



East Petersburg Borough

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

COUNCIL MEMBERS

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

MAYOR

James Malone

STAFF

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

COUNCIL MEETING AGENDA JANUARY 2, 2024

East Petersburg Reorganizational Meeting

ELECTED OFFICIALS SWORN IN BY – Mayor Malone

Borough Council for 2024

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

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

CALL MEETING TO ORDER – Mayor Malone

MOMENT OF SILENCE/PLEDGE TO FLAG

Nomination and Election of President

Nomination and Election of Vice President

MEETING TURNED OVER TO PRESIDENT

Nomination and Election of Pro Tem

Review/Approve appointed service organizations for 2024:

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



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- Sewage Enforcement Officer – System Designs Engineering
- Property Maintenance Compliance Enforcement Officer – System Designs Engineering
- UCC Compliance Officer – System Designs Engineering
- Zoning Hearing Board Solicitor – Janice Longer, Law offices of Appel, Yost, & Zee, LLP

***CALL THE REGULAR MEETING TO ORDER**

1. VISITORS/COMMENTS FROM THE PUBLIC

2. DISCUSSION RE: EMERGENCY MANAGEMENT COORDINATOR POSITION

A. Violet De Stefano

3. FINANCIAL: BILL PAYMENT REVIEW

4. REPORT REVIEW

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

5. OLD BUSINESS

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

6. NEW BUSINESS – ACTION ITEMS

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



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- F. Review/Approve Operation and Maintenance (O&M) Agreement between East Hempfield Township and East Petersburg Borough for traffic signal advanced warning signage for the Graystone Road and Main Street (PA SR 72) project.
- G. Motion to recommend Josh Roberts to perform the functions of an Emergency Management Coordinator for East Petersburg Borough on a Temporary Basis until one is permanently appointed.
- H. Motion to approve and for Manager St. Clair to sign the Cohen Law Group proposal for Right-of-Way Management Ordinance Services

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

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

8. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, February 6, 2024
- B. Appeals Board January 11 - 7 PM as needed
- C. Planning Commission January 18 - 7 PM as needed
- D. Zoning Hearing January 24 - 7 PM as needed
- E. Committee January 25 - 6 PM
- F. January 6 – Tree Chipping Event held by the Boy Scouts at East Petersburg Community Park from 8:00 – 2:00. Sign up at the borough office for curbside pick-up or you can drop off your tree the day of the event.
- G. If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

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

10. ADJOURNMENT



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Sandra Valdez, Member
William Sharp, Member

MAYOR

James Malone

STAFF

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

COUNCIL MEETING AGENDA February 6, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

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

4. OLD BUSINESS

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

5. NEW BUSINESS – ACTION ITEMS

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

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

7. ANNOUNCEMENTS

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

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

9. ADJOURNMENT



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Sandra Valdez, Member
William Sharp, Member

MAYOR

James Malone

STAFF

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

COUNCIL MEETING AGENDA

March 5, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

A. Woodstock Music Festival

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

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

4. OLD BUSINESS

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

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve February 6, 2024, Council Meeting Minutes.
- B. Review/Approve Ordinance 326, Amending Parking for Ridge Avenue and Carpenter Street.
- C. Review/Approve Maker's Market "Christmas in July" Event, to be held at the Community Park on July 20, 2024.
- D. Review/Approve Woodstock Music Festival to be held at the Community Park on August 17, 2024.
- E. Review/Approve Resolution 891, recommending the appointment of Violet De Stefano be appointed by the Governor of the Commonwealth of Pennsylvania to serve as the Emergency Management Coordinator for East Petersburg Borough.
- F. Review/Approve Independent Contractor Agreement for Emergency Management Coordinator Position commencing on March 5, 2024.
- G. Review/Approve the replacement of the Lions Club logo on the Borough sign located at 1550 State Street (near Chemgro)
- H. Review/Approve awarding the lowest bidder S.A. Way for the Meadows Bio-Swale Footbridge Project in the amount of \$143,282.40 for pine wood decking or \$166,033.40 for composite decking, pending review of all documents by the solicitor and borough engineer.
- I. Review/Approve the placement of the Red Fire Engine Truck that will be donated by the Lions Club. The fire engine truck will replace the climbing dome that is in the park.

