cost between \$250.00 and \$400.00. There will not be a net separating the pickle ball and tennis courts. The vending option will remain coin operated. The cost to use the lights is currently .25 per hour, with the new updated coin vending it will be 1.00 per hour. It was pointed out that now that we are putting a lot of money into the courts it should be decided on asap to help recoup some of the cost. The money captured from the vending will go into the parks and rec fund. This amount is under the threshold that requires us to receive three bids or put out to bid. This will be on the next agenda for a vote.

2. Review the NLCRPD Joinder & Charter Agreements:

Draft copies of both agreements were made available to residents.

On April 11, 2024, the NLCRPD commissioners adopted the Joinder and Charter Agreements by resolution. Next step is to adopt the agreements and then the charter municipalities will need to adopt their resolutions to complete this process. After the joinder agreement is approved, it will dissolve the police service contract that we have with them effective Jan. 1, 2020. We will then become a full charter member of the commission effective Jan. 1, 2025. According to the agreement, when we become a charter member, we are required to pay a buy-in cost to the commission in the amount of \$131,503.82 by 12/31/2034. This cost was determined by their current net position using their 2022-2023 audit. All parties agree for fiscal year 2025, our cost for police protection will be calculated by using a unit calculation formula referenced in Article 7 under appointment formula of the charter agreement. A police protection unit for 2024 is equal to 10 hours of police service per week. They will look at the incidents we had the prior year to determine how many units we need. This does not include any traffic stops. Currently we have 4 officers which is 16 units.

If council and current charter members do not pass their own resolutions dissolving their current agreements for police services then the joinder agreement becomes null and void and the agreement for police services will not be dissolved.

The charter agreement will have no start up cost because we are a contracting municipality.

With the charter, NLCRPD commission will consist of two representatives from each charter member. Currently Adam Gochnauer is our representative and Mayor James Malone is the alternate. This is a one year term. This is a 10-year commitment. If we choose to withdraw within the ten year term, we must give a 15 month notice and we will still have to complete the financial obligation spelled out in article 15 section b.

Both agreements will be on the May 7 agenda to adopt. Chief Kilgore or LT. Burdis will be in attendance at that meeting to answer questions. Amy Leonard said she reviewed the agreement and has noted a few things that she thought were unclear. Josh Roberts said he read in the joinder agreement that the start-up and buy-in amount is to ensure sufficient staff, equipment, and resources, and asked shouldn't they already have this since they are already servicing us. Manager St. Clair said the start-up cost was already paid by us back in January-2020. Now all the municipalities joining the charter must buy in. The fees are totally separate. Mr. Roberts asked what is the benefit of us buying in contractually and where does this equate to \$131,000.00. Manager St. Clair said as a charter we will be an equal voting member now and generate a percentage of ownership. Our percentage right now is 14%. We will maintain any cost for a special investigation and receive a discount on work comp insurance. Mr. Roberts asked will the current cost per unit go down by being a charter member. Manger St. Clair said yes, this should go down. She is not sure what the formula is that they use.

John Herr said when we had Manheim Township they did a good job, but they were going to double our fee and later found out East Hempfield would be four times as much as we were paying. This agreement represents stability, and we know we will have them for 20 years and we won't be priced out of protection.

Manger St. Clair said we are going to have police services for 10 years with a stellar group. Our opinion will now be a vote, not just an opinion. Also if something terrible does happen, we will have those resources right at our fingertips and we won't have to pay extra. We have 10 years to pay the \$131,000.00 and this would be discussed more at budget time. Adam Gochnauer said looking at the long term of what we will pay in police protection vs. contract, we will make up the difference.

3. Old Tennis Courts – Graystone Road:

Manager St. Clair said now that we aren't putting the pickleball court at this location we need to decide what to do with these courts. There is no parking at this area. Her recommendation is to tear them down and maybe put a park bench, or something. She has been contacted by numerous residents about this. John Herr said maybe we could turn them into additional pickleball courts because 4 might not be enough. A resident pointed out that if the pickleball courts become in high demand, there is a paddle system that can be used to organize who plays next. Manager St. Clair said to add parking and repair the courts would be very costly and the grant was denied for this. Debra Miller suggested a Pocket Park be put in this area. This can consist of benches and native plants and be utilized for programming. Other suggestions were: dog park, fitness area. It was discussed that the cost for a pocket park is usually generally not that much and could be used for various things. Adam Gochnauer said there is a new trend growing called PADEL and this could be something we could ask HARC to partner up with us for this since they do not have the space to do it. The existing tennis court could be used and would not have to use any green space. John Herr asked where they would park and said parking lots are expensive and go against MS4. Randy Rannels said people could park in Constitution Square and pointed out the quote for the parking and tennis was mostly for parking costs.

