



East Petersburg Borough

6040 Main Street ~ East Petersburg, Pennsylvania 17520
Phone 717-569-9282 ~ Fax 717-569-3731 ~ <http://www.eastpetersburgborough.org/>

COUNCIL MEMBERS

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

MAYOR

James Malone

STAFF

Karen St. Clair, Borough Manager
Scott Liggins, Water Supervisor
Jeff Moseman, Project Supervisor

COUNCIL MEETING AGENDA January 3, 2023

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. Department Supervisors – Scott Liggins / 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 December. Next meeting January 26, 2023, at 6:00 p.m.

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve appointed service organizations for 2023:
 - Solicitor – Amy Leonard, Henry & Beaver Law Firm
 - General Borough Engineer – Michael Bingham, ARRO Consulting, Inc.
 - Water Engineer – ARRO Consulting, Inc.



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- Auditor – Sager, Swisher & Co., LLP
 - Zoning Officer – Collin Fox, ARRO Consulting, Inc.
 - Sewage Enforcement – ARRO Consulting, Inc.
 - Property Maintenance Compliance Enforcement Officer – ARRO Consulting, Inc.
 - UCC Compliance Officer – Matt Spellman, ARRO Consulting, Inc.
 - Zoning Hearing Solicitor – Janice Longer, Appel, Yost & Zee, LLP
- B. Motion to recognize the creation of the position of Deputy Chief Fire Official, designated as Deputy Chief 68, to serve alongside the Chief Fire Official and function as his designee and with his municipal authority as indicated in Ordinance #321, and to affirm the appointment of Don Schoenberger as the Deputy Chief Fire Official.
- C. Review/Approve December 6, 2022, Council Meeting Minutes
- D. Review/Approve Resolution 855, Appointing Members to NLCRPD
- E. Review/Approve Resolution 856, Updating Appointments to Various Boards
- F. Review/Approve Fire Police Event Schedule for 2023

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on February 7, 2023
- B. Appeals Board January 12 - 7 PM, as needed
- C. Planning Commission January 19 - 7 PM, as needed
- D. Zoning Hearing January 25 - 7 PM, as needed
- E. Committee January 26 – 6 PM
- F. Tree Chipping Event by the Boy Scouts will be held January 7, 2023 from 8:00 a.m. until 2:00 p.m. 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.
- G. There is an open seat on the Zoning Hearing Board, if interested in filling this spot, please contact the borough office.
- H. If a snow emergency is declared it will be posted on the website and WGAL.

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

9. ADJOURNMENT



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James Malone

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Kevin Martin, PW Supervisor

COUNCIL MEETING AGENDA February 7, 2023

CALL THE MEETING TO ORDER

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4. OLD BUSINESS

Committee Meeting Topics Reviewed: Air BNB Request, DCNR Park Grant updates, Quotes/plans for office renovations, Making Pine Street one-way, How to move forward with borough office/public works bldg./6060 rental, Stormwater Ordinance, Payables, 4Q financials, Misc. items, Fire co. financials & report, October minutes, PA Classic Soccer Tournaments for 2023, Approval to move forward with office renovation plans and to approve re-imburement to EPFC, Res. 858 - signers of ARLE Grant, Res. 859 - signers of Bioswale Agreement, Executive session for legal matters.



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5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve January 3, 2023, Council Meeting Minutes
- B. Review/Approve Lancaster County Tax Claim Bureau Certification of uncollected Taxes
- C. Review/Approve PA Classics: Soccer Tournaments for 2023

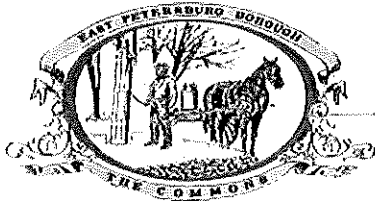
6. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

7. ANNOUNCEMENTS

- A. East Petersburg Borough will host Northern Lancaster County Regional Police Commission meeting on March 9, 2023 at 7:00 p.m. at the Community Center. All are welcome.
- B. The next Borough Council meeting will be held on March 7, 2023
- C. Appeals Board February 9 - 7 PM, as needed
- D. Planning Commission February 16 - 7 PM, as needed
- E. Zoning Hearing February 22 - 7 PM, as needed
- F. Committee February 23 – 6 PM
- G. There is an open seat on the Zoning Hearing Board. If interested in filling this spot, please contact the borough office.
- H. Looking for someone to fill the Lancaster County Sewer Authority (LASA) – Borough Board member, beginning 1-1-2024.
- I. If a snow emergency is declared it will be posted on the website and WGAL.