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, April 2, 2024
- B. Appeals Board March 14 - 7 PM as needed
- C. Planning Commission March 21 - 7 PM as needed
- D. Zoning Hearing March 27 - 7 PM as needed
- E. Committee March 28 - 6 PM
- F. The office will be closed March 29 in observance of the holiday.
- G. Lancaster County Regional Police Commission will hold their next scheduled meeting Thursday, March 14, 2024, 7:00 p.m. at the EP Community Center. All are welcome to attend.
- H. The Annual Easter Egg Hunt will be held Saturday, March 30, 2024, at the Community Park at 11:00 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

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William Sharp, Member

MAYOR

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STAFF

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

COUNCIL MEETING AGENDA

April 2, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

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

4. OLD BUSINESS

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

5. NEW BUSINESS – ACTION ITEMS

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

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

7. ANNOUNCEMENTS

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

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William Sharp, Member

MAYOR

James Malone

STAFF

Manager St. Clair, Borough Manager

COUNCIL MEETING AGENDA

May 7, 2024

CALL THE REGULAR MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

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

4. OLD BUSINESS

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

5. NEW BUSINESS – ACTION ITEMS

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

- C. Review/Approve Resolution 892, approving the Joinder Agreement of East Petersburg Borough as a Charter Member of the NLCRPD Commission -Joinder Agreement dissolves Police Services Contract and Adopts the Charter Agreement effective 01/01/2025
- D. Review/Approve proposal from D&H Electrical in the amount of \$3,679.25 to install new light fixtures to court lighting poles for pickleball/tennis courts.
- E. Review/Approve proposal from D&H Electrical in the amount of \$4,335.00 to install vending timer for pickleball/tennis courts. The vending timer amount will increase from \$.25 to \$1.00
- F. Review/Approve a divider screen/net for the pickleball/tennis courts not to exceed \$500.
- G. Review/Approve the execution of the revised deed for the Community Park which now includes the deed restriction as required by DCNR. The restriction will prohibit a change of use for the property or a change in ownership without the written consent of DCNR.

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, June 4, 2024
- B. Appeals Board May 9 - 7 PM as needed
- C. Planning Commission May 16 - 7 PM as needed
- D. Zoning Hearing May 22 - 7 PM as needed
- E. Committee May 23 - 6 PM
- F. Throwing Bull Tribe Chicken BBQ will take place at the Community Park on May 11, 11:00 a.m. – 2:00 p.m.
- G. Spring Rain Garden Workday Event will be held May 11, 9:00 a.m. – 12:00 p.m. at 2899 Graystone Road.
- H. Borough office will be closed on Monday, May 27 in observation of Memorial Day.
- I. The Community Yard Sale will be held on Saturday June 1, 2024, from 8:00 a.m. – 12:00 p.m.

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

9. ADJOURNMENT



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Mayor: James Malone

Staff: Karen St. Clair - Borough Manager

COUNCIL MEETING AGENDA June 4, 2024

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

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



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Staff: Karen St. Clair - Borough Manager

COUNCIL MEETING AGENDA July 2, 2024

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

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

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

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

10. Adjournment



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Mayor: James Malone **Staff:** Karen St. Clair - Borough Manager

COUNCIL MEETING AGENDA August 7, 2024

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

Committee Meeting Topics - reviewed July 25, 2024: ROW ordinance, 72/Graystone Rd. Traffic Signal Improvement Project Plan/ permit/TE-160/OM Agreement, Final Payment to Telco for 72/Miller and 72/Enterprise, 2Q24 Financials, Payables, 2025 Draft Budget for G/W/T. Fire Co. financial review, Pickleball/Tennis/Basketball courts
6. New Business – Action Items
 - A. Review/Approve July 2, 2024, Council Meeting Minutes.
 - B. Review/Approve quote from Be Fenced LLC in the amount of \$1,575.00 to install a 7'x 3' Walk Gate with one (1) New 3" gate post & gate hardware on the North side of the Tennis/Pickleball Courts.
7. Extra Items: Issues arising in the last 24 hours.
8. Announcements
 - A. The next Borough Council meeting will be held on Tuesday, September 3, 2024
 - B. Appeals Board August 8 - 7 PM as needed
 - C. Planning Commission August 15 - 7 PM as needed
 - D. Zoning Hearing August 28 - 7 PM as needed
 - E. Committee August 22 - 6 PM
 - F. Woodstock Music will be held at the Community Park on August 17.
 - G. Blues Festival w/food truck and beer garden will be held at the Community Park on August 31 from 1:00 – 7:00 pm.
 - H. Back to School event for K-8th grade students' will be held at Clipper Stadium on Sunday, August 18 from 12:00 pm - 2:30 pm. Enjoy a free Barnstormers' game at 5pm. Registration is required by 8/12 at www.RepMikeSturla.com
 - I. There is an opening on the Planning Commission and Zoning Hearing Board beginning 1/1/2025. If you are interested in either of these positions, please submit a letter of interest to the borough manager.
9. Executive session for legal & personnel matters (if needed)
10. Adjournment