4. EP Elementary PTO - movie in the park:

EP Elementary PTO would like to use the park for a movie and some games on Friday, August 9 from 7:00 p.m. to 10:00 p.m. They will need to use the CC for electricity, and the park bathrooms. All 450 students and their families will be invited, but they do not expect them all to come. Manager St. Clair will check with Violet DeStefano-EMC to determine if an emergency plan is needed.

5. Discuss HARC's Parks & Recreation Plan:

Manger St. Clair attended a Park & Rec meeting held by HARC along with Mountville, E. Hempfield and W. Hempfield. HARC's main goal in the next 10 years is to be involved with the communities off site. HARC would like to create park atmosphere for each municipality and put us all under one umbrella. They would like to hire one FT and possibly one PT person to handle this. This position is paying between \$45,000.00 and \$55,000.00 for FT and the cost would be shared. This person would determine what each municipality has and what recreation uses, so it does not get repeated. They also want to share cost of mowers, movie screen, and management of rentals. E. Hempfield and W. Hempfield suggested in-kind contributions. There will be another meeting in a month to see where everybody stands.

John Herr said we have not had good luck with E. Hempfield on a few issues in the past, but things have been going really well with HARC. Manager St. Clair said if we don't do this, it will not change what we have with HARC now. Will Sharp said it sounds like a lot of obligations without any benefit for us. Randy Rannels said after his experience with E. Hempfield with fire commission, it's a no for him. Debra Miller said it's a no for her.

6. **Review Account Payables 04/25/2024**

Reviewed by Council.

7. **Review 1Q24 Financials**

Manager St. Clair reviewed the 1st quarter financials for water, trash, and general funds with councilmembers.

8. **Fire Company Financials – for review only**

Reviewed by Council.

9. **Misc. Items**

James Malone: Recommended Violet DeStefano work on Mitigation Plan for us. Lancaster County is going through a cycle now and they have resources she can use through them. Grant funding is available for this.

Will Sharp: Asked for an update from Violet DeStefano regarding the status of the request for aircraft from the airport. He is concerned with the fact that we have low flying aircraft that are military grade over a residential area and whether or not they have an emergency plan.

John Herr: Encouraged Manager St. Clair and Jeff Moseman to reach out to Emily West.

Debra Miller: Full Service Concessions has signed on for another year at the pool.

Manager St. Clair: Wee Care Day School Graduation Ceremony for Pre-K class will be held at the Amphitheater on June 5 from 5-7 p.m. (Rain date June 6). We received a \$5,326.12 from the DEP 904 grant for trash/recycling.

III. **ACTION ITEMS:**

1. *It was moved and seconded (R. Rannels / J. Herr) with unanimous approval by the board, to approve March 2024 Committee Meeting Minutes.*

IV. **EXTRA ITEMS: Issues arising in the last 24 hours: None.**

V. **ANNOUNCEMENTS:**

- The next Borough Council meeting will be held on Tuesday, May 7, 2024 at 7:00 p.m.
- The Vagabonds Car Show will be held May 4, from 11:00 a.m. to 3:00 p.m.
- Rain Garden Event is scheduled May 11, from 9:00 a.m. to 12:00 p.m. at the Nitrate Plant.

Executive Session for legal matters: None

Committee Meeting Adjournment: 7:12 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

May 23, 2024 6:00 p.m.

Held in person: 6051 Pine Street, East Petersburg, PA

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council at 6:00 p.m. with a moment of silence and Pledge of Allegiance.

ROLL CALL: Council Members: Debra Miller – President, John Schick – Vice President, Adam Gochnauer – ProTem, John Herr – Member, Randy Rannels – Member, William Sharp – Member, Sandra Valdez – Member (Absent)
Mayor: James Malone
Borough Manager: Karen St. Clair

Visitors: Karyl Carmignani, Josh Roberts, James Swarr, Samuel Maurer IV, Tammy Moseman

Debra Miller asked to limit comments and questions to the agenda items or borough business to help keep the meeting moving along. There was discussion on this, and it was decided to disregard this rule for tonight.

I. PUBLIC COMMENTS:

James Swarr asked John Schick where he stands on continuing public funding for the library since he was not at the meeting when this was discussed, he would like to know where he stands on this. John Schick said he would continue funding for this year since we already committed and then re-evaluate for next year.

