

**MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL**

<b>DATE AND TIME:</b>	January 6, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Debra Miller William Pfautz, Jr. Mayor: Manager: Public Works Foreman:

The reorganizational/regular meeting of the East Petersburg Borough Council was called to order at 7:00 p.m. by Mayor Malone, followed by the Pledge of Allegiance.

Mayor Malone asked for a Nomination for President:

*It was moved (Councilmember Gochnauer) to Nominate and Appoint Cathleen Panus for President of Borough Council with unanimous approval by the Board. There were no other nominations.*

Mayor Malone asked for a Nomination for Vice-President:

*It was moved (Councilmember Miller) to Nominate and Appoint John Wolf for Vice President of Borough Council with unanimous approval by the Board. There were no other nominations.*

Meeting turned over to President Panus

President Panus asked for a Nomination for Pro Tem:

*It was moved (Councilmember Wolf) to Nominate and Appoint Adam Gochnauer for Pro Tem of the Borough Council with unanimous approval by the Board. There were no other nominations.*

Service Organization Appointments for East Petersburg Borough for 2020:

*It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint Henry & Beaver Law Firm as Solicitor*

*It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint ARRO Consulting, Inc. as General Engineer or appointed by project*

*It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint ARRO Consulting, Inc. as the Water Engineer*

*It was moved and seconded (Councilmember Wolf, Councilmember Houck) and carried unanimously to Appoint Michael Bingham of ARRO Consulting, Inc. as the Zoning Officer*

*It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint ARRO Consulting, Inc. as the Sewage Enforcement Officer*

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint John Neely, ABI Associates, LLC as Property Maintenance Compliance Enforcement Officer***

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint Ed Poorman, ABI Associates, LLC as Uniform Construction Code Compliance Officer***

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint Janice Longer, Reese, Samley, Wagenseller, Mecum & Longer as Zoning Hearing Board Solicitor***

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint Sager, Swisher & Co., LLP as Auditor***

**Approval of Minutes:**

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer), and carried with a 6 to 1 vote to Approve minutes of the December 3, 2019 Borough Council meeting, John Herr abstained from voting because he was not a Councilmember in December***

**Bill Payment:** Reviewed by Council – Manager St. Clair pointed out some additions to the regular bills; A new boiler at the rental property at 6060 Main, Flagger Force Services, and JG Environmental for cleaning out the basins

**Visitors/Comments:**

1. Linda Rannels was at meeting on behalf of the Events Committee to inquire about the current use of the accessory building at the park that was recently used by the Bull Dogs. They asked if the Bull Dogs will be using it this year. They expressed interest in using this space and making sure it is up to codes as well as giving it some updates and improvements. Council said that they will look into this and get back to them, because if the Bull Dogs are not going to use it, they would be happy to have the Events Committee take it over.
2. Steve Shenk said that he is concerned about the traffic light at Main and State Streets. He said that the left turn light on the pole at Fulton bank is turned the wrong direction. Council said that this will be looked at by the street dept.
3. James Swarr said that he has noticed the new police force has been more noticeable around the Borough and thanked them for this.
4. Amy Mitchell said that she lives on Morris Dr. and on New Year's Eve she heard 4-gun shots fired very nearby at 8:20. At 8:23 she called 911 to report this and 4 minutes later the Township police called her back and said that they checked it out and couldn't find anything. She said that she was concerned about safety and she feels that because the contract was ending that they made minimal attempt. She also said that she is concerned about the Regional police taking over and wanted to know how many police officers will be assigned to the Borough at one given time. Chief Steffen said there will be one officer assigned to the borough, but there is also patrol districts so officers can move within the jurisdiction as need be. Chief Steffen explained that if there is a situation that does require additional units they will draw upon their resources and move the other officers into the area. Chief Steffen said currently they have 6 cars working. Chief Steffen also said that celebratory gun fire is outlawed by ordinance.

Amy Mitchell also voiced concerns about a certain property in the Borough that has possible zoning and property maintenance violations. Council explained that if a resident has a concern like this, they can fill out a complaint form and submit it to the Borough office and it will remain anonymous. Council said that after the form is submitted it will be looked into.

**Police Report:** Mayor Malone read the monthly report. Mayor Malone pointed out that most calls were for domestic issues. Heroin use is down but use of methamphetamine is going up. Still waiting on confirmation about the funding for Drug Task Force.

Chief Steffen gave updates- He reported that they have been working on educating residents of the new firework laws. Radar trailers will be going up as an advisory tool for speed. Officers have been engaging on foot patrol and introducing themselves at businesses in the Borough. Working with the school to obtain key passes and entry information. They have updated their strategic plan through 2022. Policies were updated pertaining to Act 79, which deals with domestic violence. Chief Steffen said that the first call they received at the start of servicing the borough was for a domestic violence dispute. Councilmember Gochnauer said that he has been asked by residents and business owners to thank the police for stopping in the local businesses and making their presence known. Chief Steffen said that they try to do this in all the municipalities they serve.

**Other Reports:**

1. Foreman Report – Jeff Moseman – Report submitted to Council – Final approval for an easement was received from the neighboring property at the Spring Monitoring Station location, installation will begin this week. Storm Basins have been completed on Main St. between State St. and Graystone Rd. Next step will be State St. Currently training staff member to take over in water dept. when Tim retires. The ADA bathroom and police office at the Borough office have been completed.
2. Zoning Officer Report – Submitted to Council – Garden Street stormwater improvements are still being worked on. Councilmember Houck said that she has heard complaints about the Graystone Road project being done by Hess Homebuilders and how they are handling the traffic and some aspects of the basements being poured. Diane Garber said that she received calls about the flaggers at this project also. Manager St. Clair said that she will talk to the zoning officer about this and it will be looked into.
3. Permit list reviewed by Council
4. Property Violations – Submitted to Council - A year end summary was submitted showing compliance status-202 properties had property maintenance violations in 2019, at the conclusion of 2019 there were a total of 187 properties brought into compliance and 15 properties are remaining with violations; 93% were brought into compliance, 7% remain non-complaint.
5. Solicitor Report – Submitted to Council – Amy Leonard has stepped in and taken Fred Wolf's place as Solicitor for the Borough. Fred Wolf has recently retired.
6. Collection Accounts – Submitted to Council – Council said that most of these are property maintenance fees.
7. Fire Company – Report Submitted to Council – Steve Shenk reported that James Rohrer has retired as the Fire Chief and Don Shoenberger has stepped in as the Fire Chief. Chief Rohrer has continued to serve for 38 years and has served as Fire Chief for 21 years.
8. HARC - Adam Gochnauer – Debra Miller will fill the position as the Representative for East Petersburg to serve on the HARC Board- Official appointment will take place in February
9. EMC Coordinator - Diane Garber – Still working on updating business list and contact information.

**Old Business: Committee Meeting Topics-** No meeting in December

**New Business:**

1. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve Resolution 776, Appointing Members to the East Petersburg Borough Planning Commission, Zoning Hearing Board, Appeals Board, Vacancy Board Chairman, and LASA Representative and setting forth the terms of office*
2. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve 777, Disposition of Municipal Records*
3. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve Resolution 778, Appointing and Accepting Police Officers of Northern Lancaster County Regional Police Department as Police Officers of East Petersburg Borough*

4. ***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve Resolution 779, Allowing Temporary Parking Regulations on Linden Street for the next 90 days, No parking signs on the South side of Linden Street will be removed for the next 90 days, Parking on the North side of Linden Street will remain prohibited during snow emergencies in accordance with Ordinance 308***

Council explained that letters will be sent out to notify residents on the South side of Linden Street of this change. After 90 days this temporary parking regulation can be made permanent by revising Ordinance 308.

5. ***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve 2020 Fire Police Events Schedule***

**Announcements:**

January 11 - Tree Chipping will take place at the Community Park this year from 8:00 a.m. until 2:00 p.m. Tags are available at the Borough office for pick-up or you can drop your tree off. Donations are accepted.  
January 18 – East Petersburg Veterans will be meeting at Geneva Bakery at 9:30 a.m.  
January 18 -Coffee with a Cop will be held 9:00 a.m. until noon at Geneva Bakery  
February 1 - Pot Pie Take out at East Pete Fire Co. 9:00 a.m. until 3:00 p.m. or until sold out

Steve Shank reported that Santa in the Park was a great success with a total of 291 children and 5 dogs.

President Panus announced that Robin Hemperly has officially retired and Karen St. Clair, who has been with the Borough for the past 7 years as Assistant Treasurer/Assistant Borough Manager has taken the position as Borough Manager. President Panus welcomed Karen St. Clair to her new position and said that she hopes she will be here for many years to come.

**Adjournment:** 8:33 p.m.

**Executive Session held for Legal Matter - In: 8:42 Out: 9:28**

Respectfully Submitted,  
Kim Strayer, Recording Secretary

MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	February 4, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Debra Miller William Pfautz, Jr. Mayor: Manager: Public Works Foreman:
		James Malone Karen St. Clair Jeff Moseman

The LNP reporter was recording the meeting.

It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve the minutes of the January 6, 2020 Borough Council meeting

Bill Payment – Reviewed by Council – Manager St. Clair pointed out 2 additional items to the usual bills: installation of new sewer line at 407 Koser Rd. building, water reserve used for new water meters

Mayor Malone presented the following proclamation to James Rohrer recognizing his many accomplishments and services to East Petersburg Borough:

**Whereas, Fire Chief James Rohrer is a 38-year veteran of the fire service with long standing and strong history of fire service in East Petersburg Fire Company, Station 23, and whereas, over the years Chief Rohrer has been proactive in training and recruiting volunteer fire fighters, and whereas, Chief Rohrer has served 21 years as Fire Chief**

James Rohrer was also presented with an excellent service award from the Borough Council.

Councilmember Pfautz said although James Rohrer is retiring as Fire Chief, he will continue to serve with East Petersburg Fire Company, Station 23, as Captain of Training.

President Panus thanked James Rohrer for his excellent service to the Borough and for his dedication and great leadership of leading Station 23 into a viable and extraordinary Fire Company and wished him a happy and healthy retirement.

**Visitors/Comments:**

1. John Nolt, 6174 Main Street – Garden Street was repaved this fall, and water is going down the alley and into his property. He was told the engineer is working on it, but he just wanted to have it on the record before it creates damage. Council asked him to submit a picture if possible.
2. Steven Shenk said that he is very pleased with the new trash company and how careful they are about placing the bins back in place after being emptied. Council said that the new recycling bins are also holding up to the elements much better because they are a sturdier structure and hold more items.
3. Adam Martin, Operations Manager, Susquehanna Valley EMS, said that he would be willing to share monthly data with the Borough.

Mayor Malone read a proclamation in support of the Pennsylvania 811:

**Whereas the month of April 2020 is recognized as Pennsylvania 811 Safe Digging Month, whereas, the unique service provided is easy to use for a one call notification about excavating projects, whereas, the PA1 call system began with only six utilities in western Pennsylvania and is now serving more than 100,000 excavators and over 3,000 critical underground infrastructure owners throughout the commonwealth and, whereas, the service annually receives over 900,000 notification requests and transmits over 7,000,000 notifications providing protection for utility companies, their employees, customer and the general public and, whereas, it is important to minimize the damage to underground utility lines, danger to workers, environmental pollution and the loss of utility services, and proclaiming April 2020 Safety Digging Month in East Petersburg Pennsylvania**

**Police Report:** Chief Steffen reviewed the monthly report and said that they will present the annual report at the next board meeting which will be held on March 12 at the Community Center in East Petersburg. Chief Steffen said that these reports are posted on their website. He also reported that according to the recent 911 report, LCNRPD was the fifth busiest law enforcement agency in the county. Chief Steffen reported that Coffee with a Cop had a great turn out and went very well. Council said that they appreciate all the fast information that they put on the website to help keep residents informed.

**Other Reports:**

1. Foreman Report - Submitted to Council – Jeff Moseman reported to Council – traffic signal at State and Main that was facing the wrong direction has now been moved to face the correct direction, continuing to utilize the CS Datum program that works with the GIS mapping system of our infrastructures and for MS4, water meters have been replaced in more than half the homes in the Borough. President Panus said that her neighbor has some bat houses to donate and asked if they could be used at the park. Mr. Moseman said that they can be used to help control insects.
2. Zoning Officer Report – Submitted to Council - they are moving ground at the T.O.A. site, primary entrance and exit for T.O.A. will be from Miller Road and Split Rail Drive
3. Property Violations – Submitted to Council - Property violations at Lemon Street property have now been made compliant after many years
4. Solicitor Report – Submitted to Council
5. HARC - Debra Miller reported HARC is currently working on a strategic 5-year plan for building community, improving wellbeing and financial assistance. There will be a meeting in February with the Borough staff and Jeff Book to discuss the list of upgrades to the pool.
6. Fire Company Report - Submitted to Council – Busiest day for 2019 was Tuesday's between 5:00 p.m. – 6:00 p.m. Community Events for 2020 will be finalized and shared with the borough soon.
7. EMC Coordinator - Submitted to Council – still working on updates for commercial emergency contacts
8. Street Sweeping – Adam Gochnauer reported that we just picked up a new street sweeping contract with Penn Township in addition to the 12 we already have. These street sweeping contracts have alleviated the Borough's cost to meet the MS4 requirements.

**Old Business- 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 and personnel issues

**New Business:**

1. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Advertise Ordinance 310, A Trust Agreement for East Petersburg Borough Pension Plan*
2. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Exonerate Lancaster County Treasurer so accounts can be turned over to Lancaster County Tax Claim Bureau for collection of delinquent Real Estate Taxes*

3. ***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously to Appoint Debra Miller as Representative of East Petersburg Borough to HARC Board of Directors***

**Announcements:**

February 22- Veterans Group of East Petersburg Borough will meet at Family Fare at 9:00 a.m.