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

9. ADJOURNMENT



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MAYOR

James Malone

STAFF

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Scott Liggins, Water Supervisor

COUNCIL MEETING AGENDA March 7, 2023

CALL THE MEETING TO ORDER

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1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

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4. OLD BUSINESS

Committee Meeting Topics Reviewed: Cortney Pokrop proposed a change in the ordinance for backyard hens, Events committee update, Makers Market event - June 10th at the park, Borough office sign for new location, General fund surplus, Update on pool season, Accounts payable, Misc. items, Fire co. financials review, January Committee minutes

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve February 7, 2023, Council Meeting Minutes
- B. Review/Approve Ordinance 323, Stormwater Management



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- C. Review/Approve Resolution 860, Authorizing ARRO Consulting Inc. to submit the application for the Greenways, Trails, and Recreation Program Grant for the Pickleball Court project
- D. Review/Approve Resolution 862, Authorizing Manager St. Clair to transfer funds from general fund to general reserve funds
- E. Review/Approve Resolution 863, Appointing Larry Prescott Lancaster Inter Municipal Committee (LIMC) for Uniform Construction Code (UCC) Board of Appeals
- F. Review/Approve HARC's 10-year Anniversary Pool Events for Memorial Day Weekend to include: balloons, obstacle course, prizes, free classes, food trucks, and free refreshments
- G. Review/Approve Makers Market Event at East Petersburg Park on June 10th with 100 plus vendors and some food trucks
- H. Review/Approve additional Music in the Park dates: July 15 and August 5
- I. Review/Approve fenced-in beer garden with PA RAMP certified people at the events on August 5 and September 2
- J. Review/Approve distillery vendor tent to sell and give out samples at the Car Show on May 6
- K. Review/Approve awarding the lowest bidder Affordable Paving and Excavating for the Lemon Street ADA ramp project in the amount of \$102,605.46, pending review of all documents by solicitor and borough engineer
- L. Review/Approve Traditions of America Phase 3 Escrow Release Request in the amount of \$123,784.74 for site improvements
- M. Review/Approve Traditions of America Phase 3 Escrow Release Request in the amount of \$62,898.00 for water improvements
- N. Review/Approve awarding the lowest bidder for the Bioswale Project pending review of all documents being reviewed by the solicitor and borough engineer

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 on March 9, 2023 at 7:00 p.m. at the Community Center. All are welcome.
- B. The next Borough Council meeting will be held on April 4, 2023
- C. Appeals Board March 9 - 7 PM, as needed
- D. Planning Commission March 16 - 7 PM, as needed
- E. Zoning Hearing March 22 - 7 PM, as needed
- F. Committee March 23 - 6 PM
- G. There is an open seat on the Zoning Hearing Board. If interested in filling this spot, please contact the borough office.
- H. Looking for someone to fill the Lancaster County Sewer Authority (LASA) – Borough Board member, beginning 1-1-2024.

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

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Sandra Valdez, Member

MAYOR

James Malone

STAFF

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

COUNCIL MEETING AGENDA April 4, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE / PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

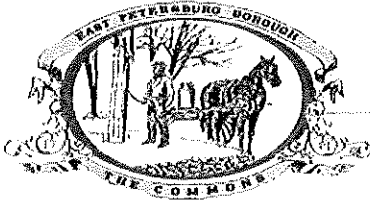
2. FINANCIAL: BILL PAYMENT REVIEW

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4. OLD BUSINESS

Committee Meeting Topics Reviewed: Backyard hens, Playground/Park Restroom upgrades, Pine Street update, New office sign quotes, Property information for 6040/6050/6060 Main Street, Account Payables, Misc. items, Fire co. financials-review only, February Committee mtg. minutes, final costs for park/trail upgrades for the DCNR grant, Resolution 861, authorizing ARRO Consulting to submit the application for the DCNR grant, Replacement of two pumps at the Spring



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5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve March 7, 2023, Council Meeting Minutes
- B. Review/Approve Resolution 864, Appointing James Swarr to the Zoning Hearing Board
- C. Review/Approve Makers Market Event at East Petersburg Park with 100 vendors and some food trucks, contingent upon emergency plan approved by EMS Services- date change to August 26, 2023
- D. Review/Approve Resolution 865, Additional banner suspension dates for 2023
- E. Motion to not pursue an amendment to the zoning ordinance regarding livestock and poultry: raising of backyard hens
- F. Review/Approve Skladany Valuation Agreement in the amount of \$5,400.00 to provide three (3) appraisal reports for the properties of 6040/6050/6060 Main Street