II. AGENDA ITEMS FOR DISCUSSION ONLY:

1. Meadows Bioswale:

John Herr had some questions/concerns on the bio-swale and requested a meeting with Emily West who is employed by Land Studies to discuss this. Manager St.Clair, Jeff Moseman and Michael Bingham met with Emily West regarding her concerns of the hydrology of the basin because it is consistently wet. Mr. Bingham said it is a stormwater basin designed in the 1960's and it does not need to drain out like the current ones do. In order to drain the basin within 72 hours, you would have to regrade the entire basin, and this would cost several hundred thousand dollars and is just not feasible to do. The vegetation used is what was recommended. There is no erosion, and we are meeting our PRP for the MS4 program. This same rye grass was planted at the meadows as a cover crop and the other seeds came up through the following season. There is 12-18 inches of amended soils. John Herr asked if the rye grass will choke out the other seeds. The rye grasses will wane away as the other seeds take over. The purpose of the basin is to slow the water down enough that the sediment falls out and this will keep it out of the Chesapeake River. As of now bioswale and bridges are complete.

2. Pine Street - Water Main Replacement Project update:

Currently getting an engineering proposal for this project. Looking at the entirety of Pine Street and breaking it up into 2 projects. Mr. Bingham recommended doing the engineering all at once. They will put together the bid specs and once it is finalized, it can go out to bid in 2 phases. A timeline for all of this has been put together. Sidewalks will be assessed this year, and residents will have 2 years notice. Grant Money is still available through Lancaster County Housing Authority to help residents with costs. This project will cost approx. 1.2 million. We can continue to apply for grants until construction begins.

3. Shentel - GLO Fiber construction update:

Met with GLO Fiber and will continue to have meeting biweekly during construction project. They will be installing 12.9 miles of fiber above ground level and 3.8 miles of underground fiber. This will reach 1800 households in East Petersburg. Work will begin late May/early June. Residents can expect to receive door hangers/ advertisements going out about the services they offer. During construction, if there is any damage to lawns/landscaping residents can report this to the borough office. It will be GLO Fibers responsibility to make repairs. John Schick requested getting something in writing for time frame of repairs.

4. EPHS - Civil War Encampment:

Saturday June 22, from 9:00 – 5:00. They will shoot off a musket with only a small amount of gun powder. East Petersburg Historical Society was granted an exemption of the noise ordinance for this activity between the hours of 9 a.m. -7 p.m. on the day of the event. The police have been notified.

5. **MS4 Presentation:**

East Petersburg Borough is a Municipal Separate Storm Sewer System which is a system of conveyance that discharges water into waterways of the U.S. East Petersburg Borough being an MS4 owner is required to obtain a Storm Water NPDES permit from PA DEP. This requires us to manage, implement and enforce storm water regulations that will effectively prohibit pollutants discharged into our waterways. Public education, public involvement opportunities/events can be found on the borough website. An illicit discharge is any discharge to an MS4 that is not composed entirely of stormwater. Residents of the borough are encouraged to report all illicit discharges to the borough office. Residents were reminded before discharging water from pools, water must be dechlorinated and then drained onto grassy areas. Cars must be washed on grassy areas only.

6. **Review Account Payables 05/23/2024**

Reviewed by Council.

7. **Fire Company Financials – for review only**

Reviewed by Council.

8. **Misc. Items**

James Malone encouraged everyone to participate in Veterans Remembrance this Memorial Day Weekend.

John Herr said traffic that approaches East Petersburg from the North in EHT sees the sign saying 45 mph even though it is about to change to 25 mph.

John Schick said there is a warning sign for the speed change, and they are correctly installed according to PennDOT. When the new signal light goes in, a mast arm will be installed with a sign saying red signal light ahead and it will flash. This is expected to be up by Winter 2026. Upgrades are complete for signal light at Enterprise and Miller: new crosswalks, pedestrian signals, radar, timing, and led lights. Grant money was received for this, and cost shared with EHT.

Pavement markings and sign are complete on Stevens for approaching RR.

Adam Gochnauer had many meetings with Manager St. Clair to assist with investing money in order to earn money, so we do not have to raise taxes. Money that was not earning any money in an account is now making 5%. They have worked out a plan to cover the cost of police services also.

