

### COUNCIL MEMBERS

Debra Miller, Vice President  
Adam Gochnauer, Pro-Tem Member  
John Herr, Member  
Lauren Houck, Member  
Randy Rannels, Member  
John Schick, Member  
Sandra Valdez, Member  
James Malone, Mayor  
Staff:  
Karen St. Clair, Borough Manager  
Jeff Moseman, Foreman

### UPCOMING MEETINGS

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

## AGENDA January 3, 2022

### East Petersburg Reorganizational Meeting

#### ELECTED OFFICIALS SWORN IN BY – Mayor Malone

##### Borough Council for 2022

1. John Schick, 4-year term
2. Randy Rannels, 4-year term
3. Sandra Valdez, 4-year term

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

#### CALL MEETING TO ORDER – Mayor Malone

#### PLEDGE TO FLAG

#### Nomination and Election of President

#### Nomination and Election of Vice President

#### MEETING TURNED OVER TO PRESIDENT

#### Nomination and Election of Pro Tem

#### Review/Approve appointed service organizations for 2022:

Action Item

- Solicitor – Henry & Beaver Law Firm
- General Borough Engineer- ARRO Consulting, Inc. or appointed by project
- Water Engineer – ARRO Consulting, Inc.
- Auditor – Sager, Swisher & Co. LLP
- Zoning Officer – Michael Bingham, ARRO Consulting, Inc.
- Sewage Enforcement Officer – ARRO Consulting, Inc.
- Property Maintenance Compliance Enforcement Officer – Michael Bingham
- UCC Compliance Officer – Matt Spellman, ARRO Consulting, Inc.
- Zoning Hearing Board Solicitor – Janice Longer, Law offices of Appel, Yost, & Zee, LLP

#### CALL REGULAR COUNCIL MEETING TO ORDER

#### IS ANYONE RECORDING THE MEETING?

1. BILL PAYMENT REVIEW
2. VISITORS / COMMENTS FROM PUBLIC

**3. REPORT REVIEW**

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

**4. OLD BUSINESS**

Review Committee Meeting Topics: No meeting in December

**5. NEW BUSINESS**

- |   |             |
|---|-------------|
| A. Review/Approve December 7, 2021, Borough Council Minutes                           | Action Item |
| B. Review/Approve Resolution 827, Appointing members to HAFSC                         | Action Item |
| C. Review/Approve Resolution 828, Appointing representative for NLCRPD                | Action Item |
| D. Review/Approve Resolution 829, Appointing members to various boards                | Action Item |
| E. Review/Approve 2022 Fire Police Events Schedule to include any additional requests | Action Item |

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

**7. ANNOUNCEMENTS**

- o January 8 – Tree Chipping Event held by the Boy Scouts at East Petersburg Community Park from 8:00 – 2:00. Sign up at the borough office for curb side pick-up or you can drop off your tree the day of the event.
  
- o If a snow emergency is declared it will be posted on the website and WGAL.

**8. ADJOURNMENT**

**EXECUTIVE SESSION FOR LEGAL & PERSONNEL MATTERS IF NEEDED**



# East Petersburg Borough

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## **MAYOR**

James Malone

## **STAFF**

Karen St. Clair, Borough Manager  
Jeff Moseman, Foreman

## **COUNCIL MEETING AGENDA FEBRUARY 1, 2022**

**CALL THE MEETING TO ORDER**

**PLEDGE TO FLAG**

**IS ANYONE RECORDING THE MEETING?**

**1. VISITORS/COMMENTS FROM PUBLIC**

**2. FINANCIAL: BILL PAYMENT REVIEW**

**3. REPORT REVIEW**

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
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**4. OLD BUSINESS**

Review Committee Meeting Topics: Kim Kirchner re: planting tree with cremated remains of parents, LCPD re: Water and Sewer capacity study GIS data sharing, HYA Baseball request improvements of Tom Herr field, Draft Agreement for Events Committee to use shed/storage room/concession stand, COG updates, Online borough codes, Peddling & Soliciting amendment to specify times, HAFSC updates, Hometown Hero project, Park /Playground update, Payables, 4Q21 financial review, Misc. Items, Fire co. financials/report,