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

March 12-Lancaster County Northern Regional Police, Board of Directors meeting at 7:00 p.m. at the Community Center.

**Adjournment:** 7:57 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

**MINUTES OF THE REGULAR MEETING**  
**OF THE EAST PETERSBURG BOROUGH COUNCIL**

<b>DATE AND TIME:</b>	March 3, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Debra Miller William Pfautz, Jr. (Absent) James Malone (Absent) Mayor: Manager: Public Works Foreman:

The LNP reporter was recording the meeting.

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve the minutes of the February 4, 2020 Borough Council meeting***

Bill Payment – Reviewed by Council – Manager St. Clair pointed out 2 additions to the regular bills – Paul Davis for biohazard cleanup due to the break in at park bathroom, Fluid Pinpointing service for water leaks (1) at Lemon St & (1) 72 and Lemon St.

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve the two (2) additional bills as listed above***

**Visitors/Comments:**

1. Kristin Troop, East Petersburg Events, Updates for 2020 – Shakespeare in the Park will perform Midsummers Night at the Park this year on August 15 (rain date August 16). New location for New Year's Eve event will be at the Community Park so the building can be utilized if the weather is bad. New food trucks will be at the Vagabond Car Show this year.

**Police Report:** Chief Steffen reviewed the monthly report and pointed out that they have put together a guide to help everyone understand the reports better. They are currently practicing the CDC recommendations for Coronavirus. Forensic evidence, DNA and images on security cameras were gathered for the break in at the park and they are currently working on finding this person.

**Other Reports:**

1. Foreman Report - Submitted to Council – Jeff Moseman reported they are working on repairing the damage at the park bathroom, researching seal and stick patches for potholes, met with DEP to go over operation changes, servicing the lawn movers, mowed the long grasses to get them ready for the season, investigating new water meters that have less pieces involved and a less expensive option to use for future replacements – these meters could be read from the water tower, picked up new street sweeping accounts including Brecknock Township
2. Zoning Officer Report – Submitted to Council - Construction on new homes on Graystone Road currently taking place. Council reminded residents that permits are required for heating unit conversions.
3. Property Violations – Submitted to Council - Graystone Road property will be completely compliant after the gate is repaired.



4. Solicitor Report – Submitted to Council – Lemon Street property is now compliant after at least 7 years of violations.
5. Fire Company Report - Don Schoenberger reviewed the monthly report.
6. HARC - Debra Miller reported for HARC(Hempfield Area Recreation Commission) – there will be a Wellness fair on March 8<sup>th</sup> from 10-2 with over 40 vendors, an Eagle Scout installed a Gaga pit for playing outdoor games for summer day camp to use, summer flea market will be held May 30 at Ames Herr park, Everybody Belongs Campaign will take place March 3-31 to raise funds for the financial assistance program for lower income families, discussed converting some tennis courts to include a pickle ball option, Power Pack program is currently serving 140 families district wide and is housed at EPAC-donations for Power Pack can be dropped off at EPAC
7. EMC Coordinator - Submitted to Council – She is almost finished updates on the emergency contacts for businesses. Diane Garber said she is currently working in accordance with many agencies and other emergency services to plan and prepare for the coronavirus. She said that the best precaution is to wash your hands frequently and cough into your elbow. She also said that most cases have been directly contracted from someone traveling and brought into the U.S. from somewhere else and that the virus is not actively spreading in the communities at this time. There are currently no children affected in the U.S.
8. Susquehanna Valley EMS – Adam reported that they receive less calls from East Petersburg than from other municipalities they serve. The highest call times are 8:00, 12:00 & 2:00, with Monday having the highest call volume. There will be a first responder meet and greet during the chicken BBQ at the park on June 6, 2020. There is a 2<sup>nd</sup> chance recovery program they work with, if an overdose case would like help with their addictions. He said getting people with addictions help, instead of enabling them, is a better way to go.

**Old Business- 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

**New Business:**

1. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and unanimously, to Approve Ordinance 310, A Trust Agreement for East Petersburg Borough Pension Plan*
2. Bill Troop, the owner of the property at 1575 State Street said that there are no changes to the demolition, they just haven't gotten to it yet. Councilmember Wolf said that he did speak with the Michael Bingham, the zoning officer and that he was OK with this.

*It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve the extension of the Demolition Permit issued for the Barn located at 1575 State Street until August 5, 2021*

**Announcements:**

March 8 - Community Day / Wellness Fair at HARC 10:00 a.m. – 2:00 p.m.

March 12 - Lancaster County Northern Regional Police, Board of Commissioners meeting at 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 the borough office (you can also use yard waste bags purchased from hardware stores, etc.)

March 20 – Bingo held for the PTO at East Petersburg Elementary Cafeteria

President Panus reminded residents not to put recycling out on windy days if possible, and to please pick up any recycling that has blown around. She said she has seen Waste Management employees picking up recycling that has blown around, but reminded resident that this is not their responsibility. Residents seem to be pleased with the level of service that Waste Management has been giving.

**Adjournment:** 7:57

Respectfully Submitted,  
Kim Strayer, Recording Secretary

**MINUTES OF THE REGULAR MEETING**  
**OF THE EAST PETERSBURG BOROUGH COUNCIL**

<b>DATE AND TIME:</b>	April 7, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck (Absent) Debra Miller William Pfautz, Jr. Mayor: James Malone Manager: Karen St. Clair Public Works Foreman: Jeff Moseman

The LNP reporter was recording the meeting.

**Visitors:** This meeting was held through Webex due to the Coronavirus

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve the minutes of the March 3, 2020 Borough Council meeting***

Bill Payment – Reviewed by Council – Manager St. Clair reported there were no additions to the regular bills.

**Fire Report:** Chief Don Schoenberger reviewed the monthly report. He said that things have slowed down with the Stay at Home order that the Governor has put in place. He also said that they are using precautionary measures on calls including using protective gear. The fire dept. is currently closed for tours, and public meetings have been cancelled. Zoom training will begin next week. Local businesses have donated enough supplies to last a few weeks. They are on a list waiting to receive N95 masks as they become available. Councilmember Miller said in February she toured the Fire Station Facilities, including the museum, and she was very impressed with their facilities, and technology, and how well it is all maintained. She thanked Chief Schoenberger and all the members for what they tirelessly do every day.

**EMC Coordinator Report:** Diane Garber reported the following updates for COVID-19: They have put a request into PEMA for supplies, but nobody outside of healthcare workers has received any supplies from PEMA including police personnel. PEMA has not given out any supplies in the last 2 weeks, and they are currently not going to distribute masks to Fire Departments because they have SCBA's. National Chief's Assoc. and other groups are pushing back on this because the SCBA's are difficult to decontaminate and it takes a significant amount of time to do so. They also cannot give CPR and other life sustaining skills while wearing the SCBA's. An order was placed for 1,000 surgical masks to be distributed to the fire co., police and public works- they should be here next week. A local company will be donating printed face shields; the local dentist has also donated supplies.

Some municipalities have put curfews in place, but as of now, this is not something the local police want to do. The peak is anticipated at the end of the next 2 weeks, but we will still have to decelerate from where we have accelerated to. There will still be a significant number of cases. We are not closing in on the end of this, and this could continue into May or longer. As it travels through other surrounding states, it could pass back into areas of PA and we could end up seeing another small rise in cases. The Governor is asking people to wear masks. Changes will be coming out shortly for people who have school aged children.

Councilmember Panus asked Ms. Garber to keep them informed of who is donating supplies so the borough can acknowledge what they are doing.

Councilmember Miller asked if there is a geographical breakdown of the cases in Lancaster County. Ms. Garber said that currently the state is handling the number of cases we have, and they are not able to provide that breakdown because they are handling so much data. Ms. Garber also said that after the census is over, we will have our own Health Dept. and they will be able to provide those kinds of detailed statistics.

Joyce Mokros asked if the car auction is closed. Ms. Garber told her she does not have that information, but she can contact the police to find out who has received a waiver to operate.

**Police Report:** Mayor Malone read the traffic safety police report. There are fewer violations due to less traffic. They are currently taking extra precautions due to the virus. Mayor's Assoc. has submitted a request to the state for a breakdown of COVID-19 cases in the county. Police are currently taking precautions by wearing masks and easy to wash uniforms. They have been keeping up with posting reports on their website and keeping us all informed. The Board meeting for this month has been cancelled.

**Other Reports:**

1. Susquehanna EMS – No Report
2. Foreman Report - Submitted to Council – Jeff Moseman reported employees are working within safe distance from each other. The park equipment has been taped off and no trespassing signs have been put up. People are still utilizing the park equipment and the police have been notified about this. Hand washing station is now at the park near the restrooms. Street Sweeper has been serviced and street sweeping will continue. Currently monitoring the stream and reporting findings to DEP. N95 masks have been issued to each borough vehicle. Keeping up with Coronavirus recommendations from DEP. Weekly staff meeting with Diane Garber via Zoom.
3. Zoning Officer Report – Submitted to Council - Graystone Road construction of new homes was granted a waiver to continue with some operations of building, but they have decided to cease working there because his staff has been harassed for continuing to work and one of the houses has been broken into. Michael Bingham also reported he is preparing bids specs for fog sealing, currently waiting on grant updates, permits are still being issued in the borough. Residents were reminded a permit is needed for any manmade structure even if it is a replacement. A Bill is currently trying to be passed through the house to allow construction projects to continue if social distancing is enforced, but we do not know if this will pass.
4. Property Violations – Submitted to Council – There are currently 11 of them. After a long history of violations, a property on Lemon St. is now compliant. Another property with a long history of violations on Graystone Rd. has also been cleaned up.
5. Solicitor Report – Submitted to Council – Working on updating ROW Ordinance. Several properties are still in collections for unpaid property maintenance fees.
6. HARC - Debra Miller reported for HARC(Hempfield Area Recreation Commission) – Wellness Fair on March 8 was well attended and had many diverse vendors. March 16<sup>th</sup> operations closed due to the pandemic and on April 1<sup>st</sup> - 2 managers were furloughed, and other staff laid off. The remaining directors remain with a 20% salary reduction. Scheduled improvements to the facility are continuing. The community pool opening remains unchanged at this time.  
Councilmember Miller also reported that she attended a new councilmember bootcamp along with Mayor Malone and Councilmember Herr and said that we are very lucky to have a high caliber staff and officers, because she learned at this session some of the other municipalities have some real problems.

**Old Business- Committee Meeting Topics – This meeting was held by Webex:** TOA, Emergency Disaster Declaration was passed and this will allow for some funding that is available due to COVID-19, LCSWMA Tour was postponed, Yard Waste pick-ups are back on track and did not have to be postponed, Approved (2) events for Events Committee, COVID-19 updates

**New Business:**

1. Manager St. Clair explained that she recently sent out a lot of information to Council that she received from the county for property tax relief. Currently the property tax extends the 2% discount until April 30<sup>th</sup> and they are proposing to extend the 0% penalty to December 31, 2020; November 30<sup>th</sup> was also suggested. All the municipalities that do not have their own tax collector will have to agree on the same date for the county collector to use. Manager St. Clair said she would like more time to look at the budget and reserve accounts to be sure the Borough has enough funds to make it through until December 30<sup>th</sup>. All municipalities have until April 30<sup>th</sup> to give input on this to the County. Mayor Malone asked what the other municipalities are doing. Manager St. Clair said that a lot of the municipalities have not had their meetings to discuss this yet but stated that this will be harder for the smaller municipalities. Manager St. Clair said she will be contacting the Borough's Association for feedback and will continue to gather more information to be sure they have all the facts to make a well-informed decision at the next meeting.

***It was moved and seconded (Councilmember Wolf, Councilmember Miller) with unanimous Approval by the Board, to Table Resolution 781, Extending the period in which Real Estate Taxes can be paid at the base rate, by adopting a penalty rate of 0%. This will be looked at and discussed at the next Committee Meeting on April 23, 2020***

2. (A) ***It was moved and seconded (Councilmember Wolf, Councilmember Miller) with unanimous Approval by the Board, to Approve the Petition to Postpone the 2020 tax upset sale***

***(B) It was moved and seconded (Councilmember Wolf, Councilmember Miller) with unanimous Approval by the Board to Authorize Karen St. Clair and Cathleen Panus to sign the municipal page of the Petition to Postpone the 2020 tax upset sale***

3. A Financial Relief Application has been created for residents that are experiencing a hardship and need financial relief for water/trash accounts. Each application will be reviewed on a case by case basis.

***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) and carried unanimously, to Approve the Financial Relief Application for water/trash billing***

**Public Comments**

1. Susan Lloyd said that she has some concerns regarding True Green servicing in her area three separate times during a global pandemic, while the Stay at Home Order is in place, and she is stuck in her house breathing in the chemicals. She doesn't see this as an essential service. She also said there is a case in Washington against TruGreen because it is known to cause cancer, respiratory issues, and it also can leak into ground water and contaminate drinking water. She said she spoke with Jeff Moseman about her concerns recently. She also said that breathing in these chemicals can make you more sensitive to COVID-19. She said she has respiratory issues and was having trouble breathing and she called the Dr. and they couldn't see her because of the restrictions in place, so she doesn't understand why TruGreen is allowed to treat lawns just to control weeds and make the grass green. She said other residents have expressed concern to her about this. She said she is going to re-register for the hypersensitivity list so that the lawn care company will have to notify her in writing of the date and time prior to the treatments. Ms. Lloyd said she had her attorney send TruGreen a Cease and Desist and TruGreen responded to her by e-mail to let her know that they would be out the next day to treat her neighbor's lawn. She said she researched the chemicals TruGreen is using and it is the same chemicals that are listed in the lawsuit in Washington. President Panus said that she can call the Governor's office to check if this business is essential and allowed to operate during the pandemic. Ms. Lloyd said she did contact the Governor's office and Dept. of Agriculture to report this and she let them also know that they sprayed in high winds which is not recommended. Mr. Bingham and Councilmember Gochnauer checked the Governor's list and said that residential and commercial landscaping is listed on the Governor's site as life sustaining service. Ms. Lloyd said she developed a bladder tumor as a child because of chemicals TruGreen sprayed and because of this, TruGreen was issued a fine. Mr. Moseman

said that weed control is listed as essential because it is to control the pests and control the weeds, so that rodents do not have a place to harbor. The Borough has minimized use of pesticides drastically. Mr. Moseman said that he checked the most recent pesticide tests taken at the Spring and Well and there are no detectable amounts in our water. Council said that we are very limited what we can do for this situation, since the residents have hired TruGreen to do services for them. Mr. Moseman said that the governing body for the pesticide applications is the Department of Agriculture. Ms. Lloyd said she has reported it to them also.