III. **ACTION ITEMS:**

1. ***It was moved and seconded (A. Gochnauer / J. Schick) with unanimous approval by the board, to approve April 2024 Committee Meeting Minutes.***
2. ***It was moved and seconded by (A. Gochnauer / J. Herr) with unanimous approval by the board, 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.***

IV. **EXTRA ITEMS: Issues arising in the last 24 hours: None.**

V. **ANNOUNCEMENTS:**

- The next Borough Council meeting will be held on Tuesday, June 4, 2024 at 7:00 p.m.
- The Vagabonds Car Show will be held May 24, from 4:00 p.m. to 8:00 p.m.
- Borough office will close Friday 5/24 at 3:00 p.m. due to the car show and be closed all day on Monday, 5/28 in observance of the Memorial Day holiday.

ADJOURNMENT: 7:02 p.m.

Executive Session for Legal and Personnel Matters: In – 7:06 Out – 7:54

Respectfully Submitted,
Kim Strayer, Recording Secretary

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

June 27, 2024 6:00 p.m.

Held in person: 6051 Pine Street, East Petersburg, PA

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council at 6:00 p.m. with a moment of silence and Pledge of Allegiance.

ROLL CALL: Council Members: Debra Miller – President, John Schick – Vice President, Adam Gochnauer – ProTem, John Herr – Member, Randy Rannels – Member, William Sharp – Member, Sandra Valdez – Member

Mayor: James Malone

Borough Solicitor: Amy Leonard

Borough Manager: Karen St. Clair

VISITORS: Karyl Carmignani, Josh Roberts, James Swarr, Samuel Maurer V, Jeff & Tammy Moseman, Sarah Hunt, Bob Johnson, Ben Johnson, Susan Peifer, Don Peifer, Ruth Sauder, Jay Parrish

I. PUBLIC COMMENTS

- Susan & Don Peifer voiced concern about the loud noise from the pickleball court and that there are no signs stating hours at the court. They live at the closest house to the courts; approximately less than 100 feet away. She asked if hours could be changed to a later time. Council said they are excited to be able to open the courts. After discussion it was decided five signs will be ordered stating park hours. A timer will be installed on the lights – this will restrict light usage past 10 p.m. Sound barriers will be looked into. Council said they will continue to address any issues and take action when necessary.

II. AGENDA ITEMS FOR DISCUSSION ONLY

1. **Right to Know Policy – Review Draft:** Recently several municipalities received requests for agreements from an anonymous requester. A RTK Policy will be helpful to fall back on when proper information is not provided. Amy Leonard, Borough Solicitor put together a draft policy based on a sample policy made available by the Office of Open Records. The policy will cover what is required by state law and states that we follow this law. A requester will need to fill out the RTK form completely; anonymous requests will not be granted. There are exemptions under the PA RTK law as to what are public records relating to security.
2. **Park Recreation: Pickleball Requests & Bicycle Rack in the Park:** Manager St. Clair was asked by pickleball players for benches at the courts, additional trash bins, and a separate entrance to the courts so they do not have to walk past the tennis court to get to the pickleball court. Adam Gochnauer suggested opportunities be offered to the public to sponsor or dedicate a bench instead of using taxpayer money. Options for sponsorship/memorial opportunities will be looked into and brought back to council. Bicycle rack grant will be looked into. Gate will stay the same.
3. **Review PSA from SDE for Pine Street water main replacement project:** Proposal from SDE will not exceed 127,000.00 for this project. This amount includes work for both phases: survey, design, specs, bid administration, and construction administration. An approved inspector will be on-site daily during construction. Scope, fee, and schedule will be added. This will be on Tuesday's agenda for approval.
4. **Review Financial Audit for FY 2023:** The audit is complete. Everything went well with no findings. Manager St. Clair will work with borough solicitor, Amy Leonard to draft an investment policy.
5. **Review Account Payables 06/27/2024:** Reviewed by Council. - No Additions to the regular bills.
6. **Fire Company Financials – for review only:** Reviewed by Council.

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7. Misc. Items:

Manager St. Clair

- Financial advisor's office will be changed from Myerstown office to Lititz office. The Lititz office is closer to the borough office. Investments will remain the same. This will be on July agenda.
- Events Committee asked if cars can be parked on the grass for Woodstock music event. Council did not like the idea of cars going in and out of the park while people were using the park due to safety and security reasons.
- Commercial agreement for electric will renew 12/2024 through 12/2027 – \$46,000.00 was saved in 1 years' time just by having this agreement.

Debra Miller

- Attended Lancaster Airport tour along with some of the other Councilmembers. They have a full staff of paid firefighters. Manheim Twp. is first responder if needed. Breeze Airways, air bus services will begin flights to Orlando on October 8. They were unable to share first response on a jet this size, due to FAA regulations prohibits sharing of plans. There are 100,000 take offs and landings each year: of these flights 1,600 are military related, corporate jets, private planes, and flight schools. Life lion and another organ transport company are on site. Hanger rentals are available. Financially in great shape. Electric planes will be available in the future.