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October minutes, Res. 830 -update HAFSC board members Res. 831-add HARC to board member list, Property damage claim release, Executive session for personnel matters

## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve January 3, 2022, Council Meeting Minutes
- B. Review/Approve Resolution 832, updating signers for SCADA
- C. Review/Approve Lancaster County Tax Claim Bureau Certification of uncollected
- D. Review/Approve Resolution 833, Agreement with Columbia Borough for yard waste
- E. Review/Approve Resolution 834, Establishing authorized signers for all Borough accounts and requiring two signatures on all checks on Borough accounts
- F. Review/Approve PA Classic dates for 2022
- G. Review/Approve Resolution 835, Emergency Operations Plan
- H. Review/Approve Resolution 836, Authorizing Karen St. Clair to sign the DCNR grant application documents on behalf of East Petersburg Borough
- I. Review/Approve Borough Managers Contract from January 3, 2022, through January 2, 2024
- J. Review/Approve the update of the Borough's Website by adding the Borough Codes
- K. Motion to Advertise Ordinance 317, Updating Soliciting Ordinance to restrict times to 9:00 a.m. to 5:00 p.m.

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

## 7. ANNOUNCEMENTS

- A. East Petersburg Borough will host Northern Lancaster County Regional Police Commission meeting at the Community Center on March 10, 2022, at 7:00. All are welcome.
- B. The next Borough Council meeting will be held on Tuesday March 1, 2022
- C. Appeals Board February 10 - 7 PM
- D. Planning Commission February 17 - 7 PM
- E. Zoning Hearing February 23 - 7 PM
- F. Committee February 24 – 6 PM

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

## 9. ADJOURNMENT



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Sandra Valdez, Member

## MAYOR

James Malone

## STAFF

Karen St. Clair, Borough Manager  
Jeff Moseman, Foreman

## COUNCIL MEETING AGENDA MARCH 1, 2022

### CALL THE MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. VISITORS/COMMENTS FROM PUBLIC

- A. Collin Fox & Michael Bingham, ARRO Engineering
- B. Kristin Troop, East Petersburg Events Committee

#### 2. FINANCIAL: BILL PAYMENT REVIEW

#### 3. REPORT REVIEW

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
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- L. Collections – Amy Leonard
- M. HARC – Debra Miller

#### 4. OLD BUSINESS

Review Committee Meeting Topics:  
HYA Baseball improvements to Tom Herr field, Shentel Communications, HAFSC updates, LIMC Trick or Treat policy update, fee schedule update, Kraft bag increase, Hometown Hero Project update, Lemon Street Phase III update, Riparian buffer planning design,



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Enterprise service connection relocation update, update on pool shed, Ordinance to amend borough manager job description, amendments to peddling and soliciting ordinance, Ordinance for updated codification, Accounts payable, Misc. manger/foreman/council items, Fire Co. financials, review/approve 1/22 meeting minutes

## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve February 1, 2022, Council Meeting Minutes
- B. Review/Approve Resolution 837, updating fee schedule for East Petersburg Borough
- C. Review/Approve payment no. 2 to Kuharchik Construction in the amount of \$150,242.20 for the State and Main Street signal light project
- D. Motion to Advertise Ordinance 317, enacting an updated codification of Borough Ordinances
- E. Motion to Advertise Ordinance 318, updating and amending the Borough Manager Job Description Ordinance
- F. Resolution 838, designating October 31 as Trick or Treat night
- G. Review/Approve ARRO Consulting to proceed with the Notice of Award to Doli Construction Corp., who submitted the lowest bid in the amount of \$266,825.00 and to start the Agreement process for the Lemon Street Water Main Replacement Project – Phase III

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, April 5, 2022
- B. NLCRPD Commission will hold their monthly meeting at the Community Center on Thursday, March 10, 2022 at 7 PM
- C. Appeals Board March 10 - 7 PM
- D. Planning Commission March 17 - 7 PM
- E. Zoning Hearing March 23 - 7 PM
- F. Committee March 24 – 6 PM

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

## 9. ADJOURNMENT



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Sandra Valdez, Member

## MAYOR

James Malone

## STAFF

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## COUNCIL MEETING AGENDA APRIL 5, 2022