April 10 – Borough office will be 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

**Adjournment:** 7:28 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

**MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL**

<b>DATE AND TIME:</b>	May 5, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochbauer, Pro Tem John Herr Lauren Houck (Absent) Debra Miller William Pfautz, Jr. Mayor: James Malone Manager: Karen St. Clair Public Works Foreman: Jeff Moseman

**Visitors:** This meeting was held through Webex due to the Coronavirus

***It was moved and seconded (Councilmember Wolf, Councilmember Miller) and carried unanimously, to Approve the minutes of the April 7, 2020 Borough Council meeting***

**Bill Payment:** Reviewed by Council – Manager St. Clair reported a drum of sanitizer has been purchased and the cost will be split along with Penn Township, Warwick Township and NLCRPD. Everything else is business as usual.

**Police Report:** Submitted to Council

Chief Steffen reviewed the report with Council. He also reported that in March they began putting policies and measures in place for COVID-19 and having daily meetings by phone to share information with EMA and EMS Coordinators, along with Manager St. Clair and other municipal officials, to coordinate efforts. Over time these meetings were reduced and are now being held once per week. With the downturn in calls officers were able to take online training and an officer was posted at the office to take calls which alleviated some of the call load from emergency dispatch. The uniforms the officers usually wear get dry cleaned, so to cut costs the officers were wearing the training uniforms, which can be washed normally. They are now back to wearing the normal uniforms and staff is back in the office working. No citations or arrests for traffic enforcement took place unless it was necessary. A DUI checkpoint was also cancelled, and they stopped going to ambulance calls to eliminate exposure. Calls were taken for reported business operations to be investigated, but that has recently been reduced. Budget is in good shape and new fleet will soon arrive. Council thanked Chief and the officers for being so visible in the Borough and said they are happy the bike patrol has started up again. Chief Steffen thanked everyone for the constant communication and coordination efforts.

**EMS:** Submitted to Council

Adam Marden reported they were down by 130 calls because people do not want to go to the hospital due to fear of getting COVID-19. There are a lot more patients dying at home because of this. They have had a few positive cases of COVID-19 on their staff. These staff members have been quarantined and have recovered and are now back at work. They do have plenty of protective gear and are using it on all calls. He said they could use more sanitizer; Chief Steffen said he will see that they get some.

**EMC Coordinator Report:**

Diane Garber reported the following updates for COVID-19: She said that there is a lot of coordination going on within the emergency services, emergency management and municipalities. The availability of shared resources has been very helpful. She has sent out e-mails to local businesses to help them get the information on resources available. Currently looking at guidelines of what yellow phase will look like. The numerous cases of Covid-19 in nursing homes are included in the total number because of the numerous staff members that are

working in these homes and being exposed and therefore, are at risk. There are currently 12 cases in the 17520-zip code. We are right in line with the other municipalities in Lancaster. The cases are currently decreasing daily. Ms. Garber explained that the metrics being used to determine if we can move forward are county based. We currently have more cases than Chester county and are right in line with Alleghany county where Pittsburg is located. Ms. Garber said if we move out of the red too soon, we will be at risk for another outbreak of cases. She said in her opinion based on the metrics we could be in the yellow phase around Memorial Day. She said some of the data is media based so she is constantly cross referencing all of data from all of the sources. Contact tracing for Lancaster County is currently being managed by the PA Department of Health. We currently do not have a county department of health because Lancaster County has asked for waivers. Private organizations have been trying to track the cases, but the information given to them will be shared much like it is on social media. LGH is doing some things to track, but it is not as effective as it could be if Lancaster County would have its own Department of Health.

Ms. Garber attended a PEMA webinar to receive information on what the process is for COVID-19 reimbursements. Weekly webinars will continue on this topic.

Chief Steffen thanked Ms. Garber for all her efforts in keeping up with all the information out there.

**Fire Report:** Submitted to Council

Chief Schoenberger reported that policies are constantly changing. He is constantly meeting with the other Chiefs to keep up on the changes and share information. Some changes have been made regarding how many fire service members can enter a home or go to a car accident. If there is exposure the fire crew can wash their clothes and get a shower at the station before they return home. Some of these new procedures might stay in place moving forward. They are currently good on supplies.

**Managers Report:** Submitted to Council

Manager St. Clair reported the audit is now complete. She has been working with John Schick and Robin Hemperly on the traffic light project. Robin Hemperly is looking for grant money and funding for local government. We have received 94% of property tax money. She reported that there are problems being reported with tablets that Council are using, and Jeff Moseman has looked into new tablets. The best price is from Apple. She would like to do this now while the tablets are being used for telecommunications during the pandemic and we do not know how long this will go on. Councilmember Gochnauer said that he spoke with Manager St. Clair and told her that the reason there were issues at the last meeting was because of the tablets they are using. He added that they keep replacing tablets because they are not good products and he feels Apple is a good product. President Panus said that her Samsung tablet will not charge properly, and it is not user friendly, so she is in support of the this. Councilmember Pfautz said he did not find his tablet user friendly either. Councilmember Herr said that his works ok, but it would probably be best if they all used the same tablet. Councilmember Miller said she is using her personal Apple tablet for this meeting and it is working very well. Manger St. Clair said she spoke with Councilmember Houck about this and she is fine with this change also and said that she was also having trouble with her tablet. Councilmember Wolf said he will go along with everyone else. Mayor Malone said that the platform that is being used is encrypted and protected so any device could be used for the meetings. He offered to set up training if anyone is interested, they could let him know. Diane Garber said she cannot guarantee that these will be covered under PEMA. Jeff Moseman said he feels the Apple tablets will eliminate a lot of the problems Councilmembers are having.

**Foreman's Report:** Submitted to Council

Mr. Moseman reported the Borough was selected by EPA to collect samples in April and May to test for unregulated contaminants in the water. Met with HARC to discuss setting up the pool and came up with a way to set it up without having a lot of cost if it does not get opened. Currently, the pool is clean and ready to open if it is permitted. It is possible we could be the only pool open if it is allowed. Garden Street was finished last month, and we received a call from John Nolt to let us know that that he is very happy with the work that was done there. We had a heavy rain shortly after the work was done on Garden Street and the water drained off just the way it should be. Borough employees are working within safe distance from each other with staggered start times and morning temperature checks in the parking lot. We are keeping up with Coronavirus recommendations from DEP. Weekly staff meeting with Diane Garber via Zoom.

There was a report received that someone was depositing debris at the Meadows. This was looked into and it was found to be a nearby resident was depositing their soil there. The resident was contacted and said they thought it would be ok because there was a low spot and they thought filling it in would be ok. They were asked to remove the soil and clean up the area and they have done so. They were also given some educational information on MS4. Councilmember Herr said that residents have asked him what the status is at the

Meadows and they have voiced concern to him regarding the mosquitos collecting there. Michael Bingham said we are currently waiting to hear about the grant so we can begin to regrade the soil in that area which will stop the water from ponding and control mosquito growth. We will have to first submit to the conservation district, but we are waiting on the grant first to help cover the costs. Mr. Moseman said that he will be hanging the bat houses in this area very soon. This should help control the mosquitos also.

**Zoning Officer Report:** Submitted to Council - Mr. Bingham reported that he did inspect the work on Garden Street, and he will be submitting a letter to approve the payment to Macmor. He said that ARRO is keeping operations going while working remotely and work has remained steady.

**Property Violations:** No report

**Solicitor Report:** Submitted to Council – Several properties are still in collections for unpaid property maintenance fees. A friendly reminder was sent out by the Borough to those who have set up payment plans and did not make their April payment.

**HARC:** Debra Miller reported for HARC (Hempfield Area Recreation Commission) – Planning on holding their Annual Golf Outing July 24, 2020. HARC is tentatively preparing to open the Rec Center and East Pete Pool. East Pete Swim Team recently posted that they have cancelled the 2020 swim team season.

**Old Business- Committee Meeting Topics – This meeting was held by Webex:** EMC Agreement, HAFSC Agreement, Property Tax Resolution, State of Emergency Policy and Procedures, Updates on financial relief plan, NNO will not be held in August and discussed moving event to the Fall, Began discussions on possible issues with using Community Center as a polling place and are now working on deciding which direction to take with this.

**New Business:**

1. ***It was moved and seconded (Councilmember Wolf, Councilmember Herr) with unanimous Approval by the Board, to Approve Request for Extension of time for the Lot Add-on on plan for 6200 Hollow Drive*** - Council said they can request another extension of time if needed. They would like to meet in person to discuss some possible waivers.
2. ***It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) with unanimous Approval by the Board, to Approve Resolution 786, PennDOT, Application for Traffic Signal Approval for State and Main Signal light*** – Council thanked John Schick for all his hard work and invaluable time he spent on this. Chief Steffen also thanked him for his work on this.
3. ***It was moved and seconded (Councilmember Wolf, Councilmember Pfautz) and carried unanimously, to Approve the updated PA Classics Soccer Tournament dates for 2020: June 6-7 Challenger, June 13-14 Atlantic Cup, June 20-21 Mid Atlantic Cup September 5-6 Keystone Cup*** – Council said that these dates could need changed again.

**Public Comments:** None

**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 – mail in ballots are available

Car Show - rescheduled for October 17, 2020

Lg. Appliance & Tire Pick-up - will be rescheduled, new date has not been determined

A Borough Resident not associated with the Fire Dept. is needed to serve on the HAFSC Board.

Meetings will be held by telecommunications until further notice

**Adjournment:** 8:45 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary



MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	June 3, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck (joined in late) Debra Miller William Pfautz, Jr. (joined in late)
	Mayor:	James Malone
	Manager:	Karen St. Clair
	Public Works Foreman:	Jeff Moseman

**This meeting was held through Webex due to the Coronavirus**

**Visitors** (Joined in through Webex): Joyce Mokros, Frank Mokros, John Schick

***It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) and carried unanimously, to Approve the minutes of the May 5, 2020 Borough Council meeting***

**Bill Payment:** Reviewed by Council – Councilmember Miller asked where the flowers were planted that were purchased. Manager St. Clair said they were planted out front at the Borough office.

**Police Report:** Submitted to Council

Chief Steffen reviewed the report with Council. Chief Steffen thanked Diane Garber, public works and fire department and all the emergency services for their collaborated efforts. He said they have been spending the last few months on best practices for the pandemic and within the last 10 days they have now had to focus on community safety. They recently disinfected the polling sites with a system that they purchased with their budget and is available to the participating municipalities. Enforcement is starting to pick-up for traffic. It had been lower than usual due to the pandemic and stay at home orders that were put into place. Currently everything is in line with what is consistent for our area. He was contacted by Councilmember Wolf over the weekend regarding a citizen concern of brake retarders being used on Main St. Patrol Supervisors are aware and are working on enforcement under provisions of the vehicle code and the proper signage is in place in the Borough. Councilmember Gochnauer said he hears it every day on Main Street mid-morning and right around rush hour, and the car carriers seem to be the main culprit.

**Mayor Malone:** County Commissioners office is working on helping municipalities with some funding for COVID-19. It was determined that air sanitizers will not be covered. The municipality managers will be receiving a survey from the county commissioners and this will need filled out to be eligible for the funding. Mayor Malone said after reviewing the audit, he wanted to thank Manager St. Clair for getting us inline with the government official accounting practices.

**EMS:** Submitted to Council

Adam Marden reported the call volume continues to be much lower, but cardiac arrests are up 62%, because people do not want to go to the hospital due to fear of getting COVID-19. They just started up a virtual EMT academy with eight members. He asked for prayers for the family of Doug Zima, Northwest EMS, who suddenly went into cardiac arrest while on duty. His funeral is Saturday. He said this is a great loss for Lancaster county, because he was a very good paramedic.

**EMC Coordinator Report:** Submitted to Council

Diane Garber reported the following updates for COVID-19: today is 100 days since she received the first

COVID-19 e-mail and a lot of changes have occurred, with the most recent change being that we are moving into the Yellow Phase Friday June 5, 2020. She is working on a report outlining the progression of COVID-19. Guidelines for moving into the new phase have been put on the Borough website. They are currently working on planning if there is another outbreak of the virus. There has been an increase in cases over the last 2-5 days which is consistent with the onset of protests and the lack of both social distancing and mask wearing. She said she is grateful for Chief Steffen and the officers that continue to put themselves in the front lines during these protests with all the hateful things that are being said and with all the negativity towards police officers. She said that our local police force and our surrounding police forces are full of excellent people and she appreciates them immensely.

Chief Steffen thanked Diane Garber for the kind words and said they had a meeting with executive members NAACP today, and they are at a good place in the county

Mayor Malone asked what the faith-based outreach referred to in her report. She said she is planning on reaching out to local churches to share information for all things regarding emergency planning.