Sandra Valdez

- Attended DUI conference for the county. NLCRPD had 2 officers awarded for high percentage of DUI arrests.

III. ACTION ITEMS

1. *It was moved and seconded (W. Sharp / R. Rannels) with unanimous approval by the board, to approve May 2024 Committee Meeting Minutes.*
2. *It was moved and seconded by (S. Valdez / J. Herr) with unanimous approval by the board, to approve firework display application from Events Committee for June 28 and September 14*

IV. EXTRA ITEMS: Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

- The next Borough Council meeting will be held on Tuesday, July 2, 2024 at 7:00 p.m.
- Borough office will be closed on Thursday, July 4, in observance of Independence Day.

ADJOURNMENT: 7:08 p.m.

EXECUTIVE SESSION FOR PERSONNEL MATTERS: In – 7:13 p.m. Out – 7:30 p.m.

REGULAR MEETING BACK IN SESSION: 7:30 p.m.

It was moved and seconded (S. Valdez / J. Schick) with unanimous approval by the board, to approve the bonuses and wage increases

ADJOURNMENT: 7:30 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

July 25, 2024 6:00 p.m.

Held in person: 6051 Pine Street, East Petersburg, PA

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council at 6:00 p.m. with a moment of silence and Pledge of Allegiance.

ROLL CALL: Council Members: Debra Miller – President, John Schick – Vice President, Adam Gochnauer – ProTem, John Herr – Member, Randy Rannels – Member, William Sharp – Member (Absent), Sandra Valdez – Member
Mayor: James Malone (Absent), Borough Manager: Karen St. Clair, Borough Engineer: Michael Bingham, Borough Solicitor: Amy Leonard

VISITORS: Karyl Carmignani, Samuel Maurer V, Roger Thomas

I. PUBLIC COMMENTS: None

II. AGENDA ITEMS FOR DISCUSSION AND REVIEW ONLY

1. **72/Graystone Road Traffic Signal Improvement Project Plan:** After going back and forth with PennDOT's engineering firm working to get all safety measures and maximum electronic devices in place at this intersection, plans have been agreed upon. Advanced warning sign will be installed, pole will be moved back off the road, left turn lane added, and a new light with radar detection. This project is covered under the TIP program. This will be put out to bid November/December. Council thanked John Schick for his work on this. The Advanced warning sign will be located in E. Hempfield. An M.O.U. for maintenance has been established.
2. **ROW utility draft ordinance:** Amy Leonard, Borough Solicitor gave an overview of the ROW ordinance which is inline with the state and federal regulations for constructing, operating, and maintaining facilities in the Right of Way. We currently regulate this and do not have a problem with it. This ordinance is mainly to keep things consistent with other municipalities. The code enforcement officer will enforce the regulations. Amy Leonard will check on downed lines and attachment to municipal structures as it pertains to PennDOT.
3. **Park/Rec Information: Pickleball/Tennis Court: 2nd entrance , noise abatement, memorial benches & Graystone Road Tennis courts:** Council discussed possible options and decided on the following:
 - Second Entrance/Exit: Council discussed installing 2nd gate placed on Northside of court for safety due to currently only having one way of egress. Estimate was received in the amount of \$1,575.00. This will be on the 8/7 agenda.
 - Noise Abatement: Only one company makes these, and they do not fully block the noise. They are very costly – \$11,700.00. Noise decibel was checked and highest was 72 (comparable to washer/dryer). Signs have been ordered to ensure the park hours are being followed. Signs will be installed soon.
 - Memorial Benches: Composite material with engraving on back (not plaque). Public works will install. There should be no cost to us for this. Will check on costar pricing and finalize costs. Information will be made available to residents when pricing is set.
 - Graystone Road Tennis Courts: They are aging with cracks and holes, and they do not get used. To resurface and turn to pickleball would cost approx. 60,000.00 and there is still no parking. Courts are too close to homes so noise would also be an issue. The court is a liability as is. Jeff Moseman will work on getting costs to remove courts. Other areas in the borough that have parking could be better utilized for future pickleball courts if needed.
 - Basketball Court at Constitution Square: These courts are in bad shape with cracks but still get used a lot. This area has not had upgrades in a while. Jeff Moseman will work on getting costs to resurface courts..
4. **2Q24 Financials:** Manager St. Clair reviewed the 2Q24 financials with council.