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on May 2, 2023
- B. Appeals Board April 13 - 7 PM, as needed
- C. Planning Commission April 20 - 7 PM, as needed
- D. Zoning Hearing April 26 - 7 PM, as needed
- E. Committee April 27 - 6 PM
- F. The Annual Easter Egg Hunt will take place at East Petersburg Park on Saturday, April 8, beginning at 10:00 a.m. sharp. Egg Hunt for children with disabilities will be held on Friday, April 7, at 7:00 p.m. - email the name of the child & their helper to EPSpecialNeedsHunt@gmail.com
- G. Lg. Appliance and Tire pick-up will be held April 28 – sign up and tags are required: lg. appliance tag – 15.00; tire tag – 5.00.
- H. Looking for someone to fill the Lancaster County Sewer Authority (LASA) – Borough Board member, beginning 1-1-2024.

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

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Sandra Valdez

MAYOR

James Malone

STAFF

Kevin Martin, Public Works Supervisor
Jennifer Guzejko, Assistant Treasurer

COUNCIL MEETING AGENDA MAY 2, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

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4. OLD BUSINESS

Review Committee Meeting Topics: EP pool snack bar, basketball hoop in ROW, Bio-swale project, 6060 easement, 6040/6050/6060 appraisals & auctioneers, moving quotes, ARLE grant project 72/Miller & 72/Enterprise, revise employment policies, 1Q23 review, account



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payables, misc. items, fire co. financial review, April committee meeting minutes, Rettew to perform traffic engineering services for ARLE grant, and final payment to Doli construction for the Lemon Street water main replacement project.

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve April 4, 2023, Council Meeting Minutes
- B. Review/Approve 6060 Main Street Stormwater Permanent Easement – this will allow the Borough to maintain the facility.
- C. Review/Approve Charles Groff & Son's Inc estimated cost of services of \$2,281.24 for moving office equipment to new office location.
- D. Review/Approve the amendments to the SOP and Hours of Operation policies.
- E. Review/Approve request from the Hempfield Church of the Brethren to hold an ice cream social at Constitution Square on Friday, May 19th from 6:00 p.m. – 7:30 p.m., under the condition the Borough be named 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 June 6, 2023
- B. Appeals Board May 11 - 7 PM as needed
- C. Planning Commission May 18 - 7 PM as needed
- D. Zoning Hearing May 24 - 7 PM as needed
- E. Committee May 25 – 6 PM
- F. Looking for someone to fill the Lancaster County Sewer Authority (LASA) – Borough Board member, beginning 01/01/2024.

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

9. ADJOURNMENT



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

COUNCIL MEETING AGENDA June 6, 2023

CALL THE MEETING TO ORDER

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4. OLD BUSINESS

Review of Committee Meeting Topics: Jeff Moseman - MS4 presentation, HARC's Concession stand agreement with 3rd party, Airbnb discussion, 6040/6050/6060 building Auctioneer services, Records retention & disposition, Lancaster Bicycle Club - Covered



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Bridge Classic Ride, TE 160 application for 72/Miller and 72/Enterprise, Account payables 5/25/23, Misc. Items, Fire CO. financials, and April Committee minutes.

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve May 2, 2023, Council Meeting Minutes
- B. Review/Approve Resolution 866, Declaring Intent to Follow the Schedules and Procedures for the Disposition of Records as set forth in the Municipal Records Manual approved on December 16, 2008, amended March 28, 2019, and any amendments thereafter.
- C. Review/Approve Resolution 867, Authorizing disposition of records following the approved Municipal Records Manual.
- D. Review/Approve Auctioneer Services with Randall Kline Auctioneers for 6040/6050/6060 Main St properties and to approve an auction date of Saturday, October 14, 2023, time to be determined.
- E. Review/Approve Lancaster Bicycle Club Covered Bridge Classic Ride through East Petersburg Borough.
- F. Review/Approve Resolution 868, Appointing G. David Keener as LASA board member, effective January 1, 2024.
- G. Review/Approve Special Fire Police to assist with Rotary Club of Lancaster festival on Saturday, June 24, 2023.

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Wednesday July 5, 2023
- B. Appeals Board June 8 - 7 PM as needed
- C. Planning Commission June 15 - 7 PM as needed
- D. Committee June 22 - 6 PM
- E. Zoning Hearing June 28 – 7 PM as needed
- F. Independence Day Celebration will be held at the park on June 30 with Music, Movie and Fireworks. Events will begin at 6:00 p.m.

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

9. ADJOURNMENT