### CALL THE MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. VISITORS/COMMENTS FROM PUBLIC

- A. John Trescot, Lancaster County Commissioner
- B. HYA – Eli Cox or Brian Biggs

#### 2. FINANCIAL: BILL PAYMENT REVIEW

#### 3. REPORT REVIEW

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
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- L. Collections – Amy Leonard
- M. HARC – Debra Miller

#### 4. OLD BUSINESS

Review Committee Meeting Topics: Park/Playground Equipment, TOA – Blasting activities, C.M. High quote for 72 and Miller Road traffic signal upgrade project, amendment for Peddling & Soliciting Ordinance, amendment to EPB Employee Harassment Policy, HAFSC update, LIMC board of appeals opening, Accounts Payable, Misc. Manager/Forman/



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Council Items, Fire Co. Financials review, February 2022 Committee Meeting Minutes,  
Executive session for legal & personnel issues

## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve March 1, 2022, Council Meeting Minutes
- B. Review/Approve Ordinance 317, enacting an updated codification of Borough Ordinances
- C. Review/Approve Ordinance 318, updating and amending the Borough Manager Job Description Ordinance
- D. Motion to Advertise Ordinance 319, Amendment for Peddling & Soliciting
- E. Review/Approve Resolution 839, Appointing Mayor James Malone to the Lancaster Inter-Municipal Committee, Uniform Construction Code (UCC) Board of Appeals Appointment Committee
- F. Review/Approve Amended Harassment Policy
- G. Review/Approve Agreement between East Petersburg Borough and Doli Construction Corporation for the Lemon Street phase III water main replacement project

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

## 7. ANNOUNCEMENTS

- A. Large appliance and fire pick-up will be held on April 29, 2022 - sign up and tags are needed: Lg. appliance tag is 15.00 and fire tag is 5.00.
- B. Easter Egg Hunt at East Petersburg Community Park will be held on April 16, 2022, Egg Hunt begins promptly at 12:00 p.m.
- C. The next Borough Council meeting will be held on Tuesday, May 3, 2022
- D. Appeals Board April 14 - 7 PM, as needed
- E. Planning Commission April 21 - 7 PM, as needed
- F. Zoning Hearing April 27 - 7 PM, as needed
- G. Committee April 28 - 6 PM, as needed

## 8. EXECUTIVE SESSION FOR PERSONNEL MATTERS (IF NEEDED)

## 9. ADJOURNMENT





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## **MAYOR**

James Malone

## **STAFF**

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## **COUNCIL MEETING AGENDA MAY 3, 2022**

### **CALL THE MEETING TO ORDER**

### **PLEDGE TO FLAG**

### **IS ANYONE RECORDING THE MEETING?**

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

#### **2. FINANCIAL: BILL PAYMENT REVIEW**

#### **3. REPORT REVIEW**

- A. Police – Chief Steffen: March report
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
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#### **4. OLD BUSINESS**

Review Committee Meeting Topics:  
Kristin Troop re: Benefit Concert June 12, Robert Maiden w/ Working Lands Restoration Project, Shentel Communications Agreement discussion, Lemon St. Sidewalks/Curbing for paving (2023), Review amended Lanc. County Conservation District M.O.U., Review Riparian Buffer property owner agreement, PSAB Resolution in support of Legalization of Cannabis, Hempfield Church of the Brethren – Ice Cream Social 5/13/22, Review, amended fee schedule, 1Q22 financials, 2021 Financial Audit, Accounts payable, Misc.



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Manager/Supervisor/Council items, Fire co. financial review, Committee meeting minutes, PA Classic Tournament - Lititz Showcase added

## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve April 5, 2022, Council Meeting Minutes
- B. Review/Approve Ordinance 319, Amendment for Peddling & Soliciting
- C. Review/Approve Resolution 840, Updating fee schedule for East Petersburg Borough to reflect increase in dog fee, add fees for Amphitheater and water meter replacement costs
- D. Review/Approve Financial Audit for Fiscal Year 2021
- E. Review/Approve Amended Lancaster County Conservation District MOU
- F. Review/Approve - (1) Riparian Buffer Restoration Intermunicipal Agreement (2) Resolution 842, adopting the Riparian Planting Habitat Restoration Agreement between City of Lancaster and EPB
- G. Review/Approve Request from Hempfield Brethren in Christ to hold a free ice cream community outreach social event at Constitution Square and possibly Lincoln Court on Friday, May 13, 2022, for approximately 1- 1.5 hours under the condition the Borough be named as additional insured
- H. Review/Approve Lancaster Bicycle Club invitational bicycle ride, Covered Bridge Classic (CBC), on August 21, 2022
- I. Review/Approve Resolution 841, Allowing East Petersburg to enter into an agreement with Shenandoah Cable Television LLC, contingent upon them paying \$5,000 and insurance certificate naming EPB as additional insured
- J. Review/Approve a Letter of Support for Working Lands Little Conestoga Project
- K. Review/Approve the request from East Petersburg Events Committee to hold a Benefit Concert at the Amphitheater on June 11, 2022, contingent upon submitting a certificate of insurance naming EPB as additional insured.

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, June 7, 2022
- B. The Vagabond's Car Show will be held on Saturday, May 7, 2022 at East Petersburg Community Park 11:00 – 3:00 (rain date: May 8)
- C. Election Day – Polls will be open from 7:00 a.m. until 8:00 p.m. – May 17, 2022
- D. Community Yard Sale in the Park w/ Chicken BBQ 8:00 a.m. until 12:00 p.m. will be held on June 4, 2022, at East Petersburg Community Park
- E. Plant Sale held by East Petersburg Woman's Club at 1619 Graystone Road on May 3, 6, & 7 from 8:00 a.m. until 6:00 p.m.
- F. Appeals Board May 12 - 7 PM, as needed
- G. Planning Commission May 19 - 7 PM, as needed
- H. Zoning Hearing May 25 - 7 PM, as needed
- I. Committee May 26 - 6 PM, as needed



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**8. EXECUTIVE SESSION FOR PERSONNEL MATTERS (IF NEEDED)**

**9. ADJOURNMENT**



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## MAYOR

James Malone

## STAFF

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## COUNCIL MEETING AGENDA June 7, 2022

### CALL THE MEETING TO ORDER

### PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. COUNCIL/LEMON STREET SIDEWALK ISSUE

#### 2. VISITORS/COMMENTS FROM PUBLIC

#### 3. FINANCIAL: BILL PAYMENT REVIEW

#### 4. REPORT REVIEW

- A. Police – Chief Steffen: March report
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
- G. Supervisor – Kevin Martin
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller
- N. HAFSC – Randy Rannels / Tammy Moseman

#### 5. OLD BUSINESS

Review Committee Meeting Topics: Nitrate Plant repairs, Cell tower upgrades, T-Mobile, HAFSC update, review accounts payable, approval of April, 2022, committee meeting minutes.

#### 6. NEW BUSINESS – ACTION ITEMS



# East Petersburg Borough

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- A. Review/Approve May 3, 2022, Council Meeting Minutes
- B. Review/Approve firework display application from the Events Committee for July 1, and September 17.
- C. Recommend Approval of Lot Add-on plan for 1575 & 1615 State Street, conditioned on the applicant paying fee in lieu of and either placing the required lot corner pins prior to the recording of the plan, or providing the mutually agreed upon financial security in the amount of 660.00 to the Borough. Amanda Groff with Harbor Engineering will be in attendance to answer any questions.
- D. Review/Approve Certificate of Completion for Kuharchik Construction, Inc.
- E. Review/Approve Lemon Street repaving project - lowest bid received from Martin Paving, Inc. in the amount of \$82,332.78 upon the Solicitor & PennDOT's review and approval of all bonding documents.

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

## 8. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, July 5, 2022
- B. Appeals Board June 9 - 7 PM, as needed
- C. Planning Commission June 16 - 7 PM, as needed
- D. Zoning Hearing June 22 - 7 PM, as needed
- E. Committee June 23 - 6 PM
- F. Independence Day Celebration at East Petersburg Park will be held Friday, July 1, 2022 with Music in the Park at 6:30 p.m. followed by a Movie in the Park, at 8:30 p.m. and then Fireworks!