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5. **2025 Draft Budget for G/W/T funds:** Manager St. Clair reviewed the preliminary draft budget for G/W/T with council. No tax increase. Proposing a water increase by \$2.32; trash - no increase. Constitution Square re-mulching will continue through next year. Manager St. Clair proposed keeping the funding to \$3,500.00 and to not increase library funding to the \$1.00 per capita or even higher as recently suggested at a previous meeting. This is to ensure money is kept for borough's future needs. It was agreed on by council to make the annual contribution \$3,500.00.
6. **Account Payables 07/25/2024:** Reviewed by Council. - No Additions to the regular bills.
7. **Fire Company Financials – for review only:** Reviewed by Council.
8. **Misc. Items:**
Manager St. Clair
 - Wheels for Warriors will hold event for students on Monday August 12, at the Community Center. Free haircuts and backpack giveaway for those in need.
 - Debra Miller:
Representative Mike Sturla will hold a back to school event at the Clipper Stadium on Sunday, August 18th, from 12 pm – 4:00 pm. Enjoy free haircut, music, food, and activities. Free game begins at 5:00 pm.

III. ACTION ITEMS

1. *It was moved and seconded (A. Gochnauer / R. Rannels) with unanimous approval by the board, to approve June 2024 Committee Meeting Minutes.*
2. *It was moved and seconded by (J. Schick / S. Valdez) with unanimous approval by the board, to approve the 72/Graystone Road Traffic Signal Improvement Project. The documents include a) Traffic signal plan, b) TE-160, c) Traffic signal permit, d) Revised O&M Agreement*
3. *It was moved and seconded by (A. Gochnauer / J. Herr) with 5-1 approval by the board, to 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. John Schick abstained due to employment with Rettew.*
4. *It was moved and seconded by (A. Gochnauer / S. Valdez) with unanimous approval by the board, to approve Resolution 895, to authorize Borough Manager, Karen St. Clair to transfer \$442,200.00 from General Reserves and \$260,300.00 from Water Reserves to the PLGIT Investment Funds*

IV. **EXTRA ITEMS:** Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

- The next Borough Council meeting will be held on Wednesday, August 7, 2024 at 7:00 p.m. due to National Night Out event on Tuesday, August 6th from 6-8 p.m. Donors include: Turkey Hill, Herr's, S. Clyde Weaver, Weis, Mad Chef, NLCRPD, Barnstormers, HARC, Waynes Towing and EP Fire Dept.
- There will be an opening on the Planning Commission as of 1/12025. Submit letters of interest to Manager St. Clair.

EXECUTIVE SESSION FOR PERSONNEL MATTERS: None

ADJOURNMENT: 8:31 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES**

August 22, 2024 6:00 p.m.

Held in person: 6051 Pine Street, East Petersburg, PA

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council at 6:00 p.m. with a moment of silence and Pledge of Allegiance.

ROLL CALL: Council Members: Debra Miller – President, John Schick – Vice President, Adam Gochnauer – ProTem, John Herr – Member, Randy Rannels – Member, William Sharp – Member, Sandra Valdez – Member (Absent)
Mayor: James Malone (Absent), Borough Manager: Karen St. Clair, Borough Solicitor: Amy Leonard

VISITORS: Karyl Carmignani, James Swarr, Joshua Roberts, Jeff Moseman, Susan & Don Piefer, William Holliday, Sierra Holliday

I. PUBLIC COMMENTS

1. Susan Peifer: Voiced concern for the frequent loud noise from the pickleball courts. She lives in the closest house near the courts and the noise has become a nuisance. She attended a recent meeting to request sound barriers, hanging signs to post park hours, and limiting playing hours. Two other residents that live near the courts expressed concern for the loud noises that playing pickleball creates and the late hours people are playing. It was asked if something could be done to filter the loud noises and if hours could be limited and enforced. Some suggestions were: hanging sound barrier materials, planting trees, limiting hours just for pickleball. Council said signs have been hung posting park hours, and a timer will soon be added to the new light system to eliminate people playing past park hours. The noise decibel has been checked and are in legal range. Research to find options for cost efficient sound barriers will continue and be reviewed at the September Committee meeting.
William Holiday: Glo Fiber was considering putting an anchor on his property and asked what his rights are. He was told as long as it is in the right of way, they are allowed to do this. Residents can contact Glo Fiber directly to discuss concerns 1-866-997-6474.