Councilmember Wolf thanked Diane Garber for all her hard work.

**Fire Report:** Submitted to Council

Chief Schoenberger reported call volume has dropped down by almost half and the other statistic numbers are also down. They put together a training policy booklet with precautions they are taking during the pandemic and this will be kept and followed in the future if ever needed again. They had a meeting and discussed what they will and will not do during the protesting if they are asked to help.

**Managers Report:** Submitted to Council

Manager St. Clair reported the Borough office will be open to the public this Friday. Only one person will be allowed in the lobby at a time and there will be decals to keep residents 6 ft. apart.

The pool will be opening on June 8<sup>th</sup> to members only in the yellow phase, and only 200 memberships will be sold – more information is available at [hempfieldrec.com](http://hempfieldrec.com) and there is information on the borough website also.

Wellness meetings are still being held on Wednesdays.

Fog sealing was put out to bid for 3 weeks and we received one bid from Martin Paving which came in at \$207,368.70 which is \$52,000.00 higher than anticipated because there were 3 streets added, Caroline Drive, Speckled Drive and Sundra Circle, but with the funds available in the liquid fuels account it made sense to add those three streets. There is only one company in the area that currently does fog sealing. Councilmember Herr said although he is in support of the cost effectiveness of this procedure, he is not sure how to answer questions he receives from residents about why the roads are bumpy and he asked if they could use a finer stone. Mr. Bingham said they will be using the finer stone this time and it will be 2 layers and they will be rolling it also. It will be the same as what was done on Clarkson Drive last Year. Mr. Moseman said the road on Stevens Rd. stayed rough because it was done late in the summer and shortly after that temperatures did not stay warm enough to keep the material soft so the cars would work the stone down into the roadway. He said they will be going back over the roads that were done last year with a roller to work the material down into the roads and make it smoother. He said it will be more effective in the warmer weather.

Waste Management did not pick up all the yard waste bags last week because there was some confusion on their part about collecting grass in yard waste bags. This was partly because they hired a subcontractor to help due to the holiday. The contractor did not know the bags with the grass should be taken and not all residents had the grass tags on the bags as required. All the remaining bags were picked up by Wednesday and this should not be an issue again. Council reminded residents that if they are going to bag their grass clippings, it must be in the yard waste bags with a grass tag. This will be posted on the sign and a reminder will be sent out to residents.

Met with John Schick and C.M. High to get recommendations on the new equipment that will soon be installed at State Street & Main Street intersection.

Mr. Bingham will start his zoning hours at the office on June 9<sup>th</sup> from 1:00 – 4:00 on Tuesdays to start.

**Foreman's Report:** Submitted to Council

Mr. Moseman reported service line leak was repaired on Geneva Drive. This leak led to approx. 8,000 – 10,000 gallons of water loss per day. Worked diligently on the pool to have it ready for opening. The pool is now open, and things are moving along good. All the new tablets were set up and seem to be working out well.

**Zoning Officer Report:** Submitted to Council - Mr. Bingham reported that there have been complaints about the Graystone Road construction being done by Hess Home Builders - EMS controls and dragging mud onto the

site. Many e-mails have been sent and visits to the site started in early May to address this. Randy Hess has been contacted and they were told it needs to be cleaned up and corrections made, or the stormwater permit will be suspended, and work would have to cease until it is corrected. This was also reported to the Lancaster County Conservation District. Councilmember Wolf asked if all the driveways are considered construction entrances. Mr. Bingham said that yes, they are and that they are also a mess and they have been told about that also. Councilmember Wolf said that is was a mess this weekend at the Graystone Road site with all the rain. He said that he did see them working on cleaning it up with a street sweeper. Mr. Bingham said they are to have perimeter control and silt socks. The silt socks that they do have are undersized They also have topsoil stockpiles without perimeter controls.

Both Councilmember and Mr. Bingham said they were both surprised, because this is a reputable company. There is a permanent basketball hoop on Wolf Circle in the stormwater easement and they are planning on relocating in the front yard. This is a permanent structure, so they will need a permit. A letter was sent to them.

**Property Violations:** No report

**Solicitor Report:** Submitted to Council –

Working on issue of basketball hoop in the right of way. Courtesy letters were sent out to people who have not made payments for property maintenance. No additional enforcement has been taken during COVID-19.

**HARC:** Debra Miller reported for HARC (Hempfield Area Recreation Commission) – East Pete Pool will be open daily 12:00 – 8:00 p.m., regular lap swims and senior lap swims will be Monday-Friday mornings. There will be no concessions or outdoor furniture available; members can bring their own. When we move out of the yellow phase there will be more use available.

Outdoor pool at HARC will be open 12-5 daily with 2 lap lanes.

Contact HARC for membership information.

**Old Business: Committee Meeting Topics – This meeting was held at the Community Center:** 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

**New Business:**

1. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Herr ) with unanimous Approval by the Board, to Approve the Financial Audit for Fiscal year 2019***  
Councilmember Miller asked what Custodial Credit Risk Deposits means. Manager St. Clair said she does not have that in front of her and said she will get back to her on that.
2. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve the 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***  
Councilmember Miller asked if we go with this amount and add 3 more streets, will this save the Borough money in the long run because the rates will increase in the future. Manager St. Clair said that this will put us ahead by adding 3 more streets. Mr. Moseman said because we were behind on our streets, Clarkson Road fell apart in one winter. Reclamation is far more expensive when a roadway falls apart. This process will extend the life of our streets and save us money.  
Councilmember Herr asked where liquid fuels come from. Mr. Moseman said that we get a varied amount from the state each year based on the mileage of roadways we have. Manager St. Clair said this year we received approx. \$135,000.00  
Councilmember Miller asked what part of Lemon Street will be done this year. Mr. Moseman said the plan was to finish the water line this year from Tank Rd. to Broad St., but this fell through so to address the trench in the road it will be Fog Sealed. Councilmember Wolf said that the cost is based on the price of the asphalt index which is based on the cost of Crude oil and this is low right now.
3. ***It was moved and seconded (Councilmember Wolf, Councilmember Herr) with unanimous Approval by the Board, to Approve another Request for Extension of time for the Lot Add-on on plan for 6200 Hollow Drive until August 6, 2020***

They are still hoping to meet in person; therefore, they are requesting another extension.

**Public Comments:** None

**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

**Adjournment:** 8:27 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	July 7, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck (joined in late) Debra Miller William Pfautz, Jr. (absent) James Malone Mayor: Manager: Public Works Foreman:

**This meeting was held through Webex due to the Coronavirus**

**Visitors** (Joined in through Webex): Amanda, LNP Reporter

***It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) and carried unanimously, to Approve the minutes of the June 3, 2020 Borough Council meeting***

**Comments:** None

**Bill Payment:** Reviewed by Council

**Police Report:** Submitted to Council. Chief Steffen reviewed the report and pointed out the following:

The firework situation has become more difficult and most times it is reported after the fact. They have increased education on the policies on this for the public. Mayor Malone said that there are groups working on making videos and working to reduce the use of fireworks.

Break retarder enforcement has been increased and there were 12 occurrences dealt with over the last month, they will continue to monitor this.

Coffee with a Cop has been put on hold during COVID-19.

They have kept track of all calls that had any correlation with COVID-19. This is not a Department of Health tracking metric it is just to monitor the impact it can have on them operationally and for planning. They will continue to track these calls.

Officers are enjoying being in the Borough and have received a good reception from the community.

Traffic enforcement is back on track with where they want to be.

In relationship to the current criminal justice/police reform, Chief Steffen testified in front of PA Senate Sub-Committee on Criminal Justice and the Judiciary Committee and participated in a town hall meeting on Penn Live concerning efforts of police reform and the impacts it has. Significant changes that they have made are, they have put their policies online and have highlighted policies with use of force and body cameras. The policy on the use of force has been updated to include an intervention piece that specifically relates to the duty to intervene in anything that an officer would judge to be beyond the normal use of force to accomplish their lawful objectives. The officers have been trained on the duty to intervene policy. They have and continue to be proactive to report what they do and don't do. A lot of the changes that are being asked for were already put into place for NLCRPD. Two Bills were recently passed: (1) Database will be created for police officers that are fired and agency jumping. (2) Outlaw use of choke hold. Chief Steffen said NLCRPD has never used choke holds.

President Panus thanked Chief Steffen for the in-depth reports and asked if East Petersburg could be coded the same color in the charts throughout the report.

**EMS:** Submitted to Council

Adam Marden reported 911 calls have started to go back up again. Routine transports have not gone up and he thinks it is because people are using telemedicine. Covid-19 numbers are staying steady. A lot of patients without the normal COVID-19 symptoms are coming back positive. Employees are still using the PPE for their calls. There are currently eight EMT students that will be graduating next week and taking their national registry exams and he hopes to have them on the streets next week.

Saturday they will be covering their 3<sup>rd</sup> standby for protests in Columbia Borough for three different groups.

**EMC Coordinator Report:** Submitted to Council

Diane Garber said there is not a whole lot different from the last few months at this time. More time is being spent for education planning for re-opening the schools in the fall and helping to ensure that they have the most current accurate information and leveraging the resources she has for planning and decision making. Ms. Garber said that the federal government says children need to be back in school, and while it is a guideline that school students must wear masks, it will be hard for schools to follow the mandate because the Dept. of Health's has said that students do not need to provide a reason for not wearing a mask.

Number of cases we currently have are consistent with the changes currently being seen everywhere else.

**Fire Report:** Submitted to Council

Chief Schoenberger was not present. Diane Garber reported that the property owned by Real Life Church on State Street recently had a fire. The house is not currently condemned and there is no significant structural damage. The residents are not currently able to stay there due to the extent of the damage.

**Managers Report:** Submitted to Council

Manager St. Clair is on vacation. President Panus pointed out the following on the manager's report: Mad Chef will be eventually donating picnic tables that are currently being used for additional outside seating. A plaque will be put on each table saying donated by: Mad Chef. The benches will be put in the park area. Manager St. Clair submitted 13,000.00 of expenses to the cares act funding. Interviews will be held for water operator and public works next week. Soccer Tournament will take place on July 18 & 19. Community Center will be cleaned by Connie who currently cleans for us, following the CDC guidelines, and a COVID-19 cleaning fee will be added to the rental fee.

**Foreman's Report:** Submitted to Council

Mr. Moseman reported Pinpoint Service did a routine check on the water service lines and they did find a leak at a service located at Miriam Circle. This leak caused a loss of approximately 14,000 gallons a day. This was one of the oldest water lines in the Borough that was installed in the 1940's.

Bat boxes were installed at the Meadows which should help reduce mosquitos in the area due to the large number of mosquitos that bats consume each night.

Informative signs were installed at the nitrate plant, in conjunction with the Little Watershed Alliance, who put together the plaque for us. There is a link on the website at the MS4 tab that shows the signage along with the information. Residents are welcome to visit this location and read the signage that shares a lot of good information about rain gardens. There is a large area of wildflowers in bloom at this site to observe as well.

The two large shrubs were removed, and flowers were put in at the Community Center.

Working on patching up some spots and leveling out the road in preparation for fog seal, which will take place in 1<sup>st</sup> or 2<sup>nd</sup> week of August.

At the City Interconnect part of the SCADA system that they are putting in, will include a meter pit on our side of the water line. This will allow us to have a sample line come back to the plant so we can meter the water and inject the chlorine and have readings of the chlorine that is leaving the building. Right now, we can only read the chlorine that is leaving the building from the city. Service Line for 5169 Main Street – Enterprise building receives water from Lancaster City. Mr. Moseman would like to install a service line that would allow East Petersburg to supply the water exclusively. This would allow the Borough to control how much chlorine goes into the water at this property. The cost to have someone do this would be between \$3,000 and \$5,000 and it would be a one-time project. Mr. Moseman said that there is a lot of investigating that they still have to do on this. It would take ten quarterly payments to cover this cost. Council was in agreement that it is a good idea for him to start a dialog with the city about this.

Mr. Moseman added that the previous Ethan Allen building is located next to 5169 Main and also in the Borough and water is not supplied by the Borough, but to add them to the system, the water line would need to be run

across two properties, and this would be a very costly process and not something he is looking to pursue at this time.

**Zoning Officer Report:** Submitted to Council - Mr. Bingham reported he is back in the office 2 days a week. Pre-construction meeting was held today with Martin Paving for Fog seal project, work will begin in mid-August. Continuing to monitor Graystone Road for erosion and sedimentation issues they were having there. Mr. Bingham said that he was asked by Manager St. Clair to listen to the recording of the last meeting and speak to what was going on regarding the basketball pole located at Wolf Circle. He said that because there was not a permit issued that there was not a fee collected, therefore the motion to refund the fee would need to be rescinded. He explained that permanent structures are not allowed in the front yard and that this can be a liability if the Borough allows for it to be there and someone would get hit while playing out there or a car would run into it and someone gets hurt. This is also a violation of the motor vehicle code. He stated that Manager St. Clair checked with the insurance company and they confirmed that it would be a liability for the Borough if the Borough would approve it to be there. He said if this would go to the Zoning Hearing board and they approve it then it is out of his hands, but he wanted to be clear if the Borough permits something that causes harm than the Borough could be sued.

Councilmember Miller said she realizes that municipalities are adopting ordinances that restrict these types of things for liability reasons, but she feels that we still want the borough to be a fun place for people who live here. She pointed out that this ordinance has taken a long time to pass and the delay in the ordinance has not helped matters at all.

Mr. Bingham said that a letter was mailed out 2 years ago to all residents that had basketball poles in the street because they were in the way of the street sweeper. The pole was not removed, and another letter was sent certified when a second pole was installed without a permit or without checking with the Borough first.

Mr. Bingham said he did meet with the owner recently at their property and she was very apologetic, and he said he is very understanding to her situation.

**Property Violations:** Submitted to Council

Council would like report abridged to only show the last three months if properties are compliant.

**Solicitor Report:** Submitted to Council – Council would like to have the report updated so it is easier to see if there is a lien in place and if there is any further action that can be taken.

President Panus said that the trash cans on her street were thrown across the street. This has been reported to the trash company.

**HARC:** Debra Miller reported for HARC (Hempfield Area Recreation Commission) – Everything is going well. Memberships have been increased by 100 to a total of 300 and there is currently a waiting list. Lap Lanes are well attended in the mornings. Group aquatic exercise classes have been added 11:00 – Noon. Koser Jeweler Tennis Challenge has been cancelled for 2020.

**Old Business:** Committee Meeting Topics – This meeting was held at the Community Center: Tammy Moseman was appointed for HAFSC Position, Mad Chef to donate picnic tables, Disaster Declaration - was decided not to end during these uncertain times, Zoning Fee Schedule increase, Speed Tables and their effect on speeding, ROW Ordinance, Yard Waste Resolution, Fire Co. Financials, Executive Session was held before and after the regular meeting for personnel matters.

**New Business:**

1. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous Approval by the Board, to Approve Resolution 788, the updated Fee Schedule for 2020 effective 8/1/2020***

Zoning Hearing fees were updated and Covid-19 cleaning fee for CC was added.

2. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Houck) with unanimous Approval by the Board, to Approve to Advertise Ordinance 311, Prohibiting Right-of-Way Obstructions and Nuisances***

Mayor Malone said that he was not at the Committee meeting to discuss, but he has read through the Ordinance that is posted and he feels it is very well done and he is on board with it.

3. ***It was moved and seconded (Councilmember Wolf, Councilmember Herr) with unanimous Approval by the Board, to Rescind the refund of 75.00 to Karleem Eichelman, the fee was never paid***  
Councilmember Miller said Ms. Eichelman attempted to pay the fee, but it was returned to her with her copies.
4. ***It was moved and seconded (Councilmember Wolf, Councilmember Herr) with unanimous Approval by the Board, to Approve the updated Community Center Agreement form, this will include the Covid-19 cleaning fee of 50.00***

**Public Comments:** None

**Announcements:**

National Night Out previously scheduled for August 4 – Cancelled  
Two Towers Jamboree Music Fest previously scheduled for August 1 – Cancelled  
Trinity UCC is trying an outdoor social distance meeting July 12  
Real Life Church is doing a food give away during the week for families in need

**Adjournment:** 8:32 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary



MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	August 5, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck (joined in late) Debra Miller William Pfautz, Jr. (joined in late)
	Mayor:	James Malone
	Manager:	Karen St. Clair
	Public Works Foreman:	Jeff Moseman

**This meeting was held through Webex due to the Coronavirus**

**Visitors** (Joined in through Webex): Amanda, LNP Reporter

***It was moved and seconded (Councilmember Wolf, Councilmember Herr) and carried unanimously, to Approve the minutes of the July 7, 2020 Borough Council meeting***

**Comments:** None

**Bill Payment:** Reviewed by Council

Manager St. Clair pointed out the following items: dog waste stations were ordered and have come in and will be placed throughout the park areas; fire extinguisher inspections took place, Robert Kuntzelman was issued a check for 1.00 for consideration to do the easement

**Police Report:** Submitted to Council. Chief Steffen reviewed the report and pointed out the following: The report was updated and is now color coded to be consistent throughout.

No observed brake retarder violations this month.

Construction vehicles on Martin Drive have been dealt with.

Report of sexual assault was determined to be unfounded due to lack of cooperation by the victim.

Incident with a barricaded victim threatening suicide with a handgun took place yesterday – individual surrendered and was taken for a medical evaluation. Charges were filed for a previous separate issue of domestic assault.

Car carriers double parking on Friday Saturday and Sunday - this will be looked into.

A large amount of debris and trash was left after a party took place at the park over the weekend. A non-traffic citation against the offender was issued to the person responsible. The amount due for cleanup was attached for restitution.

New hybrid fleet will provide for a savings in fuel costs.

Several streets will be closed for Fog Seal project August 10<sup>th</sup> through 12<sup>th</sup> from 5:00 a.m. to 5:00 p.m. – Chief Steffen will put this on their webpage. There will be no parking allowed on the streets during this project - offenders will be towed as a last resort; they will first knock on doors, if need be.

Traffic study will be set up for 6200 block of Lemon Street towards Graystone Road; data will be reported after study is complete.

He thanked all of the public works employees for all of their hard work during the heavy rain fall.

Mayor Malone reported he was not able to access his voicemail recently and will be getting back to people who left voicemails this week or next.

**EMS:** Submitted to Council - Adam Marden was not present  
Council reviewed report; 25 calls in borough with Friday being the busiest day.

**EMC Coordinator Report:** Submitted to Council - Diane Garber was not present  
Council reviewed report; Manager St. Clair said Diane has done a great job at keeping her and the staff members informed.

**Fire Report:** Submitted to Council – Chief Shoenberger was not present  
Council reviewed the report along with the outline of fire personnel attendance to calls; 26 instances were reported.

**HAFSC:** Councilmember Pfautz said first meeting was held for the Hempfield Area Fire Service Commission, and on August 13 the job description for fire chief will be discussed and approved. William Pfautz was appointed vice-chairman of the HAFSC Board. Councilmember Wolf was also in attendance and said his question would be, will the chief fire official deal with each individual fire department separately.

**Managers Report:** Submitted to Council

Manager St. Clair reported there was an incident at the park from a birthday party that required an extensive clean up by 2 staff members on Sunday morning. The person responsible will be issued a littering fine up to 300.00 and clean-up cost have been submitted to Chief Steffen that they will have to pay.  
Council asked what the cost entails for clean-up. Manager St. Clair said it included fees for 2 staff members, 2 vehicles, a total of 5 ¼ hours of overtime. The bill will be for slightly over 1,300.00. Chief Steffen said that this is inline, and the cost should not fall on the taxpayers. There was a lot of trash in the park with water balloons and cups throughout. A resident, Jim Feaga, stated that there was an exuberant amount of trash scattered in the park with water balloons, cups, juice boxes, signs, straws, etc. He said that he lives next to the park and he normally does a general clean up at the park, but this was the worst he has seen. Mr. Moseman said in 17 years, even after a football game, it has never been this bad.

Picnic tables were delivered, and plaques are in, and they will read donated by: Mad Chef – pictures will be sent to Mad Chef

Luis Rivera, new employee, started this week. We are hiring 2 more employees.

First HASFC meeting was held – next meeting will be held August 13.

2021 Budget review sessions have begun and will continue at next month's meeting on August 27.

Manager St. Clair read a letter to Council from a resident that recently moved out of the area, D. Miller submitted through the website thanking all staff members for all they did for him and his family while he resided in East Pete over the last 7 years. Mr. Miller stated in the letter that they will always hold great memories of living in the Borough and stated that the Borough was a great place to live.

2 new business will be opening in the borough soon: Platinum Mitsubishi and Premier Martial Arts

**Foreman's Report:** Submitted to Council

Mr. Moseman shared the detailed information for fog sealing that was put on the website and e-mailed out to residents. The entrance way to each street will be posted with information. Martin Paving will also be posting the roads. Every effort will be made to remind residents to move their cars, including knocking on doors if necessary. Mr. Moseman said that the weeds will be treated on the roads that are being resurfaced.

A delivery truck hit the hydrant at Miller and Main Streets. A bill was submitted for the cosmetic damage that occurred to the hydrant.

Some new street signs were put up to replace some of the old faded signs, and they are working on replacing some others. A new sign was put up near Stevens for trucks. New East Petersburg Welcome Sign was put up. Community Garden Volunteer Workday this Saturday 9:30 to noon for maintenance and weeding. Information was put on the website and e-mailed out. Mr. Moseman is waiting to hear from gun club to find out if people can park there if needed.

Working in conjunction with ARRO to finish up MS4 permitting year and submit report in September. New staff will be trained on MS4. Mr. Bingham said we are currently compliant for this year.

**Zoning Officer Report:** Submitted to Council - Mr. Bingham reported Small watershed grant for Meadows was delayed from September. It doesn't have to be installed until 2022 or 2023, and it is best if a grant is used for this project. We can re-apply for grant if we have to.  
Continuing to monitor Graystone Road Run-off.

Appeal for lot coverage will be reviewed on August 20<sup>th</sup> at the Planning Commission (held remotely) and then go to zoning hearing on August 26<sup>th</sup> will be held at the Community Center. Amy Leonard will also attend the ZHB on behalf of the Borough. The applicant is over on coverage by 9% and would like to add a deck. The applicant is arguing that a deck is not lot coverage. If this would be approved than it would allow for others to do the same. John Wolf will attend the Zoning Hearing on behalf of Council.

Mr. Bingham reminded residents that a permit is needed for asphalt grinding/driveway replacement.

**Property Violations:** Submitted to Council

Council reviewed the report. Said they like the updated abridged report and all the detail he has added. They added John would only have to list the compliant properties one time on the report. State Street property is now compliant. A letter was sent out on July 30 to Graystone Road to clean up property or this will go back to court. A judgement is in place and we just need a court date. Amy Leonard said it would be in our best interest to give them notice and if they don't respond then we can go back to court for this.

Broad St. property is being worked on by Amy Leonard; there is a deed issue. John Neely said he cannot condemn the property based on the tarp being used on the roof, he would need to see the structure from the inside of the property to be sure and would need permission from the owner to do this.

**Solicitor Report:** Submitted to Council – Council reviewed this report.

**HARC:** (Hempfield Area Recreation Commission) – Manager St. Clair reported the following for HARC: 2 guests will be allowed per membership. They are having a fantastic year, up by 35%. Working on something for next year's budget. It was discussed to put cameras up at the pool after an incident took place at the pool; a parent felt that a lifeguard touched their child in a rough manner.

**Old Business:** Committee Meeting Topics – This meeting was held at the Community Center: 2Q Financial, Preliminary Budget for General, Water & Trash, Community Center to include Pavilion, plans for sponsor tower at the amphitheater- construction will begin on this over the weekend

**New Business:**

1. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) with unanimous Approval by the Board, to Approve Ordinance 311, Prohibiting Right-of-Way Obstructions and Nuisances*
2. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) with unanimous Approval by the Board, to transfer funds in the amount of 50,000.00 from water operating to move to water reserve, due to an excess amount of funds*
3. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) with unanimous Approval by the Board, o Approve transferring 50,000.00 from general fund to safety fund, instead of the original 250,000.00 that was budgeted*
4. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) with unanimous Approval by the Board, to Approve Resolution 789, to include the use of the pavilion with the rental of the Community Center, at no additional cost, to allow for social distancing, until further notice*
5. *It was moved and seconded (Councilmember Wolf, Councilmember Gochnauer) with unanimous Approval by the Board, to Approve the temporary travel policy for staff members*  
This is for employees that visit states that have high cases- they must self-monitor for symptoms and check for fever for 14 days, daily sanitizing of work spaces, mask wearing, and if an employee wants to voluntarily quarantine, vacation or other paid time off must be used

**Public Comments:**

**Jim Feaga** asked why pavilion is not being rented/registered anymore, he feels this would help track who is using it. Council said that it is now included in the rental for cc, so we will have information on who is using it. There are also several security cameras for tracking if issues occur.

Turkey Hill cups are being left all over the park. He picks up between 1 and 6 cups everyday when kids are off school. Public works on call individual checks the park daily for litter and also when it is mowed. Manager St. Clair asked if the public works on call person is checking for trash on the weekends. Mr. Moseman said it is only checked Monday through Friday. Ms. Moseman asked if there are no littering signs at the park. Mr. Moseman said yes, there are currently no littering signs at the park. This will be put on the next Committee meeting agenda for Council to discuss.

Mr. Feaga said it seems there a lot of other areas in the park that could be turned into grasslands similar to the Meadows area. He also said that the park equipment is in need of updating. He said that he is in a profession that would enable him to advise the Borough on grants and other programs that are available. Mr. Moseman will give his phone number to staff member Robin Hemperly, who is working on special projects and grant writing for the Borough

John Schick gave update on ARLE grant - the signal light project is moving along, and they will coordinate a meeting to figure out how to move the poles and will need to possibly acquire easements or secure the right of way. There will be a left-turn arrow from State onto Main Street. He said that this will be a springtime 2021 project. Intersection can not be shut down – work could possibly last 1 month. Looking ahead in a couple of years he would like to work with the Borough to obtain a grant for Graystone Road intersection.

Mr. Schick asked if school has made a decision on lights being removed for walkers. If children are all being bussed, then they might be able to be removed. If devices are removed there would be a savings on electric and devices could be sold on municibid.

He encouraged residents to join into the P.C. meeting. There are 3 items on the agenda. Mr. Bingham will send link to P.C. meeting to all Councilmembers.

**Announcements:**

- August 8 – Community Garden Volunteer Workday held at 2899 Graystone Road 9:30 – noon.
- Blues Fest previously scheduled for September 5 – Cancelled
- Vagabonds has decided to cancel the 2020 Car Show. Next car show will take place May-2021

**Adjournment:** 9:09 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

**MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL**

<b>DATE AND TIME:</b>	September 1, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President (Absent) John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Debra Miller William Pfautz, Jr. James Malone Karen St. Clair (Absent) Jeff Moseman
	Mayor:	
	Manager:	
	Public Works Foreman:	

**This meeting was held virtually through Teams due to the Coronavirus**

**Vice President Wolf called the meeting to order.**

***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) and carried unanimously, to Approve the minutes of the August 5, 2020 Borough Council meeting***

**Comments:** None

**Visitors:**

1. Traditions of America representatives - Eric Brinser, Eric Nicholl

Mr. Brinser pointed out there are 96 units included in the Traditions of America phase 2 plans and they are all in East Hempfield. All comments have been addressed, except for 2 – identifying police and fire department. Mr. Brinser attended the last P.C. meeting and presented the plans for phase 2 to the Planning Commission. After they receive approval from Hempfield Township, they will circulate the plans for signatures before recording the plans. The Planning Commission and Michael Bingham did recommend approval of the Traditions of America phase 2 plans, with the condition of satisfying the comments on the most recent review letter from the Borough engineer. They are hoping to break ground later this fall. They have sold close to 70 homes, and model homes will be finished before the end of the year. They project submitting plans for approval of Phase 3 in early 2021 and possibly breaking ground 2021. The reception has been great, and the real estate market is going very well for them.

***It was moved and seconded (Councilmember Gochnauer / Councilmember Pfautz) with unanimous Approval by the Board, to Approve the Traditions of America Phase 2 plans with the condition of satisfying the comments of the Borough Engineer***

2. Lot Add-on plan 6200 Hollow Drive representatives - Amanda Groff; Harbor Engineering and Owner of two of the properties involved; Don and Betty Emich

Amanda Groff presented the Lot Add-on plans and pointed out the following:  
There are five properties involved; three on Parkridge and one on State Street are all gaining extra areas on their lots from 6200 Hollow Drive property. Mr. Emich said he lived at this property for a long time and the Sycamore trees there have grown very large and sit on more than one property, so to protect these trees, and eliminate confusion of ownership of the trees, the land was divided up and the

properties on Parkridge will each be gaining a very large tree. A picture of one of the trees was shared and Mr. Emich explained that he wanted the tree to be on one property and not two, so he split the land to allow the entirety of each tree to be located on only one property. Amanda Groff explained that the Troops own the property on State Street and they are purchasing 2 acres from Don & Betty Emich, and the reasoning for this is that the Troops have an existing non-conformity regarding their impervious lot coverage, and they would like to add this land to their property to fix that issue.

The Emich's are requesting three waivers:

(1) To allow the Fee in Lieu to be paid for only the vacant lot and not the other three lots that already have existing houses on them. There are no proposed improvements on the lots with existing houses, just a shifting of the lots.

(2) Waiver of sidewalks is being requested because there are no sidewalks to connect to.

(3) Partial waiver is being requested of lot markers and permanent monuments and to allow for only setting the markers in the corners of the properties that are involved with this Lot Add-on. She pointed out the places on the plan that will be set with markers.

Mr. Bingham explained that Engineer costs should not be incurred by the Borough because everything that he reviews gets billed to the applicant; it is part of the Memorandum of Understanding that will be voted on tonight.

Councilmember Wolf said that this plan was reviewed by the Planning Commission and the waiver of the sidewalks and partial waiver of the lot markers were recommended for approval.

The Fee in Lieu of was not recommended for approval partly because the information Mr. Emich presented at this meeting regarding the trees, was not presented at the P.C. meeting. Mr. Emich was asking for a full waiver and not a partial waiver.

Mr. Emich said that Mr. Troop has purchased 2 separate parcels and is planning on adding some of the land to his parcel.

The plan was reviewed by the Planning Commission at their last meeting on August 20, 2020 and approval was recommended by all members with one member abstaining because he lives at the neighboring property. The Borough Engineer also recommended approval.

***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve a waiver for section 110-602.F(1), not requiring sidewalks to be installed***

***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve a partial waiver of 110-606.C, allowing the markers to be as shown on the plan and not requiring additional markers on properties that are not part of the subdivision***

***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve a modification of section 110-610.C(3)(b) to allow for a reduction in the Fee in Lieu of, to allow for one lot instead of five, because there is only one lot that can be built upon***

Mr. Bingham explained that there is a standard M.O.U. that will be put into place as a standard formality for every development plan. It is essentially a contract between the developer and the Borough. It establishes who is responsible for setting of the pins and monuments and who is responsible for paying the Engineer fees, etc. This has been done for every development plan. Mr. & Mrs. Don Emich have agreed to this M.O.U.

***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve the M.O.U. Memorandum of Understanding for 6200 Hollow Drive***

Mr. Bingham explained that Mr. & Mrs. Don Emich are looking for a conditional approval of the lot add-on plan for 6200 Hollow Drive. Mr. Bingham said that the comments remaining on the review letter are mostly administrative in nature and there should be no change in the layout of the plan, other than just a couple minor details that need to be taken care of.

***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to conditionally Approve the Lot Add-on plan for 6200 Hollow Drive submitted by Don Emich, conditioned upon satisfying the comments provided by the Borough Engineer***

**Bill Payment:** Reviewed by Council

**Police Report:** Submitted to Council. Chief Steffen reviewed the report and pointed out the following: East Petersburg Borough is exceeding the expectations originally made in cooperation and administrative and meeting the expectations in percentage's and distribution for monthly numbers. Chief Steffen recommended getting the flu shot early to alleviate any mixed signals with COVID-19 response. They have not yet measured speed in the Borough because the speed boards are currently being used in construction areas with high traffic. The devices will be used to set up a traffic study on Lemon Street when the speed boards become available. The new hybrid patrol cars are providing significant savings on fuel.

Jeff Moseman read a letter that Manager St. Clair recently wrote to the NLCRPD:

"Last Month I attended Northern Lancaster Regional Police BOC meeting & I want to Thank Chief Steffen & his wonderful team for a very interesting meeting! John Wolf & I had the opportunity to see the new Fleet vehicles and we had a front row seat to see firsthand the officer in action on a call. The officers are now wearing body cameras & they showed us a video of the officers on an actual call of someone who was to say the least, "out of control," and threatening harm to his spouse. The officers were very patient & professional with this person even though the guy was out of his mind, didn't know what he was saying, & it was obvious that he needed professional medical attention. The officers gave him plenty of warnings that he needed to get out of his chair, or he was going to be tased. The guy would not comply. So, after many attempts to have him get out on his own, they were left with no other choice but to tase him. The whole incident happened so fast, very professional, no one was injured, and the guy was taken into custody & once handcuffed his demeanor completely changed towards the officers.

I wanted to share this story because of all the bad publicity lately in the news of the police. If anyone was to watch this video of our police in action, it shows a small part of what they have to deal with on a day to day basis! They put their lives in danger every day. **Thank you Chief Steffen & NLRPD for all you do. East Petersburg Borough appreciates each & every one of you!"**

Chief Steffen said NLRPD is one of the only suburban police departments that has these body cameras that provided the video recording of the call that Manager St. Clair is referring to.

**Mayor Malone:** Thanked NLRPD for being out there and is receiving good feedback from residents about the great job they are doing. Reminded everyone to watch for school children and school busses.

**EMS:** Submitted to Council - Adam Marden was not present. Any questions can be e-mailed Adam Marden.

**EMC Coordinator Report:** Submitted to Council - Diane Garber  
Worked with the school district getting them through their planning process to get the different buildings open to allow them to get through the school year with all of the learning platforms they are providing. Worked with Norfolk Southern on road closings.

**Fire Report:** Chief Shoenberger gave stats and updates. There was a house fire on Stevens St. Will begin working on 2021 budget this month. Working with other departments to coordinate and find ways to save

money. A child pulled the fire alarm at East Pete Elementary yesterday, and they were dispatched to the call. The day before that, there was actually, a planned drill.

**Managers Report:** Submitted to Council

Mr. Moseman highlighted the following items in Manager St. Clair's report: In August 2 additional staff members; Luis Rivera and Jason Olenick were both recently hired. Both employees are doing well. Dog Waste Stations were received and have been installed at the park. Diving Board at the pool was broken at the stand and this was repaired by Eric Stark who volunteered his time to do this. A thank you letter will be sent to the welder who took a day off work and donated his time for this repair. Cares Act meeting was attended, and payments will be made in three separate installments.

**Foreman's Report:** Submitted to Council

Mr. Moseman said this meeting is being held with Teams which is a more cost-effective way of holding meetings. Mr. Moseman thanked Mayor Malone for his help with this. A leaking hydrant alerted Borough staff to a larger problem. The base of the hydrant broke and until the valve was closed, which took 30 minutes, there was 80,000 gallons of water lost. The picnic table that were donated by Mad Chef were sealed and stained and plaques were affixed to picnic tables, and they are now being used by the Borough. A thank you letter will be sent to Mad Chef for the tables. Fog sealing project has been completed in the Borough. Mayor Malone said the contractors did a great job and were helpful to the residents when approached with questions. Community Volunteer Day at the Rain Garden went very well. Residents showed up to mulch, weed, and do some edging, and it went very well.

**Zoning Officer Report:** Submitted to Council. Councilmember Wolf read the report.

Fulton Bank located on State Street is working on rearranging their parking lot and reducing their impervious areas. They still have a lot of approvals to get through with the County. They are currently working on addressing items they received from Lancaster County. Fulton is currently working on NPDES permit.

MS4 report is due in September 30.

Council reminded residents that if they are planning on getting a dumpster, they will need to apply for a permit at the Borough office before they get the dumpster. A note will be put on the water/trash billings to remind residents about this as well.

**Property Violations:** Submitted to Council

Property Maintenance inspections have resumed in the Borough.

**Solicitor Report:** Submitted to Council – Council reviewed this report.

Working with solicitor on Graystone Road and Broad Street to bring these properties into compliance. Memos will be discussed further at the next meeting with the Borough Solicitor and Borough Manager.

**HARC:** (Hempfield Area Recreation Commission) – Deb Miller reported school age children program enrollment was down due to COVID-19 and is now beginning to pick up.

Membership incentives are being offered to help increase memberships.

They are also offering many outdoor classes and several free family events.

**HAFSC:** Councilmember Pfautz reported they are currently working on coming up with a startup cost, salary and a job description along with a list of items needed for the chief fire official. They are also discussing budgeting. John Wolf was appointed as alternate member with voting rights.

**Old Business:** Committee Meeting Topics – This meeting was held at the Community Center: Jeff Book-HARC presentation for online school at Community Center, Cindy Schweitzer Q&A session for startup costs for chief fire official, Ryan Brady-EPB pool, Amended Agreement HAFSC, updates from HAFSC board members, new walkway at scout hut- he will meet with BCO about making this ADA compliant, Park issues from last month – recommendations for weekend, Fire Co. financials, executive session for personnel matters



**New Business:**

1. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve the Minimal Municipal Obligation (MMO) Pension Fund for 2021*
2. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve revised and additional Fall Classic Soccer Dates; October 11, 12, November 14, 15, 21, 22, December 5, 6, 12, 13*
3. *It was moved and seconded (Councilmember Herr, Councilmember Miller) with unanimous Approval by the Board, to Approve use of Community Center by HARC for Satellite/Virtual School in the case schools would shut down due to COVID-19, conditional upon there are no other events scheduled and that both parties agree upon the nominal utility cost used by HARC*

**Announcements:**

- 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

**Adjournment:** It was moved and seconded (Councilmember Herr, Councilmember Pfautz) with unanimous approval by the board, to adjourn the meeting at 8:39 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	October 6, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President (Absent) John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Debra Miller William Pfautz, Jr. Mayor: James Malone Manager: Karen St. Clair Public Works Foreman: Jeff Moseman

**This meeting was held virtually through Teams due to the Coronavirus.**

**Vice President Wolf called the meeting to order.**

**Chris Couragen, LNP Reporter, may be recording parts of the meeting.**

***It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) and carried unanimously, to Approve the minutes of the September 1, 2020 Borough Council meeting***

**Comments:** None

**Visitors:**

1. East Petersburg Fire Department – Mark Cohen said he did receive and review the bullet points for consideration from the committee meeting, and he is concerned that if more is added to the requirements of this position it would narrow the amount of applicants that would meet the requirements. Mr. Cohen said they will probably be receiving a minimal number of applicants for this position and this would reduce the amount even more. Mr. Cohen stated that they have had a chance to look over the job description. Mr. Cohen said it was discussed, voted on, and approved at two separate business meetings for East Petersburg Fire Dept. They were hoping that Council will be willing to approve the job description as is, without the bullet points. They would like this to move forward and said if Council were to make changes to the job description, it would then have to be reviewed by the other fire companies involved, and this would hold things up, as well as minimize the applicant pool.

Councilmember Wolf made the following statement: Council feels that the Fire Service Commission is good for the future of the Fire Departments and it will allow the Borough and Township to work cooperatively together on more things. He feels it is best to be respectful of what the fire departments comments and insights are, because at the end of the day, they are going to be the ones that are going to be dealing directly with the fire commission. Mr. Wolf stated when looking at the bigger picture, there is a contract that was approved by Council as well as East Hempfield Township and the bullet point items are already included within the list of duties and responsibilities in this contract. He stated that the job description, list of duties, announcement and the contract are all very similar, but the content is very different; this could be something that could be looked at and improved upon. Mr. Wolf suggested approving the job description as written, with changing the term township to municipalities. He also said that adding the wording "shall include, but not be limited to" along with the additional items would encompass the bullet points.

Diane Garber said that she went ahead and changed the term township to municipalities throughout the job description document.

Councilmember Houck said she is OK with approving the job description.

Councilmember Gochnauer said that several of the bullet points are covered in the job description already and asked Mr. Cohen to confirm that as well. Mr. Cohen confirmed that bullet points 2-5 are included and understood in the job description. Mr. Gochnauer asked Mr. Cohen to clarify what level officer is required. Mr. Cohen said that Fire Officer 2 is easy to attain but saying 3 and 4 are required, is a huge jump and this could knock out a lot of applicants; therefore, this is a sticking point for them. They would like to keep it as; Fire Officer 1 - preferred. Councilmember Gochnauer agrees with the fire department on this.

Councilmember Herr said he feels it is best to go with the recommendation of the fire department on this and to keep expectations realistic. He feels the concern Council had, was that this position is not for someone to fill in as a firefighter for the other departments who are lacking firefighters, but to be sure that this person is there to help all of the fire departments. He is OK with approving the job description.

Councilmember Miller is OK with approving the job description as written. She said she feels that it would be beneficial for the bullet points to be used as talking points in the interviewing process.

Councilmember Pfautz said that after hearing what the fire company has to say he has no problem with going along with Fire Officer 1 being preferred and agrees the other bullet points have been written in the contract. He is OK with approving the description.

Diane Garber stated it was agreed on by the fire department that this position will be limited to a career firefighter; a volunteer from the county can not apply. The thought process was that this person would have dealt with HR, finance and grant writing as someone in a career department would normally deal with. They want to be sure that the person hired will have what is needed for the future of this position as well.

Mayor Malone deferred to Council as the legislative body.

Councilmember Wolf said that all Councilmembers seem to be in agreement with the job description as written, now that Diane Garber changed the term township to municipalities, and all members agree that adding the "shall include, but not limited to" is not necessary.

***It was moved and seconded (Councilmember Pfautz, Councilmember Herr) and carried unanimously, to Approve the Hempfield Area Fire Service Commission, HAFSC, Chief Fire Official job description as it is currently written, with the change of the term "township" to "municipalities"***

Mark Cohen thanked Council on behalf of the East Petersburg Fire Department for their work on this and for approving this and allowing the process to move forward.

**Bill Payment:** Reviewed by Council

**Police Report:** Submitted to Council. Chief Steffen reviewed the report and pointed out the following: East Petersburg is right on target with the amount of coverage that was purchased for the Borough. There are currently not any trending issues in the Borough. Patrol fleet is running at a high of 24 miles per gallon, per vehicle, and an average of 17 miles per gallon, per vehicle monthly; savings is projected at \$3,500.00 per month. The old standard fleet was 12 miles per gallon. Currently looking at the metrics of search and seizure impacts that came into play with the Brianna Taylor case. Chief Steffen said that the changes being proposed to put into legislation have already been in place for NLCRPD and they are already compliant with these changes being proposed as part of their accreditation. Working on getting all the accreditations

updated as well as updating the policy and procedures on accreditations. Continuing talks on COVID-19 with the other emergency services. Also working on emergency plans for winter. Chief Steffen explained when they assist other police agencies, they do not always get reimbursed, but it is reciprocated as needed.

**Mayor Malone:** Encouraged everyone to stay in, stay safe, and get your vote in.

**EMS:** Submitted to Council - Adam Marden was not present. Any questions can be e-mailed to Adam Marden.

**EMC Coordinator Report:** Submitted to Council - Diane Garber reported not a lot has changed with the agencies. They recently held a regional meeting to make sure everyone's needs are still being met. CARE's funding checks are being disbursed. Hoping to see the Fire Dept. getting their check soon. Working on a winter event that will be a positive event for the community. Working on 2021 Budget. School is moving forward with very little COVID issues.

**Fire Report:** Chief Shoenberger gave stats and updates. Slight uptick in incidents in September. Working daily on budgeting. Preparing for winter months approaching, and the typical events that take place.

**Managers Report:** Submitted to Council. Manager St. Clair pointed out 9/21 the public works employees will be back to normal hours. Tim will be retiring, and a small luncheon will be held for him at the office. Oct. 22 will be the last committee meeting for the year. Next committee meeting will be held on Jan. 28, 2021. Trick or Treat will be held Friday October 30, 6:00 – 8:00 p.m. HempfieldRec will be offering a lifeguard course. There was a litter issue in the park and the judge found the defendant guilty and they will be paying restitution to the borough. The 300.00 litter fee was dismissed by the District Justice.

**Foreman's Report:** Submitted to Council

Mr. Moseman pointed out the following items from the report: Asphalt and lines are finished at the Basketball court. Lights on top of the Water towers are now back on. Camera was installed at stairs at borough office. Community rain gardens community day was a success, with many volunteers helping out that day. Infiltration bed was completed by the borough staff. Mr. Moseman said that the new equipment the borough bought has helped them to be able to complete more projects on their own. Encountering issues with contractors and MS4 violations that come up while they are working in the borough. We are working on educating the contractors as well as have them correct the issues.

**Zoning Officer Report:** Submitted to Council. Councilmember Wolf read the report. TOA plan was approved, Lot add-on for 6200 Hollow was approved, Graystone Road issues were worked on, Fulton Bank plan for parking lot upgrades & a walking path, bioswale retrofit approved by the county, reapplying for grants we did not get.

**Property Violations:** Submitted to Council

**Solicitor Report:** Submitted to Council – Council reviewed this report. Pension plan updates, worked on agreement for CC for HARC, working on resolving ownership issues for Broad St., working with solicitor, Wiley Parker on Graystone Road – contractor will be out there when Mr. Neely is back from vacation, 2 collection accounts have been paid in full since last month

**HARC:** (Hempfield Area Recreation Commission) – Deb Miller reported - Power pack is working on getting this program started again – updates to follow

**Old Business:** Committee Meeting Topics – This meeting was held at the Community Center: Budget review, discussed HAFSC, Chief Fire Official equip./job description/misc. issues/board member updates, presentation for street projects for 2021, new vehicle/crane presentation, presentation for 2021 water meter project, generator-Broad Street Spring Tank liner, Nitrate Plant bathroom & DE filter replacement project, Martin Paving improvements invoice, Boy Scout Hut plan review, Res. 790-Registration of Abandoned and Foreclosed Properties-setting form & fee for this. Executive session for Legal matters

**New Business:**

1. *It was moved and seconded (Councilmember Pfautz, Councilmember Miller) with unanimous Approval by the Board, to Approve Resolution 791, Fee Schedule for 2020 to include the fee for registering abandoned and foreclosed properties*
2. *It was moved and seconded (Councilmember Miller, Councilmember Gochnauer) with unanimous Approval by the Board, to Approve the Community Center Rental Agreement with HARC*
3. *It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to 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*

**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.

**Adjournment:** 8:20 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	November 4, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President (Absent) John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Debra Miller William Pfautz, Jr. Mayor: James Malone Manager: Karen St. Clair Public Works Foreman: Jeff Moseman

**This meeting was held virtually through Teams due to the Coronavirus.**

**Vice President Wolf called the meeting to order.**

**Amanda Schaedler, LNP Reporter, may be recording parts of the meeting.**

***It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) and carried unanimously, to Approve the minutes of the October 6, 2020 Borough Council meeting***

**Comments:** None

**Visitors:** Kristin Troop, Randy Rannels

**Bill Payment:** Reviewed by Council

**Police Report:** Submitted to Council. Chief Steffen pointed out the following: Planned & prepared for any issues that might come up during election; no issues were reported. Disinfected polling places prior to Election. There was a complaint received about speeding on Lemon Street and a traffic study was recently done to check on this. Chief Steffen said the traffic study showed most cars are going the speed limit; the average speed was 29 mph, so it would not justify placement of enforcement. Mayor Malone pointed out there was one car that was going 50 mph, but it is such a small number of violators that it would be hard to catch just one without copious man hours of just sitting there. Chief Steffen pointed out that it is possible it could have been an emergency response vehicle heading to an emergency. Message boards will be placed in these areas as they become available. Reports have been posted on the website for the public to view.

**Mayor Malone:** Reminded everyone that next Wednesday, November 11, is Veterans Day and thanked all individuals and families of those who are serving, or who have served in the armed forces. He said it is very important and we are thankful for it.

**EMS:** Submitted to Council. Adam Marden pointed out they responded to 11 calls in October. 7 were class 1; 3 were class 3; 1 was class 2. Mr. Marden explained class 1 is dispatch for paramedics, class 2 is dispatch with light and sirens for an EMT, class 3 is no light or sirens and you get there when you can. Four EMT's have graduated from classes and they will be tested soon. Paramedic is the next level of training. He explained when they respond to calls, they have both an EMT and a paramedic on board.

**EMC Coordinator Report:** Submitted to Council. Diane Garber was not present.

**Fire Report:** Submitted to Council. Don Schoenberger was not present.

**Managers Report:** Submitted to Council. Manager St. Clair pointed out everything checked out good at the final inspection for Garden Street site. There is a lot of paperwork that will need submitted before the end of the year to collect on the grant for Garden St. The proposed 2021 Budget is complete and balanced, and an ad will be placed in LNP letting residents know that it is available for public viewing Monday through Friday 8:00 – 4:00 p.m. Hempfield Youth Association submitted a letter stating they will be renewing their agreement with us for the fields at the community park; this is an automatic renewal. Next committee meeting is January 28, 2021. Chief Fire Official add has been posted. As of last week, they had 17 applicants, but only 4-5 meet the qualifications; Cindy will be sending updates as they go through this process. Manager St. Clair asked Council to submit any interview questions by tomorrow at noon to her. The Bulldogs are asking Council for more time to officially disband the organization before anything is done with the sheds at the field. Council asked how long it would take for this process and said they would not want to wait too long, because other groups are interested in using this space.

Update on the light at State and Main Street project that the ARLE grant is being used for: yesterday, John Schick and Robin Hemperly met with businesses at the corner properties to talk to them about the right of way. Ms. Hemperly will be working with Amy Leonard, Borough Solicitor on easements and will talk to business owners about the plan for this.

**Zoning Officer Report:** Submitted to Council. Worked on Fulton SW project, Garden St., MS4

**Property Violations:** Submitted to Council. Manager St. Clair gave updates: Old Meadow Court has been repaired and the water is now turned back on - the house is no longer condemned. Graystone Road: as of 10/22 there is just minor repairs needed to gates and gutters, some seeding, and a dead tree needs removed. Paul Davis has been contacted and this will be worked on soon.

**Foreman's Report:** Submitted to Council

Mr. Moseman pointed out the following items from the report:

Spring filter to waste line has been installed with all new plumbing. This will meter the wastewater going to LASA. A new production meter to measure the water going into town was installed. This is all tied in with the SCADA system. Two filter washes have been completed and it is working very well.

Next Phase will allow the Nitrate Plant and Spring to connect the plants through communications - only a few minor things will need finished to make this complete. This will then complete the entire SCADA project.

Concrete walls were painted at the spring to seal them up.

Two new fire hydrants were installed – Parkside Court and Hampton Court

Two new basketball hoops and nets were installed - this will complete the refurbishment of the basketball court at the Community Park.

Community Center walkway at the parking lot was repaved. Dusk to Dawn light was installed on the Bulldog's shed to shine on the walkway at the CC - new LED bulbs will be received from PPL and installed next year. The new bulbs will light this area up even more.

Walkway was paved between 6040 and 6050 Main Street.

Graded and spread hydro-seed at Garden Street infiltration bed; also, hydro-seeded at Hollow Dr. where dirt was put in.

Cameras were installed at the pool by CIA. They are working well.

Complaints were received about the Spotted Lantern Flies on the maple trees at the park. Staff has sprayed the trees and will continue to spray as needed.

Paving is being worked on at Cedar Street by BR Kreider and will be finished in the next week or two, weather permitting - grass was dug away along with the pavement to allow for the stormwater to get to the storm basins. Flashers were removed near the pool and the permit with the state was eliminated.

Getting cost quotes on traffic light at Lemon and State Streets for repairs to the damaged light pole. Trucks often hit this pole when making turns, but there is not much that can be done there, other than to put up a camera and have the truck companies pay for the damages.

**Events Committee - Kristin Troop, Chairperson**

Kristin Troop gave the following updates on Events: She will serve on the East Petersburg Events committee for 2021, along with Andy Aires, Linda Rannels, Bill Travoto, Erin Matthews

So far this year they have not been able to hold any planned events due to COVID.

In two weeks, the Big Give will take place and they are hoping to raise money for future events. The information will be available on their Facebook page; East Petersburg Day.

New Year's Eve Event will take place at the Community Park from 6:30 – 9:30 p.m. "One too Many" will be playing cover songs for 2 hours followed by the Jug Drop from the fire truck and then finally, fireworks! They will be dedicating the sponsor tower New Year's Eve, also. They are looking forward to bringing more of the events back to the park in 2021.

Randy Rannels added the following: Sponsor tower will have plaques with businesses and groups and individuals that have contributed to the amphitheater. He attends monthly meetings with the emergency management services as the liaison between the Events Committee and the emergency management team. The past several meetings they have discussed the New Years Eve event to coordinate for the event. He said they will also have food vendors. The community center will be used as a warming station.

**Solicitor/Collections Report:** Submitted to Council – Manager St. Clair reported that in March, before COVID, letters were prepared to mail out to four individuals that have not paid on their delinquent accounts. This was previously put on hold because of the pandemic, but the letters will now be mailed.

**HARC:** (Hempfield Area Recreation Commission) – Deb Miller – Nothing to report at this time.

**Old Business:** Committee Meeting Topics – This meeting was held at the Community Center: Dr. Davis use of football field for lacrosse, Jennifer West use of park "Girls on the Run", HAFSC updates, Fulton-AFC parking lot and walking path waivers & final review of the 2021 Budget.

**New Business:**

1. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve the meeting dates for 2021*
2. *It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve Resolution 792, Pension Plan amendment, limiting eligibility to full time employees only*
3. *It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve Resolution 793, Regulating Banner Suspension across Rt. 72, and the dates*

4. Councilmember Wolf announced the Proposed Budget Summary for 2021:  
General: No tax increase for 2021. Total Tax Mill = 5.527 General Tax Mill = 4.747, Fire Tax Mill = .780  
2021 Projected Budget = \$2,324.674

Total Expenditures = \$2,259.020 include but not limited to:

Building Improvements, Special Projects, Legal Fees, Employee Wages/Taxes, Employee Insurance, Vehicle/Building Insurance, Police Services, Additional Police Services, Property Inspections, Zoning Officer, Engineering Fees(Highway), Street Repairs/Maintenance, MS4, Interfund Transfers, Grant Sharing, Pool Expenses, Trees/Planting, Playground Improvement, Meadows-per MS4/PRP

Water: Water rate increase of 3%. The first 5,000 gallons will cost \$72.70. All above the minimum first 5,000 gallons, per quarter, will be charged \$6.50 per 1,000 gallons.

This increase is necessary to maintenance the water tanks, upgrades to the water plants, DE filter replacement, Broad St. generator, Spring tank liner, and the stipulations required by DEP.

Trash:

No trash increases. \$59.50/quarter; \$238.00/year. Service contract ends December 31, 2022, with the option, after December 31, 2022 to renew contract on a yearly basis for up to two (2) one-year renewal periods.

For more itemized information on the 2021 Budget, it will be available for public to view Monday through Friday 8:00 – 4:00 p.m. at the Borough office.



***It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Advertise the proposed budget of 2021***

5. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve the renewal for HYA to use of the Tom Herr field and the swimming pool fields***
6. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Wolf) with unanimous Approval by the Board, to Approve Resolution 795, Temporary Parking Provisions during snow emergencies from November 1, 2020 until April 30, 2021***
7. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Wolf) with unanimous Approval by the Board, to Approve the release of the 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***
8. ***It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous Approval by the Board, to Approve Resolution 794, Appointing Andrew Stern as Representative to Lancaster County Earned Income Tax Bureau and appointing Karen St. Clair as the Alternate Representative to the Lancaster County Earned Income Tax Bureau***

**Announcements:**

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

**Adjournment:** 8:10 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

**MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL**

<b>DATE AND TIME:</b>	December 1, 2020	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Cathleen Panus, President (Absent) John Wolf, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Debra Miller William Pfautz, Jr. Mayor: Manager: Public Works Foreman:

**This meeting was held virtually through Teams due to the Coronavirus.**

**Vice President Wolf called the meeting to order.**

**Jeff Moseman was recording the meeting.**

***It was moved and seconded (Councilmember Miller, Councilmember Pfautz) and carried unanimously, to Approve the minutes of the December 1, 2020 Borough Council meeting***

**Comments:** None

**Visitors:**

1. Michael Bingham said that he received a request today from Graystone Road Developers for a reduction in the Letter of Credit. Mr. Bingham said he will need to review the plans and what has been done there before this can happen.

Mr. Bingham said his main reason for attending the meeting tonight is to see if anyone had any questions about the recent PSA he submitted to outline the responsibilities they would be assuming as BCO, code enforcement, and also outlined the rates he presented to them previously. Council pointed out that the intent of this change is to save the residents and the Borough money. Mr. Bingham said he feels they can also provide a good value to the Borough since he is already in the office 2 days a week for zoning. Mr. Bingham said Matt Spellman has been with ARRO for a couple years and has been in code enforcement for over 20 years. Mr. Bingham also said that there are others on the staff who can help with these things if Mr. Spellman can not be there, but he will be the lead person. Everything will go through Mr. Bingham initially. Mr. Bingham suggested setting a block of time for inspections to reduce the amount of times that Mr. Spellman will have to travel to the Borough, otherwise Mr. Spellman will still be available if needed. The plan is for Mr. Spellman to do both the reviews and the inspections for the building permits.

Mr. Bingham said that there was an application submitted by East Petersburg Events Committee for the fireworks on New Years Eve. There is currently a plan in place by the emergency services and all the paperwork including the insurances have been provided. Councilmember Wolf said he has dealt with this firework company for many years when he was on the Events Committee and they are a stand-up company. Manager St. Clair said that Council will need to approve this application for fireworks to take place, and any future firework displays will have to be approved separately, per the ordinance.

**Bill Payment:** Reviewed by Council.

**Police Report:** Chief Steffen was not present. The report has not yet been submitted due to the meeting being so early in the month.

**Mayor Malone:** Wished everyone a Good Holiday. Mayor Malone said this winter, if anyone needs help with services to point them in the direction of the Borough website for resources available or call the office. Mayor Malone thanked Manager St. Clair & Mr. Moseman for going out and checking on the lights that were out to help figure out who needed to be contacted for this.

**EMS:** Submitted to Council. Adam Marden reported that it was a busy month in East Petersburg Borough with a total 21 calls, with Sunday being the busiest day. Mr. Marden said they are seeing a lot of COVID cases and not all the cases have the classic symptoms. He said they are now in the second wave of COVID, but this time is a little different because the call volume is going up and there is an increase in people who have COVID that want to go to the hospital. He said the turnaround time is now delayed due to the ambulances must be sanitized after each call.

**Fire Report:** Submitted to Council. Don Schoenberger reported that calls have almost doubled since last March; there were 39 instances last month with 6 of them being in the Borough. Vehicle accidents, dwelling & building fires were the top calls. There was a substantial fire at the industrial park in East Hempfield Twp. They have started to receive some of the new equipment through the grants. They will tentatively do a Santa drive through in the Borough on December 20, but if the weather is bad this will not happen. Council thanked Mr. Schoenberger and all others who work with fire services for all they do, it is greatly appreciated.

**EMC Coordinator Report:** Submitted to Council. Diane Garber said there is a surge in COVID cases, and the press conferences and guidelines have started back to weekly as they were several months ago. This week Lancaster county is at a rate of 395.7 cases per 100,000 people; approximately 400 people per 100,000 people. Lancaster General currently has 95 COVID positive patients; 24 in ICU and 16 on ventilators. The deaths have increased by 21 last week for a total of 500 deaths. The positivity rate is steadily increasing; last week it was at 11.5 and this week it is at 12.7. This means 13 of every 100 tests that are done are positive. The cases are doubling weekly and this is expected to continue at least for the next 2 weeks.

Update on HAFSC; Interviews for Fire Chief will be held December 10<sup>th</sup> from 4:30 – 10:00 p.m. - 3 of the 4 applicants contacted have expressed ongoing interest. The 15 Fire Commission members can observe during the interviews but can not participate. The interviews will not be recorded, due to the township solicitor did not advise it partly because the content could be taken out of context and even be put on social media. Another concern was that the applicant would not be as open and honest if they are being recorded. Mr. Pfautz said he would have liked them to be recorded so the members that cannot attend would be able to hear the interviews. Ms. Garber said all the interviews will be held in one night partly due to the panelist were given dates and this date was the only one they could all be available.

Update on schools; less than 8 cases, which is incredibly low at a .5% rate. Most of the cases have been found to be spread outside of the district. It has been advised that it is best for children to stay with in-school learning if possible. Ms. Garber said that the school district is doing an excellent job at keeping this under control.

**Managers Report:** Submitted to Council. Manager St. Clair pointed out that 4 letters that were on hold to be mailed for collections due to COVID were recently mailed out requesting that payment plans be set up. The 2021 meeting dates were posted for NLCRPD.

Update on State & Main Street intersection signal light project: A copy of the plans that were sent to PennDOT for this project have been sent to the business owners at the intersection. The easement agreement for the property owners are being worked on by the solicitor. When the agreements are ready the Borough will meet with the property owners to go over the agreements.

Manager St. Clair said she received an e-mail from Bill Laudien and Andrew Stern asking for some help with snow plowing this year. Mr. Moseman said although it would be nice to have an intermunicipal plan to help each other with this, he pointed out that it is already difficult for the Borough to have 2 separate crews for plowing so that they can alternate, therefore he would be on the side to covering themselves as best as possible and say no on this matter. Mr. Moseman also pointed out some of the employees are new and will need trained on the

equipment we have this winter. Mr. Moseman stated that the Borough staff can work with emergency vehicles to get them where they need to go if needed. He said it is incorporated in their plan and there is radio communication with the emergency services in the plow trucks. Manager St. Clair said that she feels it is best that we keep the manpower in our Borough to ensure that we have enough coverage. Councilmember Wolf said that he agrees it is best to take care of ourselves first for this matter and that additional insurances may be needed to take our equipment into other municipalities.

**Foreman's Report:** Submitted to Council

Mr. Moseman pointed out the following items from the report:

Water Dept.: A 40 ft. tower was put up to allow the Spring, Well, and Water plants to all communicate.

Public Works: A bench was installed at the community park basketball court. Did some paving patching throughout the park as well as under the bench. Mr. Moseman said a kid at the park climbed up to the back board of the basketball pole and shook the pole violently. This was picked up on the camera system. The back boards have been taken down temporarily to send a message that this is not ok and to prevent someone from getting hurt or breaking the equipment.

Doors were replaced in the managers office along with ceiling fans installed.

Looking at options for new flooring at the community center.

Kevin Martin has received road scholar 1 and is working on road scholar 2.

CM High repaired the pole that was hit at the intersection. The pole was hanging out into the road and it will be replaced eventually, and the cost will be passed on to the insurance company of the car that hit the pole.

CM High did an inspection of all the traffic signal infractions and it was noted in the report that the pole on the SE corner at Lemon & State St. traffic light has a dent in it from several of the trucks cutting the corner too close. They are working on different measures to keep the trucks from hitting the poles, so they do not need replaced every year.

JG Environmental Service jet cleaned some of the stormwater pipes. They will be coming back to finish up next week from State to Main to Carpenter.

Door hangers have been distributed to properties that are putting items out for trash in the right of way.

We received a letter from Postman Howard thanking the Borough for keeping the bathrooms open at the park for an extended period and for keeping them clean and available.

**Zoning Officer Report:** Submitted to Council.

**Property Violations:** Submitted to Council. Councilmember Wolf pointed out most of these are for rubbish, weeds, and cars not inspected or registered.

**Solicitor/Collections Report:** Submitted to Council

Manager St. Clair pointed out the following:

They are working on a new policy and this will be available for review shortly.

Number 3 on the report references a new property violation and a letter has been sent out for the fence and clean up some rubbish.

2610 has called to set up a payment plan and made a payment recently.

2304 called to set up a payment plan to start in January.

6111 set up a payment plan and has made payments – property no longer compliant.

**HARC:** (Hempfield Area Recreation Commission) – Deb Miller reported HARC was part of the Extraordinary Give last week and the goal of 9,000 was reached. HARC is currently looking for a board director from the Mountville area. If anyone knows of someone in Mountville that is interested in joining the board of directors, please let her know.

**Old Business:** Committee Meeting Topics – There was not a Committee meeting held in November.

**New Business:**

1. Councilmember Wolf read the Budget summary for fiscal year 2021:

**General:** No tax increase for 2021.

Total Tax Mill = 5.527, General Tax Mill = 4.747, Fire Tax Mill = .780

2021 Projected Budget = \$2,324.674

Total Expenditures = \$2,259,020 include but not limited to:  
Building Improvements, Special Projects, Legal Fees, Employee Wages/Taxes, Employee Insurance, Vehicle/Building Insurance, Police Services, Additional Police Services, Property Inspections, Zoning Officer, Engineering Fees(Highway), Street Repairs/Maintenance, MS4, Interfund Transfers, Grant Sharing, Pool Expenses, Trees/Planting, Playground Improvement, Meadows-per MS4/PRP

Water: Water rate increase of 3%. The first 5,000 gallons will cost \$72.70. All above the minimum first 5,000 gallons, per quarter, will be charged \$6.50 per 1,000 gallons.  
This increase is necessary to maintenance the water tanks, upgrades to the water plants, DE filter replacement, Broad St. generator, Spring tank liner, and the stipulations required by DEP.

Trash: No trash increase. \$59.50/quarter or \$238.00/year. Service contract ends December 31, 2022, with the option, after December 31, 2022 to renew contract on a yearly basis for up to two (2) one-year renewal periods.

***It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous Approval by the Board, to Approve the Budget for fiscal year 2021***

- 2. It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve Ordinance 312, Setting the Tax Rate for 2021***
- 3. It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve Resolution 796, Setting the Water Rate for 2021***
- 4. It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous Approval by the Board, to Approve the letter of resignation from Steve Shenk as tax collector***
- 5. It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve Resolution 797, Appointing Lancaster County Tax Treasurer as tax collector for East Petersburg Borough***
- 6. It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous Approval by the Board, to Approve Resolution 798, Setting fees for 2021 to include the increase of Lg. Appliance tags to 15.00 (1.00 increase) and increase tire tags to 5.00 (2.00 increase) to keep inline with the fees we are being charged by LCSWMA***
- 7. It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve Resolution 799, naming Matt Spellman with ARRO as BCO effective 1-1-21***
- 8. It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve the remaining stormwater escrow funds to in the amount of 131.00 to Eric Hendershot that were submitted for installation of a new shed***
- 9. It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous Approval by the Board, to Approve Resolution 800, Appointing Lancaster County Tax Collection Bureau to collect Earned Income Tax (EIT) for East Petersburg Borough***
- 10. It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous Approval by the Board, to Approve the Agreement for 2735 Graystone Road regarding property maintenance***
- 11. It was moved and seconded (Councilmember Gochnauer, Councilmember Pfautz) with unanimous Approval by the Board, to Approve the firework display for the Events Committee for December 31, 2020***

**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.

**Adjournment 8:21 p.m.:** It was moved and seconded (Councilmember Miller, Councilmember Gochnauer) with unanimous approval by the Board, to Adjourn the meeting

Respectfully Submitted,  
Kim Strayer, Recording Secretary