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COUNCIL MEETING AGENDA September 3, 2024

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

Committee Meeting Topics - reviewed August 22, 2024: ROW ordinance & agreement, EPFC resolution 809 & 857 and ordinance 212 & 321, Memorial Bench information, Hockey Rink renewal, Holidays 2025, MMO for 2025, Payables 8/22/24, Misc. items, Fire co. financial review, 7/2024 Meeting Minutes, Executive session for personnel matters
6. **New Business – Action Items**
 - A. Review/Approve August 7, 2024, Council Meeting Minutes.
 - B. Motion to approve the MMO, Minimum Municipal Obligation for 2025.
 - C. Motion to approve Holidays for 2025.
 - D. Motion to advertise Ordinance 328, Repealing Ordinance 321 and chapter 15 article II of the EP Code, relating to the duties of the Chief Fire Official.
 - E. Motion to advertise Ordinance 329, Regulating Right of Ways in East Petersburg Borough.
 - F. Motion to approve Resolution 896, Replacing Resolution 809 establishing the authority to declare a property unsafe.
 - G. Motion to approve Resolution 897, Repeal Resolution 857 establishing the duties and responsibilities of the CFO.
 - H. Review/Approve amendment to Employee handbook re: the time frame of requesting time off.
 - I. Review/Approve amendment to Employee handbook re: certification cost reimbursement.
 - J. Review/Approve Park Memorial Bench Program.
 - K. Review/Approve Amendment to Employee Handbook re: cost of healthcare for employees.
7. **Extra Items: Issues arising in the last 24 hours.**
8. **Announcements**
 - A. The next Borough Council meeting will be held on Tuesday, October 1, 2024
 - B. Appeals Board September 12 - 7 PM as needed
 - C. Planning Commission September 19 - 7 PM as needed
 - D. Zoning Hearing September 25 - 7 PM as needed
 - E. Committee September 26 - 6 PM
 - F. East Petersburg Days will be held September 11-14.
9. **Executive session for legal & personnel matters (if needed)**
10. **Adjournment**



East Petersburg Borough

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

Borough Council: 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

Staff: Karen St. Clair - Borough Manager

COUNCIL MEETING AGENDA October 1, 2024

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

Committee Meeting Topics – PW budget presentation, MS4 project presentation, Pine St. curb/sidewalk letter and specs, pickleball sound mitigation screen, pickleball divider nets request from the group, investment policy and resolution 898, SMT – WC agreement & resolution 899, flashing crosswalk sign request for Linden & Main, review budget funds, account payables, mics. items, fire co. financial review, executive session for legal matters
6. **New Business – Action Items**
 - A. Review/Approve September 3, 2024, Council Meeting Minutes.
 - B. Review/Approve Ordinance 328, Repealing Ordinance 321 and chapter 15 article II of the EP Code, relating to the duties of the Chief Fire Official.
 - C. Review/Approve Ordinance 329, Regulating Right of Ways in East Petersburg Borough.
 - D. Review/Approve Resolution 898, East Petersburg Investment policy per the borough code.
 - E. Review/Approve Resolution 899, Susquehanna Municipal Trust – Workers' Comp. agreement effective 1/1/2025.
 - F. Review/Approve Pine Street curb & sidewalk letter and specs to be mailed to residents.
7. **Extra Items: Issues arising in the last 24 hours.**
8. **Announcements**
 - A. The next Borough Council meeting will be held on Wednesday, November 6, 2024 Due to election day being November 5.
 - B. Appeals Board October 10 - 7 PM as needed
 - C. Planning Commission October 17 - 7 PM as needed
 - D. Zoning Hearing October 23 - 7 PM as needed
 - E. Committee October 24 – 6 PM
 - F. Pumpkin Fest will be held October 12 from 11:00 – 3:00 (rain or shine).
 - G. October 25 - Lg. appliance and tire pick-up; tags and sign up are required. Lg. appliance tag – 19.00, tire tag – 5.00.
9. **Executive session for legal & personnel matters (if needed)**
10. **Adjournment**



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COUNCIL MEETING AGENDA November 6, 2024

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

Committee Meeting Topics – Lead Service Line Inventories and PFAS exceedance - City of Lancaster, 2025 Meeting Dates, Audit quote for year end 12/31/2024, Res. 900 - appointing representatives to NLCRPD Commission, Res. 901 - Equipment to sell on Municibid, A/P, 3Q24 financials, 2025 Budget, Misc. Items, Fire co. financial review.
6. New Business – Action Items
 - A. Review/Approve October 1, 2024, Council Meeting Minutes.
 - B. Review/Approve Meeting Dates for 2025.
 - C. Review/Approve Motion to Approve Proposed Budget for 2025.
 - D. Motion to Advertise Proposed Budget for 2025.
 - E. Review/Approve Resolution 900, Appointing two (2) representatives to NLCRPD Commission.
 - F. Review/Approve Resolution 902, Banner Dates.
7. Extra Items: Issues arising in the last 24 hours.
8. Announcements
 - A. The next Borough Council meeting will be held on Tuesday, December 3, 2024.
 - B. Appeals Board November 14 - 7 PM as needed
 - C. Planning Commission November 21 - 7 PM as needed
 - D. Zoning Hearing November 27 - 7 PM as needed
 - E. Committee January 23, 2025 - 6 PM
 - F. The office will be closed November 28 and 29 in observation of the Thanksgiving holiday.
 - G. There is still an opening on the Planning Commission and Zoning Hearing Board, interested parties should contact the borough office.
9. Executive session for legal & personnel matters (if needed)
10. Adjournment



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COUNCIL MEETING AGENDA December 3, 2024

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

Committee Meeting Topics – Next meeting will be held January 23, 2025.
6. **New Business – Action Items**
 - A. Review/Approve November 6, 2024, Council Meeting Minutes.
 - B. Review/Approve Budget for fiscal year 2025.
 - C. Review/Approve Resolution 903, setting water rates for 2025.
 - D. Review/Approve Resolution 904, setting trash rates for 2025.
 - E. Review/Approve Resolution 905, setting tax rate for 2025.
 - F. Review/Approve Resolution 906, updating the fee schedule to reflect the water rates effective January 1, 2025.
 - G. Review/Approve Resolution 907, appointing Caleb Simmers as Vacancy Board Chairman effective January 1, 2025.
 - H. Motion to Ratify the action taken by the Borough Council on 11/12/2024, in approving the Burn Ban that went into effect on 11/13/2024, and will remain in effect until 12/13/2024. The Burn Ban restricts all open burning including all types that would normally be permitted under the Borough's burning ordinance. The Burn Ban may be lifted prior to 12/13/2024 if current dry conditions improve.
 - I. Motion to Approve Violet De Stefano, borough EMC to proceed with the Special Needs Registry as discussed at the 11/6/2024, council meeting. Violet will work with the Borough Manager and/or Borough Solicitor to ensure we are following best practices to protect our residents and the Borough.
 - J. Motion to Approve Silent Success Entertainment to use the Amphitheater on December 7, 2024 to record a music video. This will not be open to the public. Approval is pending all paperwork is submitted.
 - K. Review/Approve the sale of the following items through Municibid auction:
 - 2008 Chevy Silverado 3500 dump truck
 - 2007 John Deere X540 mower
 - Generac propane 10kw generator
 - 2006 GMC Canyon extended cab
 - 2001 Ford F-350 Diesel pickup truck

7. Extra Items: Issues arising in the last 24 hours.

8. Announcements

- A. The next Borough Council meeting will be held on Tuesday, January 7, 2025.
- B. Appeals Board December 12 - 7 PM as needed
- C. Zoning Hearing December 18 - 7 PM as needed
- D. Planning Commission December 19 - 7 PM as needed
- E. Committee January 23, 2025 - 6 PM
- F. The office will be closed December 24 and 25 in observation of the Christmas holiday.
- G. There is still an opening on the Planning Commission and Zoning Hearing Board, interested parties should contact the borough office,
- H. Santa in the Park will be held at the CC on 12/13 from 5-7 pm and on 12/14 from 9-11 am and 12-2 pm.

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

10. Adjournment