II. AGENDA ITEMS FOR DISCUSSION AND REVIEW ONLY

1. **ROW Ordinance 329 & Agreement:** This was reviewed at the last meeting; changes and comments were addressed, and changes implemented. Most of this is federally mandated. State roads are governed by the state; this ordinance is just for borough roads. ROW agreement template has been provided for someone other than public utility. Cable is also considered public utility and must come to us for franchise. This will be put on the 9/3 agenda for advertisement.
2. **EPFC Discussion of Resolution 809 & 857 and Ordinance 212 & 321:**
 - Resolution 809 was previously passed in 5/2021. Resolution 896 will replace this because we are no longer part of the HAFSC and no longer have the Chief Fire Official
 - Resolution 857 was previously passed in January 2023 recognizing the position Deputy Chief Fire Official to act as the Fire Official. Resolution 897 will repeal Res. 857 to eliminate the positions of Chief Fire Official and Deputy Chief Fire Official.
 - Ordinance 321 was previously passed in 1/2023. Ordinance 328 will repeal Ord. 321 rescinding any authority of the CFO.
 - Ordinance 212 was previously passed in 1999 and was once thought to prevent the FD from soliciting constituents of the municipality for donations. This was reviewed by the Borough Solicitor, Amy Leonard, and determined no change is needed. There is nothing that prevents the FC from receiving funds from a fire tax and requesting donations from a constituent of a municipality and it has actually become common practice due to rising costs.
3. **Memorial Bench Information:** The best option found for bench and installation cost is: \$2,003.35. Benches will be subject to location. Delivery takes 6-8 weeks. Somebody has already shown interest in donating a bench. Information will be compiled to share with residents and brought back to council at the 9/3 meeting.

4. **Hockey Rink Renewal:** Everything is going well, and this will be renewed.
5. **Holidays for 2025:** This was reviewed and will be put on the 9/3 agenda for approval.
6. **2025 MMO (minimum municipal obligation):** The total amount of the MMO for 2025 is 52,702.00. This will be put on the 9/3 agenda.
7. **Account Payables 07/25/2024:** Reviewed by Council. No Additions to the regular bills. There was a refund issued to the borough from Telco for services that were done within 30 day guarantee period.
8. **Fire Company Financials – for review only:** Reviewed by Council.
9. **Misc. Items:**
 - **John Herr:** Asked Manager St. Clair to check with the solicitor re: limiting times at the pickleball courts.
 - **John Schick:** The Commonwealth of PA is accepting applications through 11/4/2024 for a grant that could possibly cover pedestrian cross walks with rapid red flashers to assist residents with crossing Main and State Street to go to the park safely. John Schick will forward grant information to Manager St. Clair.
 - **Debra Miller:** Attended EPHS Civil War encampment which was very informative.
 - **Adam Gochnauer:** (1)Met with Fire Co. and he is back on the finance committee. (2)Sweeper contracts will be going out with increased rates. We are making money on this, and people are happy with the service. (3)Meeting with new Edward Jones rep to discuss interest rates dropping and how to re-invest so our rates do not drop.

III. ACTION ITEMS

1. *It was moved and seconded (A. Gochnauer /J. Schick) with unanimous approval by the board, to approve July 2024 Committee Meeting Minutes.*

IV. EXTRA ITEMS: Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

- The Borough office will be closed on Monday, September 2, 2024, in observance of Labor Day Holiday.
- The next Borough Council meeting will be held on Tuesday, September 3, 2024.
- East Pete Days: September 11 – 14.

ADJOURNMENT: 8:31 p.m.

EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS: 8:01 P.M. – 9:01 P.M.

Respectfully Submitted,
Kim Strayer, Recording Secretary

**EAST PETERSBURG BOROUGH
COMMITTEE MEETING MINUTES
September 26, 2024 6:00 p.m.
Held in person: 6051 Pine Street, East Petersburg, PA**

CALL TO ORDER: Meeting was called to order by Debra Miller, President of Borough Council at 6:00 p.m. with a moment of silence and Pledge of Allegiance.