## 9. EXECUTIVE SESSION FOR PERSONNEL MATTERS (IF NEEDED)

## 10. ADJOURNMENT



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## MAYOR

James Malone

## STAFF

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## COUNCIL MEETING AGENDA July 5, 2022

**CALL THE MEETING TO ORDER**

**MOMENT OF SILENCE / PLEDGE TO FLAG**

**IS ANYONE RECORDING THE MEETING?**

**1. VISITORS/COMMENTS FROM PUBLIC**

**2. FINANCIAL: BILL PAYMENT REVIEW**

**3. REPORT REVIEW**

- A. Police – Chief Steffen: March report
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
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**4. OLD BUSINESS**

Review Committee Meeting Topics: Greg Kendig: Mad Chef – seeking support from Council for noise ordinance exemption from Liquor Control to allow Patio Music, MS4 presentation, TOA review, Lemon Street sidewalk/curbing update, ARLE Grant for 72/Miller Rd. & 72/Enterprise Rd., review accounts payable, approval of committee meeting minutes for April & May- 2022, Fire Co. financials, executive session for personnel and legal matters

**5. NEW BUSINESS – ACTION ITEMS**

- A. Review/Approve June 7, 2022, Council Meeting Minutes



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- B. Review/Approve TOA Developers Agreement
- C. Review/Approve TOA Water Extension Agreement
- D. Review/Approve TOA O&M Agreement
- E. Review/Approve TOA posted financial security:
  - (a) Park/Rec fee \$57,600.00; Water Tapping fee 65,484.48
  - (b) Water System Improvement Bond; Site Improvement Bond
- F. Review/Approve TOA - Blasting Agreement
- G. Review/Approve Final Plan for Traditions of America phase III

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Wednesday, August 3, 2022
- B. Appeals Board July 14 - 7 PM, as needed
- C. Planning Commission July 21 - 7 PM, as needed
- D. Zoning Hearing July 27 - 7 PM, as needed
- E. Committee July 28 - 6 PM
- F. National Night Out 2022 will be held Tuesday, August 2, at East Petersburg Community Pool. Events will begin at 5:30 with a Community Bike Ride, all other activities will take place 6:00 – 8:00 p.m. and include open swim, refreshments, bounce houses, touch a truck, and a goodie bag for the kids. All activities are free of charge.
- G. Two Towers Jamboree Music Festival will be held Saturday, August 6, at East Petersburg Community Park from 5:00 – 10:00 p.m. Event will be held rain or shine.
- H. Ice Cream Social moved to the rain date of Friday, August 26, 2022

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

## 9. ADJOURNMENT



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Sandra Valdez, Member

## **MAYOR**

James Malone

## **STAFF**

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## **COUNCIL MEETING AGENDA August 3, 2022**

**CALL THE MEETING TO ORDER**

**PLEDGE TO FLAG**

**IS ANYONE RECORDING THE MEETING?**

**1. VISITORS/COMMENTS FROM PUBLIC**

**2. FINANCIAL: BILL PAYMENT REVIEW**

**3. REPORT REVIEW**

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
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- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
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- L. Collections – Amy Leonard
- M. HARC – Debra Miller

**4. OLD BUSINESS**

Review Committee Meeting Topics: Lemon Street Sidewalk/Curbing update, Fire Dept./HAFSC Agreements, Borough's current Sidewalk Ordinance, Draft Public Comment policy, Discuss "food truck vendors" for Borough events, Payables, 2Q22 financials, Borough Holidays for 2023, Preliminary Budget review 2023, Misc. Manager/Council items, Fire Co. financials review, June 2022 Committee Minutes, Executive Session – personnel issues





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## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve July 5, 2022, Council Meeting Minutes
- B. Review/Approve Borough Holidays for 2023
- C. Review/Approve Lease Agreement between East Petersburg Borough and East Petersburg Fire Department
- D. Review/ Approve Fire Service Agreement between East Petersburg Borough and East Petersburg Fire Department
- E. Review/Approve East Petersburg Borough to withdraw from the Hempfield Area Fire Service Commission (HAFSC) and for the Borough Manager, Karen St. Clair to notify East Hempfield Township in writing
- F. Review/Approve payment No. 1 to Doli Construction Corporation in the amount of \$232,978.00 for the Lemon Street Water Main Replacement Phase III
- G. Motion to Advertise Ordinance 320, updating regulations for construction and repair of curbs and sidewalks in East Petersburg Borough

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on September 6, 2022
- B. Appeals Board August 11 - 7 PM, as needed
- C. Planning Commission August 18- 7 PM, as needed
- D. Zoning Hearing August 24 - 7 PM, as needed
- E. Committee August 25 - 6 PM
- F. Two Towers Music Fest that was scheduled for August 6, has been cancelled.
- G. Hempfield Church of the Brethren Ice Cream Social will be held August 26 from 6:00 – 7:30 at Constitution Square and Kenilworth Court
- H. Blues Festival will be held September 3, at the East Petersburg Community Park from 2:00 p.m. – 7:00 p.m.
- I. East Pete Carnival will be held September 15 and 16, at East Petersburg Community Park, beginning at 6:00 p.m. both nights
- J. East Pete Day will be held September 17, at East Petersburg Community Park, beginning with a 5K/Fun Run, followed by a parade, entertainment, activities, and the day will end with fireworks!

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

## 9. ADJOURNMENT



# East Petersburg Borough

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## COUNCIL MEMBERS

Debra Miller, President  
John Schick, Vice President  
Adam Gochnauer, Pro-Tem Member  
John Herr, Member  
Lauren Houck, Member  
Randy Rannels, Member  
Sandra Vaidez, Member

## MAYOR

James Malone

## STAFF

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## COUNCIL MEETING AGENDA September 6, 2022

**CALL THE MEETING TO ORDER**

**MOMENT OF SILENCE / PLEDGE TO FLAG**

**IS ANYONE RECORDING THE MEETING?**

**1. VISITORS/COMMENTS FROM PUBLIC**

**2. FINANCIAL: BILL PAYMENT REVIEW**

**3. REPORT REVIEW**

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
- G. Supervisor – Kevin Martin
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

**4. OLD BUSINESS**

Review Committee Meeting Topics: Presentation on Kamstrup meters, Update on beer garden for Blues Fest on 9-3-22, 2023 MMO, Resolutions to transfer surplus funds into reserves, Update on renewal of waste & recycling collection, Accounts payable for 8-25-22, 2023 Budget: review misc. funds, Misc. items from Manager and Borough Council, Fire Co. financials – review only, July committee meeting minutes, Res. 843 Policies and Procedures for Collection of Municipal Waste, Motion to Advertise open bidding for trash contract



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## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve August 3, 2022, Council Meeting Minutes
- B. Review/Approve Ordinance 320, Updating Regulations for Construction and Repair of Curbs and Sidewalks in East Petersburg Borough
- C. Review/Approve MMO, Minimum Municipal Obligation Pension Fund for 2023
- D. Resolution 844, Transferring funds from the General fund to the General Reserve fund in the amount of 200,000.00
- E. Resolution 845, Transferring funds from the Water fund to the Water Reserve fund in the amount of 200,000.00

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on October 4, 2022
- B. Appeals Board September 8 - 7 PM, as needed
- C. Planning Commission September 15 - 7 PM, as needed
- D. Zoning Hearing September 28 - 7 PM, as needed
- E. Committee September 22 - 6 PM
- F. East Pete Carnival will be held September 15 and 16, at East Petersburg Community Park, beginning at 6:00 p.m. both nights
- G. East Pete Day will be held September 17, at East Petersburg Community Park, beginning with a 5K/Fun Run at 8:30 a.m., followed by a parade, entertainment, activities, and the day will end with fireworks!
- H. Pumpkin Fest will be held October 1, at East Petersburg Community Park, activities include pumpkin decorating, hayrides and more 11:00 – 3:00 (rain or shine)

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

## 9. ADJOURNMENT



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## COUNCIL MEMBERS

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Adam Gochnauer, Pro-Tem Member  
John Herr, Member  
Lauren Houck, Member  
Randy Rannels, Member  
Sandra Valdez, Member

## MAYOR

James Malone

## STAFF

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## COUNCIL MEETING AGENDA October 4, 2022

### CALL THE MEETING TO ORDER

### MOMENT OF SILENCE / PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

#### 1. VISITORS/COMMENTS FROM PUBLIC

A. Liz Kendig Re: Speeding on Carpenter Street

#### 2. FINANCIAL: BILL PAYMENT REVIEW

#### 3. REPORT REVIEW

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
- G. Supervisor – Kevin Martin
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

#### 4. OLD BUSINESS

Review Committee Meeting Topics: Alexander Kara-rental of amphitheater, Lancaster Public Library update, Lemon Street sidewalk update, Update on grants: bioswale and pickleball, Community mailboxes and parking regulations, HAFSC-letter from EHT, Act 57 of 2022-property tax penalty waiver provisions, Guidance on when to abstain from voting, P.W./Water Departments reviewed projects and equipment needs for 2023, payables for 9-22-22, Misc. items, Fire Co. financials for review only, meeting minutes for 8/25/22, Minimal



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Municipal Obligation Pension Fund for 2023, Motion to withdraw from HAFSC, Approval for MARS band event for 10-15-22

## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve September 6, 2022, Council Meeting Minutes
- B. Review/Approve the following Municibid offers:
  - 2004 Morbark Wood Chipper bid -
  - John Deere Zero Turn Mower bid -
- C. Review/Approve Michael Bingham, Zoning Officer, to proceed with preparing the specs for Lemon Street sidewalk repair/replacement project
- D. Review/Approve bid from Good's Disposal Service for refuse service, in the amount of \$194.84 per unit, with all items including: trash, recycling, yard waste and leaves being picked up on Fridays, upon the Borough Solicitors review and Good's Disposal submitting all required documents.
- E. Review/Approve Resolution 846, Giving Manager St. Clair authority to sign all grant documents for the Community Park Rehab Pickleball Project

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on November 1, 2022
- B. Appeals Board                      October 13 - 7 PM, as needed
- C. Planning Commission              October 20 - 7 PM, as needed
- D. Zoning Hearing                      October 26 - 7 PM, as needed
- E. Committee                          October 27 - 6 PM
- F. Lg. Appliance & Tire pick-up will be held October 28. Sign up and tags required.
- G. Leaf pick-up begins October 28.
- H. Trick-or-Treat will be held October 31, throughout the borough from 6:00-8:00 p.m. Rain date is November 1.

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

## 9. ADJOURNMENT



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## **COUNCIL MEMBERS**

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

## **MAYOR**

James Malone

## **STAFF**

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor

## **COUNCIL MEETING AGENDA November 1, 2022**

**CALL THE MEETING TO ORDER**

**MOMENT OF SILENCE / PLEDGE TO FLAG**

**IS ANYONE RECORDING THE MEETING?**

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

A. Kristin Troop, Events Committee

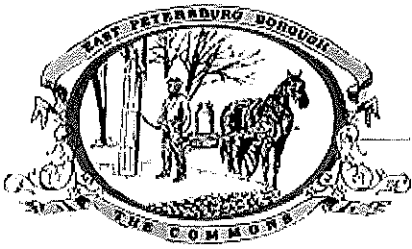
### **2. FINANCIAL: BILL PAYMENT REVIEW**

### **3. REPORT REVIEW**

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
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- I. Permits Issued
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- L. Collections – Amy Leonard
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### **4. OLD BUSINESS**

Committee Meeting Topics Reviewed: Lemon St. Sidewalk project letters and specs, Amending duties of CFO, Amending parking regulations for Community Mailboxes, Property Tax Penalty Waiver, 2023 Meeting dates, 2023 Banner Suspension dates, Payables for 10/27/22, 3Q22 financials, 2023 Budget, Misc. items from manager and borough council, Fire co. financials, September 2022 Committee meeting minutes, Executive session for legal and personnel reasons.



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## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve October 4, 2022, Council Meeting Minutes
- B. Motion to Advertise Ordinance 321, Chief Fire Official
- C. Motion to Advertise Ordinance 322, Mailbox Parking Regulations
- D. Review/Approve Meeting dates for 2023
- E. Motion to Approve Proposed Budget for 2023
- F. Motion to Advertise Proposed Budget for 2023
- G. Review/Approve Resolution 848, Regulating Banner Suspension across Main Street
- H. Motion to Approve changing the Borough's office hours to 7:30 a.m. to 4:00 p.m. with the office remaining open during the lunch period, Monday through Friday, effective January 1, 2023.
- I. Review/Approve Resolution 849, Implementing Property Tax Waiver Provisions of Act 57
- J. Motion to Approve Good's Disposal Service Contract, effective 1/1/2023 through 12/31 2025. All documents have been submitted and reviewed by the Borough Solicitor.
- K. Review/Approve Spec and Letter for Lemon Street Sidewalk & Curb Replacements

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

### 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on December 6, 2022
- B. Appeals Board November 10 - 7 PM, as needed
- C. Planning Commission November 17 - 7 PM, as needed
- D. Zoning Hearing November 23 - 7 PM, as needed
- E. Committee No meeting in November and December
- F. Santa in the Park has been moved to December 10<sup>th</sup> from 9:00 am to noon and 1:00 – 4:00 (originally scheduled for December 3<sup>rd</sup>).
- G. New Year's Eve in the Park has been cancelled this year.

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

## 9. ADJOURNMENT



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Sandra Valdez, Member

## MAYOR

James Malone

## STAFF

Karen St. Clair, Borough Manager  
Kevin Martin, Supervisor  
Jeff Moseman, Supervisor

## COUNCIL MEETING AGENDA December 6, 2022

### CALL THE MEETING TO ORDER

### MOMENT OF SILENCE / PLEDGE TO FLAG

### IS ANYONE RECORDING THE MEETING?

### 1. VISITORS/COMMENTS FROM PUBLIC

A. Rick Brouse Re: Boy Scout Tree Chip

### 2. FINANCIAL: BILL PAYMENT REVIEW

### 3. REPORT REVIEW

- A. Police – Chief Steffen
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Don Schoenberger
- F. Borough Manager – Karen St. Clair
- G. Department Supervisors – Kevin Martin / Jeff Moseman
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

### 4. OLD BUSINESS

Committee Meeting Topics Reviewed: No meeting in November or December.

### 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve November 1, 2022, Council Meeting Minutes
- B. Review/Approve Ordinance 321, Chief Fire Official
- C. Review/Approve Ordinance 322, Mailbox Parking Regulations
- D. Motion to Approve Budget for fiscal year 2023





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- E. Review/Approve Resolution 850, Setting the Water Rate for 2023
- F. Review/Approve Resolution 851, Setting the Trash Rate for 2023
- G. Review/Approve Resolution 852, Updating the Fee Schedule for 2023 to reflect the new rates for water and trash, effective 1-1-2023.
- H. Review/Approve Resolution 853, Setting the Tax Rate for fiscal year 2023
- I. Motion to authorize Rettew to submit a Green Light Go application for the work we were proposing under the submitted ARLE grant for the two (2) traffic signals; 72/Miller and 72/Enterprise. Work included is adding radar detection to both, replacing ped signals with countdown HAND/MAN signals, and adding retro-reflective backplates at Enterprise.
- J. Motion to authorize Rettew to submit as part of the Green Light Go grant application to "add" in Lemon & State Street for new HAND/MAN with countdown ped signals, radar detection, backplates and piano key style crosswalks.
- K. Review/Approve Resolution 854, Giving ARRO authorization to apply for the covid-19 ARPA H2O PA Water Supply, Sanitary Sewer, and Storm Water Grant for Pine Street water main replacement.
- L. Motion to advertise open bidding for the Lemon Street ADA Ramp Replacement Project.

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on January 3, 2023
- B. Appeals Board December 8 - 7 PM, as needed
- C. Planning Commission December 15 - 7 PM, as needed
- D. Zoning Hearing December 28 - 7 PM, as needed
- E. Committee No meeting in November and December
- F. Santa in the Park has been moved to December 10<sup>th</sup> from 9:00 am to noon and 1:00 – 4:00 (originally scheduled for December 3<sup>rd</sup>).
- G. New Year's Eve in the Park has been cancelled this year.
- H. New office hours go into effect January 1, 2023, Monday through Friday 7:30 a.m. – 4:00 p.m. - we will stay open during lunch.
- I. Tree Chipping Event by the Boy Scouts will be held January 7, 2023 at East Petersburg Community Park, in the parking lot. Sign up at the borough office for curbside pickup or drop your tree off the day of the event. Donations will be collected.
- J. There is an open seat on the Zoning Hearing Board, if interested in filling this spot, please contact the borough office.

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

## 9. ADJOURNMENT