

## COUNCIL MEMBERS

Kathleen Panus, President  
John Wolf, Vice President  
Adam Gochnauer, Pro-Tem Member  
John Herr, Member  
Lauren Houck, Member  
Debra Miller, Member  
William Pfautz, Member  
James Malone, Mayor  
Staff:  
Karen St. Clair, Manager  
Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	- January 9 - 7 PM
Planning Commission	- January 16 - 7 PM
Zoning Hearing	- January 22 - 7 PM
Committee	- January 23 - 6 PM
Council Meeting	- February 4 - 7 PM

# AGENDA January 6, 2020

## East Petersburg Reorganizational Meeting

### ELECTED OFFICIALS SWORN IN BY – Mayor Malone

#### Borough Council for 2020

1. Adam Gochnauer, 4 year term
2. Debra Miller, 4 year term
3. John Herr, 4 year term
4. Lauren Houck, 4 year term
5. William Pfautz, 2 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

### 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 2020:

Action Item

- Solicitor – Henry & Beaver Law Firm
- General Borough Engineer- ARRO Consulting, Inc. or appointed by project
- Water Engineer – ARRO Consulting, Inc.
- Auditor – Sager, Swisher & Co. LLP
- Zoning Officer – Michael Bingham, ARRO Consulting, Inc.
- Sewage Enforcement Officer – ARRO Consulting, Inc.
- Property Maintenance Compliance Enforcement Officer – John Neely, ABI Associates, LLC
- UCC Compliance Officer – Ed Poorman, ABI Associates, LLC
- Zoning Hearing Solicitor – Janice Longer, Reese, Samley, Wagenseller, Mecum & Longer

### APPROVE DECEMBER 2019 MINUTES

Action Item

### BILL PAYMENT REVIEW

Action Item

**NOTICE:** East Petersburg Borough Council meetings are electronically monitored. Recordings are maintained as part of the record of the meeting until the minutes are transcribed and approved by the Board.

**3. VISITORS / COMMENTS FROM PUBLIC**

**4. REPORT REVIEW**

- A. Mayor/Police
- B. Foreman
- C. Zoning Officer
- D. Permits Issued
- E. Current Property Violations / 2019 Summary
- F. Solicitor
- G. Collections
- H. Fire Company – Chief Don Schoenberger
- I. HARC – Adam Gohnauer
- J. EMC Coordinator - Diane Garber

**5. OLD BUSINESS**

- A. Review Committee Meeting Topics: No meeting in December

**6. NEW BUSINESS**

- A. Review/Approve Resolution 776 , Appointing Members to Various Boards, and Commissions Action Item
- B. Review/Approve Resolution 777, Disposition of Municipal Records Action Item
- C. Review/Approve Resolution 778, Appointing Police Officers of NLCRPD as Police Officers of East Petersburg Borough Action Item
- D. Review/Approve Resolution 779, Allowing for Temporary Parking Regulations on Linden Street Action Item
- E. Review/Approve 2020 Fire Police Events Schedule Action Item

**7. ANNOUNCEMENTS**

- January 11 – Tree Chipping Event held by Boy Scouts at East Pete Community Park from 8:00 - 2:00 p.m.
- February 1 – Pot-pie take will be held at the East Pete Fire Co. 9:00 a.m. - 3:00 p.m. or until sold out

**ADJOURNMENT**

**Executive Session for Legal Matter**

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William Pfautz, Member  
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Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	February 13 - 7 PM
Planning Commission	February 20 - 7 PM
Zoning Hearing	February 26 - 7 PM
Committee	February 27 - 6 PM
Council Meeting	March 3 - 7 PM

# AGENDA

## February 4, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

1. **APPROVE JANUARY 2020 MINUTES** Action Item
2. **BILL PAYMENT REVIEW** Action Item
3. **VISITORS / COMMENTS FROM PUBLIC**
4. **REPORT REVIEW**
  - A. Mayor/Police
  - B. Foreman
  - C. Zoning Officer
  - D. Permits Issued
  - E. Current Property Violations
  - F. Solicitor
  - G. Collections
  - H. Fire Company – Chief Don Schoenberger
  - I. HARC – Debra Miller
  - J. EMC Coordinator - Diane Garber
5. **OLD BUSINESS**
  - A. Review Committee Meeting Topics: Grapple rake & Roll off cover, 4<sup>th</sup> qtr. Financials, Unpaid property taxes, Proclamation request for PA 1 Call, Pension trust agreement, payment to Macmor construction, Borough ROW, PA Soccer Classic Event, Executive session for legal issues
6. **NEW BUSINESS**
  - A. Motion to Advertise Ordinance 310, A Trust Agreement for the East Petersburg Pension Plan Action Item
  - B. Motion to exonerate Lancaster County Treasurer, so Accounts can be turned over to Lancaster County Tax Claim Bureau for collection of Real Estate Taxes Action Item
  - C. Appoint Debra Miller as Representative of East Petersburg Borough for HARC Board of Directors Action Item

### 7. ANNOUNCEMENTS

March 2 – East Petersburg Historical Society Meeting 7:00 p.m. at the Community Center

### ADJOURNMENT

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William Pfautz, Member  
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Staff:  
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Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	March 12 - 7 PM
Planning Commission	March 19 - 7 PM
Zoning Hearing	March 25 - 7 PM
Committee	March 26 - 6 PM
Council Meeting	April 7 - 7 PM

# AGENDA

## March 3, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

1. **APPROVE FEBRUARY 2020 MINUTES** Action Item
2. **BILL PAYMENT REVIEW** Action Item
3. **VISITORS / COMMENTS FROM PUBLIC**
  - A. Ken Heeter - East Petersburg Day Events
4. **REPORT REVIEW**
  - A. Mayor/Police
  - B. Foreman
  - C. Zoning Officer
  - D. Permits Issued
  - E. Current Property Violations
  - F. Solicitor
  - G. Collections
  - H. Fire Company – Chief Don Schoenberger
  - I. HARC – Debra Miller
  - J. EMC Coordinator - Diane Garber
  - K. Susquehanna Valley EMS
5. **OLD BUSINESS**
  - A. Review Committee Meeting Topics: Fitness program at the park, roll-off dumpster follow-up, ROW ordinance, ARLE Grant & Penn State Health, payables, executive session for legal & personnel issues
6. **NEW BUSINESS**
  - A. Review/Approve Ordinance 310, A Trust Agreement for the East Petersburg Pension Plan Action Item
  - B. Review/Approve Extension request for Demolition of the Barn located at 1575 State Street until August 5, 2021 Action Item
7. **ANNOUNCEMENTS**
  - March 8 – Community Day / Wellness Fair at HARC 10:00 a.m. – 2:00 p.m.
  - March 12 – NLCRPD Board of Commissioners meeting 7:00 p.m. at the Community Center
  - March 21 – Microchip Clinic for cats & dogs held by Furever Home 10:00 – 2:00 p.m. at the Community Center

April 3 – Yard Waste pick-up begins – bags are .50 at borough office (you can also use yard waste bags purchased from hardware stores, etc.)

**ADJOURNMENT**

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## UPCOMING MEETINGS

Appeals Board	April 9 - 7 PM
Planning Commission	April 16 - 7 PM
Zoning Hearing	April 22 - 7 PM
Committee	April 23 - 6 PM
Council Meeting	May 5 - 7 PM

# AGENDA April 7, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. APPROVE MARCH 2020 MINUTES

Action Item

#### 2. BILL PAYMENT REVIEW

#### 3. VISITORS / COMMENTS FROM PUBLIC

#### 4. REPORT REVIEW

- A. Mayor/Police
- B. Susquehanna Valley EMS – Adam Marden – No Report
- C. Foreman
- D. Zoning Officer
- E. Permits Issued
- F. Current Property Violations
- G. Solicitor
- H. Collections
- I. Fire Company – Chief Don Schoenberger
- J. HARC – Debra Miller
- K. EMC Coordinator - Diane Garber

#### 5. OLD BUSINESS

- A. Review Committee Meeting Topics: TOA, Emergency Disaster Declaration, LCSWMA Tour, Approved (2) events for Events Committee, COVID-19 updates

#### 6. NEW BUSINESS

- A. Review/Approve Resolution 781, Extending the period in which Real Estate Taxes can be paid at the base rate, by adopting a penalty rate of 0% for 2020 Action Item
- B. (1) Review/Approve Petition to Postpone the 2020 tax upset sale Action Item  
(2) Authorize Karen St. Clair or Cathleen Panus to sign municipal page Action Item
- C. Review/Approve Financial Relief Application Form Action Item

#### 7. ANNOUNCEMENTS:

April 10 – Borough office closed  
Easter Egg Hunt at E.P. Community Park - will be rescheduled new date TBD  
Lg. Appliance & Tire Pick-up - will be rescheduled new date TBD  
Election Day - rescheduled for June 2  
Car Show - rescheduled for October 17, 2020

#### 8. ADJOURNMENT

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Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	May 14 - 7 PM
Planning Commission	May 21 - 7 PM
Zoning Hearing	May 27 - 7 PM
Committee	May 28 - 6 PM
Council Meeting	June 3 - 7 PM

# AGENDA MAY 5, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

\*Prior to regular meeting an executive session was held for personnel & legal matters.

1. **APPROVE APRIL 2020 MINUTES** Action Item
2. **BILL PAYMENT REVIEW**
3. **VISITORS / COMMENTS FROM PUBLIC**
4. **REPORT REVIEW**
  - A. Police – Chief Steffen
  - B. Mayor – James Malone
  - C. Susquehanna Valley EMS – Adam Marden
  - D. EMC Coordinator – Diane Garber
  - E. Fire Company – Don Schoenberger
  - F. Borough Manager – Karen St. Clair
  - G. Foreman – Jeff Moseman
  - H. Zoning Officer – Michael Bingham
  - I. Permits Issued
  - J. Current Property Violations – No Report
  - K. Solicitor – Amy Leonard
  - L. Collections
  - M. HARC – Debra Miller
5. **OLD BUSINESS**
  - A. Review Committee Meeting Topics: EMC Agreement, HAFSC Agreement, Property Tax Resolution, EMA-DAP-01 Resolution, State of Emergency Policy/Procedures Resolution, Updates on Financial Relief Plan, NNO discussion, COVID-19 Budget, 1<sup>st</sup> qtr. Financial review, Polling Place Justification
6. **NEW BUSINESS**
  - A. Review/Approve Request for Extension of time for the Lot Add-on on plan for Hollow Drive Action Item
  - B. Review/Approve Resolution 786, PennDOT, Application for Traffic Signal Approval Action Item
  - C. Review/Approve the updated PA Classics Soccer Tournament dates for June 6-7 Challenger, June 13-14 Atlantic Cup, June 20-21 Mid Atlantic Cup, September 5-6 Keystone Cup Action Item 2020:
7. **ANNOUNCEMENTS:**

May 15, Limited Bulk item pick-up will resume for the Borough; 1 oversized item will be allowed each week.  
Beginning June 1, we will be back to our normal 2 oversized items per week.  
May 25 – Borough office closed in observation of Memorial Day  
Throwing Bull Tribe Chicken BBQ – rescheduled for July 25, 2020  
Election Day - rescheduled for June 2  
Car Show - rescheduled for October 17, 2020

## **8. ADJOURNMENT**

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Lauren Houck, Member  
Debra Miller, Member  
William Pfautz, Member  
James Malone, Mayor  
Staff:  
Karen St. Clair, Borough Manager  
Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	June 11 - 7 PM
Planning Commission	June 18 - 7 PM
Zoning Hearing	June 24 - 7 PM
Committee	June 25 - 6 PM
Council Meeting	July 7 - 7 PM

# AGENDA June 3, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. APPROVE MAY 2020 MINUTES

Action Item

#### 2. BILL PAYMENT REVIEW

#### 3. VISITORS / COMMENTS FROM PUBLIC

#### 4. REPORT REVIEW

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Susquehanna Valley EMS – Adam Marden
- D. EMC Coordinator – Diane Garber
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
- G. Foreman – Jeff Moseman
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations – No report this month. He will have one for July's meeting.
- K. Solicitor – Amy Leonard
- L. Collections
- M. HARC – Debra Miller

#### 5. OLD BUSINESS

- A. Review Committee Meeting Topics: E-mail Procedures, Approval of Payment to MacMor, 2020 PA Classics Soccer Tournament date change, Financial hardship water/trash update, ZHB Fee, Playground PRPS Path Guidelines, Community Center update for proposed repairs, Fire Co financials, HARC updates, executive session for legal matters

#### 6. NEW BUSINESS

- A. Review/Approve Financial Audit for Fiscal year 2019 Action Item
- B. Review/Approve Fog Seal Bid from Martin Paving in the amount of \$207,368.70 upon the Solicitors & PennDOT's review and approval of all bonding documents Action Item
- C. Review/Approve Request for additional Extension of time for the Lot Add-on plan for 6200 Hollow Drive, until August 6, 2020 Action Item

#### 7. ANNOUNCEMENTS:

June 5 - The Borough office will re-open to the public with normal business hours; 8:00 a.m. - 4:30 p.m. A mask will be required to enter the Borough office for service. To maintain social distancing, only (1) person will be permitted in the lobby at a time.

June 5 - We are back to our normal 2 oversized items per week  
June 5 – East Pete will open Tennis Courts and Basketball Courts  
June 8 – East Pete Pool will be opening to members  
June 26 - Lg. Appliance/Tire Pick-up lg. appliance 14.00 tire 3.00  
July 3 - Office will be closed in observation of Independence Day  
Community Yard Sale – Cancelled  
Car Show - rescheduled for October 17, 2020

## **8. ADJOURNMENT**

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William Pfautz, Member  
James Malone, Mayor  
Staff:  
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Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	July 9 - 7 PM
Planning Commission	July 16 - 7 PM
Zoning Hearing	June 22 - 7 PM
Committee	June 23 - 6 PM
Council Meeting	August 5 - 7 PM

# AGENDA July 7, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. APPROVE JUNE 2020 MINUTES

Action Item

#### 2. BILL PAYMENT REVIEW

#### 3. VISITORS / COMMENTS FROM PUBLIC

#### 4. REPORT REVIEW

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Susquehanna Valley EMS – Adam Marden
- D. EMC Coordinator – Diane Garber
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
- G. Foreman – Jeff Moseman
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections
- M. HARC – Debra Miller

#### 5. OLD BUSINESS

- A. Review Committee Meeting Topics: Appoint candidate for the HAFSC Position, Mad Chef, Disaster Declaration, Zoning Fee Schedule increase, Speed Tables, ROW Ordinance, Yard Waste Resolution, Fire Co. Financials, Executive session for personnel matters

#### 6. NEW BUSINESS

- A. Review/Approve Resolution 788, Updated Fee Schedule for 2020 effective 8/1/2020 Action Item
- B. Motion to Advertise Ordinance 311, Prohibiting Right-of-Way Obstructions and Nuisances Action Item
- C. Motion to Rescind the refund of 75.00 to Karleem Eichelman for a permit; the fee was never paid Action Item
- D. Review/Approve updated Community Center agreement, to add Covid-19 cleaning fee Action Item

#### 7. ANNOUNCEMENTS:

National Night Out – Cancelled  
Two Towers Jamboree Music Fest – Cancelled

#### 8. ADJOURNMENT

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Staff:  
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Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	August 13 - 7 PM
Planning Commission	August 20 - 7 PM
Zoning Hearing	August 26 - 7 PM
Committee	August 27 - 6 PM
Council Meeting	September 1 - 7 PM

# AGENDA

## August 5, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

1. **APPROVE JULY 2020 MINUTES** Action Item
2. **BILL PAYMENT REVIEW**
3. **VISITORS / COMMENTS FROM PUBLIC**
4. **REPORT REVIEW**
  - A. Police – Chief Steffen
  - B. Mayor – James Malone
  - C. Susquehanna Valley EMS – Adam Marden
  - D. EMC Coordinator – Diane Garber
  - E. Fire Company – Don Schoenberger
  - F. Borough Manager – Karen St. Clair
  - G. Foreman – Jeff Moseman
  - H. Zoning Officer – Michael Bingham
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections
  - M. HARC – Debra Miller
5. **OLD BUSINESS**
  - A. Review Committee Meeting Topics: 2Q Financials, Preliminary Budget for General, Water & Trash, Community Center rental to include pavilion, plans for sponsor tower at the amphitheater
6. **NEW BUSINESS**
  - A. Review/Approve Ordinance 311, Prohibiting Right-of-Way Obstructions and Nuisances Action Item
  - B. Review/Approve Transferring funds in the amount to 50,000.00 from water operating to water reserve Action Item
  - C. Review/Approve transferring 50,000.00 to safety fund instead of 250,000.00 Action Item
  - D. Review/Approve Resolution 789, to include the use of the pavilion with community center rentals at no additional cost to allow for social distancing Action Item
  - E. Review/Approve Temporary Travel Policy for staffmembers Action Item
7. **ANNOUNCEMENTS:**

Saturday, August 8 - Community Garden Volunteer Workday held at the 2899 Graystone Road 9:30 - noon  
Blues Fest scheduled for September 5 has been cancelled
8. **ADJOURNMENT**

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Debra Miller, Member  
William Pfautz, Member  
James Malone, Mayor  
Staff:  
Karen St. Clair, Borough Manager  
Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	September 10 - 7 PM
Planning Commission	September 17 - 7 PM
Zoning Hearing	September 23 - 7 PM
Committee	September 24 - 6 PM
Council Meeting	October 6 - 7 PM

# AGENDA

## September 1, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. APPROVE AUGUST 2020 MINUTES

Action Item

#### 2. BILL PAYMENT REVIEW

#### 3. VISITORS / COMMENTS FROM PUBLIC

Rettew Representative, to present phase 2 plan for Traditions of America

Amanda Groff, Harbor Engineering Inc., to present the 6200 Hollow Drive, lot add-on plan

#### 4. REPORT REVIEW

A. Police – Chief Steffen

B. Mayor – James Malone

C. Susquehanna Valley EMS – Adam Marden

D. EMC Coordinator – Diane Garber

E. Fire Company – Don Schoenberger

F. Borough Manager – Karen St. Clair

G. Foreman – Jeff Moseman

H. Zoning Officer – Michael Bingham

I. Permits Issued

J. Current Property Violations

K. Solicitor – Amy Leonard

L. Collections

M. HARC – Debra Miller

#### 5. OLD BUSINESS

A. Review Committee Meeting Topics: Budget review, HARC using CC as virtual school, Cindy Schweitzer – Q&A session startup costs for Chief Fire Official, Ryan Brady- EPB pool, Amended Agreement HAFSC, HAFSC update from EP Board, Boy Scout new walkway @ scout hut, park issues from last month recommendations for the weekend, Fire Co. financials

#### 6. NEW BUSINESS

A. Review/Approve Phase 2 plans for Traditions of America with the condition of satisfying the comments of the Borough Engineer Action Item

B. Review/Approve M.O.U. Memorandum of Understanding for 6200 Hollow Drive Action Item

C. Review/Approve Lot Add-on Plan 6200 Hollow Drive submitted by Don Emich with the condition of satisfying the comments of the Borough Engineer Action Item

D. Review/Approve MMO, Minimum Municipal Obligation Pension Fund for 2021 Action Item

E. Review/Approve additional Fall Classic Soccer Dates; October 11, 12, November 14, 15, 21, 22, December 5, 6, 12, 13 Action Item

F. Review/Approve use of the Community Center by HARC for virtual school location in the case schools would shut down due to covid-19 Action Item

#### 7. ANNOUNCEMENTS:

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Blues Fest originally scheduled for September 5, has been cancelled  
September 7 – Office will be closed in observation of Labor Day  
Carnival in the Park and East Pete Day originally scheduled for September 17, 18 & 19 has been cancelled  
September 19 at 6:30 p.m. – Virtual Gulf Ball Drop can be viewed live on Facebook page: East Petersburg Day

**8. ADJOURNMENT**

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Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	October 8 - 7 PM
Planning Commission	October 15 - 7 PM
Committee	October 22 - 6 PM
Zoning Hearing	October 28 - 7 PM
Council Meeting	November 4 - 7 PM

# AGENDA

## October 6, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

1. **APPROVE SEPTEMBER 2020 MINUTES** Action Item
2. **BILL PAYMENT REVIEW**
3. **VISITORS / COMMENTS FROM PUBLIC**  
East Petersburg Fire Company
4. **REPORT REVIEW**
  - A. Police – Chief Steffen
  - B. Mayor – James Malone
  - C. Susquehanna Valley EMS – Adam Marden
  - D. EMC Coordinator – Diane Garber
  - E. Fire Company – Don Schoenberger
  - F. Borough Manager – Karen St. Clair
  - G. Foreman – Jeff Moseman
  - H. Zoning Officer – Michael Bingham
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections – Amy Leonard
  - M. HARC – Debra Miller
5. **OLD BUSINESS**
  - A. Review Committee Meeting Topics: Budget review, discussed HAFSC Chief Fire Official equip. /job description /misc. issues/board member updates, presentation for streets for 2021, new vehicle/crane, presentation for 2021 meter project, generator-Broad St. Spring Tank liner, Nitrate Plant-Bathroom & DE Filter Replacement, Martin Paving Improvements Invoice, Boy Scout Hut plan review, Res. 790 Registration of Abandoned /Foreclosed Properties-setting form & fee for this, Executive session for Legal matters
6. **NEW BUSINESS**
  - A. Review/Approve Resolution 791, Setting fees to include fee for registering abandoned, foreclosed properties Action Item
  - B. Review/Approve Community Center Rental Agreement for HARC Action Item
  - C. Review/Approve Job Description – HAFSC, Chief Fire Official Action Item
  - D. Review/Approve the release of remaining escrow funds to Mark Martin in the amount of \$1,483.05, for the 1635 Graystone Road project, all items have been satisfied Action Item

**7. ANNOUNCEMENTS:**

Car show that was rescheduled for October 17, has been cancelled

Friday October 30 - Trick or Treat 6:00 p.m. – 8:00 p.m.

October 30 - Large Appliance/Tire Pick-up- tags are available at the Borough office; 14.00 appliance, 3.00 tire

November 3 – Election Day; polls are open 7:00 a.m. until 8:00 p.m.

**8. ADJOURNMENT**

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Staff:  
Karen St. Clair, Borough Manager  
Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	November 12 - 7 PM
Planning Commission	November 19 - 7 PM
Committee	No meeting in Nov. & Dec.
Zoning Hearing	November 25 - 7 PM
Council Meeting	December 1 - 7 PM

# AGENDA

## November 4, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

1. **APPROVE OCTOBER 2020 MINUTES** Action Item
2. **BILL PAYMENT REVIEW**
3. **VISITORS / COMMENTS FROM PUBLIC**  
Kristin Troop, Events Committee updates & Girls on the Run 5K
4. **REPORT REVIEW**
  - A. Police – Chief Steffen
  - B. Mayor – James Malone
  - C. Susquehanna Valley EMS – Adam Marden
  - D. ESC Coordinator – Diane Garber
  - E. Fire Company – Don Schoenberger
  - F. Borough Manager – Karen St. Clair
  - G. Foreman – Jeff Moseman
  - H. Zoning Officer – Michael Bingham
  - I. Permits Issued
  - J. Current Property Violations
  - K. Solicitor – Amy Leonard
  - L. Collections – Amy Leonard
  - M. HARC – Debra Miller
5. **OLD BUSINESS**
  - A. Review Committee Meeting Topics: Budget review, Dr. Davis use of football field for lacrosse, Jennifer West use of park for "Girls on the Run", HAFSC updates, Fulton-AFC parking lot and walking path waivers
6. **NEW BUSINESS**
  - A. Review/Approve Meeting Dates for 2021 Action Item
  - B. Review/Approve Res. 792 Pension plan amendment limiting eligibility to full-time Employees Action Item
  - C. Review/Approve Res. 793 Regulating Banner Suspension across Main Street Action Item
  - D. Motion to Approve the Proposed Budget for 2021
  - E. Motion to Advertise Proposed Budget for 2021 Action Item
  - F. Review/Approve Renewal for Use of Tom Herr Field and Swimming Pool Fields Action Item

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| G. Review/Approve Resolution 795, Temporary Parking Provisions during snow emergencies  | Action Item |
| H. Review/Approve Release of financial security funds in the amount of 1,650.00 to Donald Emich; the lot pins have been set for the lot add-on at 6200 Hollow Drive | Action Item |
| I. Review/Approve Resolution 794, Appointing Representatives to Lancaster County Earned Income Tax Bureau   | Action Item |

**7. ANNOUNCEMENTS:**

November 26 & 27 – Borough office will be closed in observation of Thanksgiving  
Santa in the Park is cancelled for 2020

**8. ADJOURNMENT**

## COUNCIL MEMBERS

Cathleen Panus, President  
John Wolf, Vice President  
Adam Gochnauer, Pro-Tem Member  
John Herr, Member  
Lauren Houck, Member  
Debra Miller, Member  
William Pfautz, Member  
James Malone, Mayor  
Staff:  
Karen St. Clair, Borough Manager  
Jeff Moseman, Foreman

## UPCOMING MEETINGS

Appeals Board	December 10 - 7 PM
Planning Commission	December 17 - 7 PM
Committee	No meeting in December
Zoning Hearing	December 23 - 7 PM
Council Meeting	January 5 - 7 PM

# AGENDA

## December 1, 2020

### CALL MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. APPROVE NOVEMBER 2020 MINUTES

Action Item

#### 2. BILL PAYMENT REVIEW

#### 3. VISITORS / COMMENTS FROM PUBLIC

#### 4. REPORT REVIEW

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Susquehanna Valley EMS – Adam Marden
- D. EMC Coordinator – Diane Garber
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
- G. Foreman – Jeff Moseman
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

#### 5. OLD BUSINESS

- A. Review Committee Meeting Topics: No meeting in November.

#### 6. NEW BUSINESS

- A. Review/Approve Budget for fiscal year 2021 Action Item
- B. Review/Approve Ordinance 312, setting tax rate for 2021 Action Item
- C. Review/Approve Resolution 796, setting water rate for 2021 Action Item
- D. Review/Approve Letter of Resignation from Steve Shenk as tax collector Action Item
- E. Review/Approve Resolution 797, Appointing Lancaster County Treasurer as tax collector for East Petersburg Borough Action Item
- F. Review/Approve Resolution 798, setting fees for 2021, effective 1-1-21 Action Item  
Appliance tag 15.00(1.00 increase), Tire tag 5.00 (2.00 increase)  
Updating the fees to be in line with what we are being charged by LCSWMA
- G. Review/Approve Resolution 799, naming Matt Spellman with ARRO as BCO effective 1-1-21 Action Item

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|---|-------------|
| H. Review/Approve release of remaining stormwater escrow funds in the amount of 131.00 to Eric Hendershot, submitted for installation of a new shed | Action Item |
| I. Review/Approve Resolution 800, Appointing Lancaster County Tax Collection Bureau to collect Earned Income Tax (EIT) for East Petersburg Borough  | Action Item |
| J. Review/Approve Agreement for 2735 Graystone Road for property maintenance  | Action Item |
| K. Review/Approve Firework display for Events Committee on December 31, 2020  | Action Item |

**7. ANNOUNCEMENTS**

Santa in the Park is cancelled for 2020

December 24, 25 & January 1 – Borough office will be closed in observation of Christmas & New Years

December 31 - New Year's Celebration 6:30 - 9:30 p.m. Music in the Park by "One Too Many", along with family friendly activities. The Jug will be dropped from East Petersburg Fire Truck followed by Fireworks. Food vendors will be available.

January 9 - Tree Chipping at East Pete Park 8:00 to 2:00 p.m. You can sign up at the borough office to have your tree picked up at the curb by the Boy Scouts or you can drop it off at the park.

**8. ADJOURNMENT**