ROLL CALL: Council Members: Debra Miller – President, John Schick – Vice President, Adam Gochnauer – ProTem, John Herr – Member, Randy Rannels – Member, William Sharp – Member, Sandra Valdez – Member, Mayor: James Malone (Absent), Borough Manager: Karen St. Clair

VISITORS: Karyl Carmignani, Tammy Moseman, Don Kissinger, Samuel Maurer V, James Swarr, Branden Garrett, Josh Roberts, Susan Peifer

I. PUBLIC COMMENTS

1. Sam Maurer voiced concern for fading street lines at intersections.

II. AGENDA ITEMS FOR DISCUSSION AND REVIEW ONLY

1. **PW Presentation:** Kevin Martin reviewed proposed projects for 2025.
Metal siding on Shed at the park, Speed Limit Sign replacement project, Plan design for new storage area at maintenance shop, Salt shed door, Park Playground Mulch project, State St. Pipe project, Basketball Court project at Constitution Square, Mowers, Road improvements, Rear tires on backhoe.
Ultrathin overlay on Lemon St. (Broad to Graystone) – paving will be smooth and low spots will be level. Lines will be checked at Graystone and Lemon after paving is done.
2. **MS4 Project Presentation:** Jeff Moseman reviewed proposed projects for 2025.
Confined space safety equipment and certification, Airvac System for pipes and outfalls, Robotic cameras for inspecting pipes, Constitution Square Basketball Court- repave court /color coat /replace rims /repave parking lot est. cost \$80,674.00. Stormwater pipe repair – severely degraded pipes were found on State St. during Jet vac cleaning - proposing Cure-in-Place repair for pipe on State St. from elementary school to Lemon St. Robotic cameras were also looked into.
3. **Pine Street Curb/Sidewalk Letter and Specs:** Water Main replacement will be done in 2 phases. Sidewalks were inspected and non-compliant areas have been marked. A letter was drafted to notify residents. After the letter is approved, it will be mailed out along with specs and information on grant assistance. Work will need to be completed by August 31, 2026.
Council discussed making Pine Street one-way heading south to reduce the hazardous situation of people traveling two directions on a very narrow street. Parking will remain on both sides of the street. It is an easy process and can be started at any time. Traffic calming measures will be looked into. John Herr will knock on doors again to get a consensus.
4. **Flashing Crosswalk Sign request for Linden & Main:** Many complaints have been received about this intersection. Cars do not stop or slow down to allow residents to cross. There is a crosswalk currently at Linden and Main. Residents are requesting signage or flashers to reduce hazardous situation. A florescent sign w/arrows will be hung and piano key crosswalk on pavement. Ramps are already there. Flashers for several locations could be looked into more for grant funding.
Pine and State Intersection: Complaints have also been received re: safety concerns at the intersection of Pine and State St. This is a bus stop, and cars are blocking this intersection, therefore bus cannot drop off the children until it clears. This is causing an unsafe situation. "Do not block intersection" sign will be installed, and lines painted?

5. **Pickleball Sound Mitigation Screen:** Quote from Fence Screen Company was received for solid vinyl screen with wind cut outs in the amount of \$1,168.96, with a 3 year warranty and 10 year life expectancy. One other company submitted a quote in the amount of \$5,500.00 for same material, possibly thicker, but does not have wind cut outs. This company had two other options. It was decided to wait out the winter to allow time for extra research to determine which product is best, and then install in the early spring. Timers will be checked to be sure they are operating properly.
6. **Pickleball Divider Nets request from the group:** Pickleball group would like to install nets. They will purchase and install themselves. Council said this could be a liability, so this will not be possible.
7. **Investment Policy and Resolution 898:** The auditors recommended we have an investment policy. This is a standard policy, and it outlines what we are already doing. This was reviewed by the borough solicitor. It will be on the 10/1 agenda.
8. **Susquehanna Municipal Trust (SMT)– SC Agreement & Resolution No. 899:** With the adoption of the Charter effective 1/1/25, we will also be joining in with the other members for workers compensation coverage. The trust is governed by 7 municipal managers. Safety training is included, and they will help us with writing a safety manual. The savings with SMT for 2025 is \$922.00. This was reviewed by the borough solicitor. The resolution/agreement will be on the 10/1 agenda.
9. **Review Budget Funds:**
Manager St. Clair reviewed the proposed draft 2025 Budget for General, Water, Trash, and the remaining Borough funds with council members.
No increase proposed for Taxes; 3% proposed for water to be used for water tanks and water plants; still waiting on trash amounts from Good's.
10. **Review Account Payables 09/26/2024:** No additions to the regular bills.
11. **Fire Company Financials – for review only:** Reviewed by Council.
12. **Misc. Items:** None

III. ACTION ITEMS

1. *It was moved and seconded (S. Valdez / W. Sharp) with unanimous approval by the board, to approve August 2024 Committee Meeting Minutes.*

IV. EXTRA ITEMS: Issues arising in the last 24 hours: None.

V. ANNOUNCEMENTS:

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

ADJOURNMENT: 8:51 p.m.

EXECUTIVE SESSION FOR LEGAL MATTERS: 8:57 p.m. – 9:06 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary