

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	January 28, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf Debra Miller Adam Gochnauer, Pro Tem John Herr Lauren Houck
	Mayor:	James Malone (Absent)
	Borough Manager:	Karen St. Clair
	Public Works Foreman:	Jeff Moseman
	Borough Solicitor:	Amy Leonard

Meeting was called to order: 6:00 p.m.

Visitors: Randy Rannels, Tammy Moseman, Sandra Valdez, David Rupp, Josh Roberts, James Swarr

Current & Upcoming Business:

1. Resignation of President Cathleen Panus

A letter of resignation was received from Cathleen Panus.

*It was moved and seconded (A. Gochnauer / J. Herr) with unanimous Approval by the Board, to
Accept and Approve the resignation of Cathleen Panus*

2. Resignation of Councilmember William Pfautz

A letter of resignation was received from William Pfautz.

*It was moved and seconded (A. Gochnauer / L. Houck) with unanimous Approval by the Board, to
Accept and Approve the resignation of William Pfautz*

3. Manager St. Clair read a letter to Council and Public from Cathleen Panus

Dear Fellow Councilmembers,

It is time for me to leave Borough Council to focus on family matters. I have been on Borough Council for over 25 years and I hope I gave East Pete residents a lifestyle through government local procedures that is safe, reasonable, and healthy. It has been an absolute pleasure to serve with my fellow councilmembers since the beginning of my appointment in the early 90's. Thank you for your service and attention to the needs of our residents. I wish you all a Healthy New Year and sincerely hope the pandemic resides in the coming year.
Cappy

4. Nomination for John Wolf as Council President until re-organization of Council - 2022

*It was moved and seconded (A. Gochnauer / D. Miller) with unanimous Approval by the Board, to
Nominate John Wolf as Borough Council President until re-organization of Council 2022*

5. Nomination for Debra Miller as Council Vice-President until re-organization of Council – 2022

*It was moved and seconded (L. Houck / J. Wolf) with unanimous Approval by the Board, to
Nominate Debra Miller as Borough Council Vice-President until re-organization of Council 2022*

6. **Set Date for Special meeting to allow Council to interview candidates to fill the (2) two vacant seats**

It was agreed this meeting will be held on Thursday, February 4 at 5:30 p.m.
Manager St. Clair will notify applicants.

7. **Approval of Minutes**

It was moved and seconded (A. Gochnauer / D. Miller) with a four to one Approval by the Board, to Approve meeting minutes from the October 22, 2020 Committee meeting, Councilmember Herr abstained because he was not at the meeting

8. **Payables**

Manager St. Clair pointed out there were no additions to the regular bills.

9. **HAFSC**

No public meetings and no updates at this time.

10. **Mayor Malone Act 106 PDD (Personal Delivery Devices)**

Discussion was tabled. Mayor Malone was not in attendance.

11. **Amendment to the Borough Pension Plan**

Manager St. Clair explained this will allow employees beyond the retirement age to receive a distribution. Currently, they cannot roll it over to an IRA or someplace else.

It was moved and seconded (A. Gochnauer / D. Miller) with unanimous Approval by the Board, to Approve Amendment #3 to the Pension Plan, with changing the term "he" to "they" to keep it gender neutral

12. **Main & State Traffic Light Project proposed schedule**

This schedule will depend on how quick the signed easement agreements from business owners are returned.

It was moved and seconded (A. Gochnauer / L. Houck) with unanimous Approval by the Board, to advertise for bids for the Main & State Street Signal Light Project

13. **4th Quarter Financials**

Manager St. Clair reviewed the 4th quarter financials with Council.

General - end of 2020: total income was plus 136,000.00

General Expenses were under, totaling 320,000.00; loan amount is over because loan was paid off - Borough is now debt free.

Water Operating Income plus 81,000.00 from what was budgeted

Water Operating loan was paid off, so expenses are showing an overage by 6,000.00

Trash total income was 22,700.00 this is 700.00 over

Trash total expenses were 11,000.00

Trash net income was 11,600.00

Water cost was up because we used more water than we typically use in a year for 2 reasons. One reason was when getting the new pipe work done water was used from the city interconnect and second reason was in September & October the water allocation was low.

Mr. Moseman said he had a disagreement with DEP on what the below level amount should be. Data is now being collected on this to present to DEP and this will be discussed with them further.

Councilmembers will tour the water plants in the near future.

14. **Fire Company Financials:** Submitted to Council.

Council reviewed the report and can address any questions to Chief Schoenberger at the upcoming Council meeting.

15. **Street Sweeper Update:**

Councilmember Gochnauer said letters went out to businesses and municipalities that we are currently street sweeping for to give them the opportunity to lock in at the current rate for one more year. The new rate will begin 2022. Everyone has signed back on to lock in the current rate. Clay Township has recently signed on with us for street sweeping.

The expenses in 2020 for the street sweeper were 17,500.00. The revenue generated from the current contracts was 15,600.00. This means that the street sweeping the Borough is mandated to do twice a month, only cost the Borough 1,900.00 for the whole year.

Councilmember Gochnauer said this is another example of how we can benefit by running the Borough as a business. Council thanked Kevin and Jeff for working on this.

Mr. Moseman said after fog sealing this year, we will be cleaning the stones up with the street sweeper to save costs.

16. Northern Lancaster County Regional Police Dept. Alternate Representative to attend the meetings

It was moved and seconded (J. Herr / L. Houck) with unanimous Approval by the Board, to Appoint Adam Gochnauer as the new Alternate Representative to the Northern Lancaster County Regional Police Department Board

17. LIMC

Manager St. Clair said that East Petersburg Borough has been asked to rejoin the LIMC along with the surrounding municipalities. President Wolf said that the Lancaster Inter-Municipal Committee was formed many years ago and it is an intermunicipal agreement similar to the COG. He also said that it became hard to achieve all the goals that they were trying to reach, and it became very expensive to be part of. The buildings code appeals board did come out of the previous LIMC and if this is included in the new LIMC fee it may be worth it. He said that this has come back around with some new ideas and the membership fee has been substantially reduced. Manager St. Clair said that at the last COG meeting she attended it was discussed if COG would still be needed with the LIMC starting back up. Council said there was a lot of fees being paid in the past for the LIMC with minimal benefits. Council said the LIMC is going to need to be reinvented and allow the municipalities to share costs to somehow balance out the expense. The fee to join is a flat 500.00 for all municipalities. Council would like more information on this. Council asked Manager St. Clair to talk to some of the other fiscally responsible municipalities about this. President Wolf said it might be a good idea to check with Michael Bingham about the joint comprehensive planning aspect of this. Amy Leonard said there is most likely a separate county wide intermunicipal agreement for UCC planning and appeals, so this agreement would not impact that.

18. Sign at Pool

Council reviewed images of signs that will be put up at the pool by HARC.

19. List of unpaid taxes

This was reviewed by Council and will be on the next agenda for certification.

20. Misc. Items

President Wolf thanked Manager St. Clair and staff for being fiscally responsible.

Debra Miller: HARC will be installing a Disc Golf at Fairview Park this summer. Costs will be covered through pole sponsorships.

John Herr: Asked about the status of the MS4 plans for the bioswale at the Meadows. Mr. Herr said his neighbor has some ideas that might help with attaining a grant. President Wolf said Mr. Bingham is working on coordinating all of this and she could reach out to him also.

Lauren Houck: Asked when HAFSC will start their meetings back up again. Ms. Moseman said she did not know. Council said there were a few things to work out first.

Mr. Moseman: Several interviews were held for a new public works employee. Pre-employment checks will be done before hiring is finalized.

Public Comments: None

Regular Committee meeting Adjournment: 6:58 p.m.

Executive Session was held for legal and personnel matters In: 7:07 p.m. **Out:** 7:53 p.m.

Regular Committee meeting back in session: 7:53 p.m.

It was moved and seconded (A. Gochnauer / L. Houck) with unanimous Approval by the Board, to Approve an increase of 1.00 in wages for Adam Stahl

Regular Committee meeting Adjournment: 7:54 p.m.

Next Meeting: Tuesday, February 2, 2021 Council Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	February 25, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr Lauren Houck Randy Rannels John Schick Mayor: Borough Manager: Public Works Foreman: Borough Solicitor:
		James Malone Karen St. Clair Jeff Moseman Amy Leonard

Meeting was called to order: 6:00 p.m.

Visitors: Marianne James, Josh Roberts, James Swarr, Joshua Null, Tammy Moseman, Scott Wiglesworth

Current & Upcoming Business:

1. Resolution to fill Council Vacancies

Manager St. Clair explained that a special meeting was held to appoint Randy Rannels and John Schick as Council members

It was moved and seconded (A. Gochnauer / D. Miller) with unanimous Approval by the Board, to Approve Resolution 805, Appointing John Schick, and Herman (Randy) Rannels to fill the vacancies of the Office of Member of Council until January 3, 2022

Manager St. Clair along with the other Councilmembers welcomed Randy Rannels and John Schick to Council.

2. W. Scott Wiglesworth; HAFSC 2020 Chairman/East Hempfield Township Supervisor– update on CFO

Manager St. Clair introduced Mr. Wiglesworth and thanked him for coming to the meeting. Manager St. Clair said John Wolf and Tammy Moseman are both on the HAFSC and attend the meetings and then report back to Council. Council had some questions lately and Mr. Wiglesworth has been asked to come and help answer these questions.

Mr. Wiglesworth said in early November they went through the interview process and 4 candidates met the criteria to be interviewed for position of CFO; 2 withdrew. The expert panel comprised of career fire officials had a preferred candidate recommended by all three on the expert panel as well as the vast majority of those who had tuned in from the commission. Due to a post on social media that identified the candidate and his employer finding out, the candidate had great concern about applying for the position, so he withdrew his candidacy. Staff had decided the remaining candidate was not a good fit, so the process ended.

Before Christmas, contact was made again with the preferred candidate about interest in the position and a zoom call was held with representatives from East Hempfield, East Petersburg and East Hempfield Township staff, and a decision was made to pursue this candidate. After the new year it was found out he was interested in accepting the position under the condition that it would not be leaked publicly until he had the opportunity to tell his employer. Mr. Wiglesworth was on vacation (out of the country) for 10 days and when he came back there was a lot of questions. Mr. Wiglesworth then met with each of the fire departments individually. He believes that the right decision was made, and he believes that if the process played out how it should have, it would have been exactly where it is today.

Councilmember Herr asked if staff reached out to the applicant or if the applicant reached out to Cindy. Mr. Wiglesworth said he did not know.

Councilmember Houck asked what will happen next. Mr. Wigglesworth said he will begin March 1st and there will be a 6-month probationary period. He has met with the fire departments and will meet with the board at the meeting next month and he will be introduced at the Borough as well. Mr. Wigglesworth believes he has the ability to unite the 3 fire departments. Councilmember Houck asked if there will be non-disclosures in the future. Mr. Wigglesworth feels the interview process got away from them, and this process will be changed moving forward. Mr. Wigglesworth said that the leak was found out to be unintentional. Councilmember Houck asked if the meetings will resume and said she felt that there was a gap in receiving information. Mr. Wigglesworth will be teaming up with Diane and submitting monthly reports.

Councilmember Gochnauer asked when John was offered the position, and who was involved, including those he referred to as staff? Mr. Wigglesworth said the date was approximately the first week of January. Cindy, Diane, and Karen are who he refers to as staff for the fire commission. Mr. Wigglesworth was not sure who reached out to John about the position. Councilmember Gochnauer said that Manager St. Clair did not know about this and she did not talk to John, so the decision was made by Cindy, Diane, and the Human Resource person. Mr. Wigglesworth was not sure how, but Cindy and Diane found out that the candidate might still have interest in the position. Mr. Wigglesworth said that the zoom meeting was held with the representatives of the Borough to determine if this candidate should be pursued. Mr. Wolf said elected officials and staff were part of that phone call. Councilmember Gochnauer said that the contract states that the Board of Directors makes the decision of the hiring of the candidate and the Board of Directors were not all involved in this, only a select few.

Councilmember Gochnauer asked who made the final decision. Mr. Wigglesworth said he is the one who would make the final decision. Councilmember Gochnauer asked if there was a reason that there was not a meeting with the commission prior to the hiring, and he added some of them did not find out about this until just this week. Mr. Wigglesworth said he offered to meet with each member and each fire company the last week in January. Councilmember Gochnauer said that this was after the hire. Councilmember Gochnauer said that Cindy sent out an e-mail on the 11th that said an offer was already made to someone and there was a hire, and then on the 14th she sent another e-mail that said they are taking a step back and slowing the hiring process and there was nothing more to report. Councilmember Gochnauer said he feels Cindy is going out on her own because she is saying two different things. Mr. Wigglesworth said that is not the case. Mr. Wigglesworth said that there were errors made and it was not the ideal process and said he will put the failure on himself partly because the employee requested confidentiality. He said there was no attempt to deceive anybody. In hindsight he would like to have had an e-mail sent out with more information. Councilmember Gochnauer showed Mr. Wigglesworth the e-mail Cindy sent out on the 14th and it does not say anything about a hire being made. It actually says the hiring process was being slowed down, when in fact there was already a hire made. Mr. Wigglesworth said the nothing to report to the commission was just worded poorly because there was nothing to report to the commission until he made his communication with his employer. Councilmember Gochnauer said his issue isn't with the person because he feels it was an excellent choice. He feels that East Petersburg will be treated like they are not a reputable place and be overlooked. Councilmember Gochnauer feels the contract which was signed was breached because the committee itself didn't hire someone. This decision was made by one or two people and the committee and the board was not informed until a few nights ago at the non-public meeting. Councilmember Gochnauer said that there was a salary package and benefit package that nobody knew about, and e-mails that said nothing was happening. Councilmember Gochnauer said he feels the manager should be censured. Mr. Wigglesworth said they were acting on the will of everyone and there should be some grace given because of the situation and he does not feel this is all necessary. Councilmember Gochnauer said his issue is moving forward and the skepticism about what township will do. This is the first decision being made in this contract and it did not include everyone and follow the contract and East Petersburg did not know this person was hired.

Councilmember Gochnauer said that moving forward, John Wolf and Tammy Moseman who are both board members need to receive all the information that the others are receiving, with no private meetings and no special meetings. Mr. Wolf and Ms. Moseman, along with Council, must be involved in all the decisions, unlike what has happened with this situation. Councilmember Gochnauer would also like Cindy to be more careful with her wording and things need to get a little tighter over there. Mr. Wigglesworth agreed this needs to happen and it is a fair criticism. Mr. Wigglesworth said that they were just making sure that they could get the guy that everyone wanted, and this was the best way to do it under the circumstances and this would have never happened if it were any other way. Councilmember Gochnauer said he feels there was deception on the part of someone in East Hempfield's organization and said that he would like to make sure that this does not happen again, and the communication needs to be clearer. Mr. Wigglesworth said this is fair criticism and there are things they could have done differently, and he feels they did set themselves up for failure with the hiring process this time and he did leave Cindy, Karen and Diane holding the bag, and he said it was his fault. Councilmember Gochnauer said he did appreciate Mr. Wigglesworth's answers and his honesty.

Councilmember Schick asked if this could be challenged because there was a breach of agreement.

Councilmember Gochnauer said that even though he does not like what happened, the fire department feels this agreement will have benefits if it is done right, and Council is really just the watch dogs since we are investing Borough money into this. Ms. Moseman said that she was not involved with any of the decision making or

meetings about this, and she stated she declined to meet for a private meeting in late January, because she felt it was not appropriate to have a private meeting with him and Councilmember Wolf about things that pertained to the whole commission. Ms. Moseman said she is concerned if there is another leak on social media pertaining to any big decisions will the board members be left out again. Councilmember Wolf said that decisions will need to be made as a whole in the future. Ms. Moseman said she feels the best person was hired but has issues with how it occurred. She is concerned that when another big decision must be made, the other board members will not be informed and the information will not be able to be shared with EP Councilmembers, and they will all be left out again. Councilmember Wolf suggested Ms. Moseman discuss this concern at the HAFSC meeting. Mr. Wigglesworth said he feels this is an isolated incident and will not happen again. Councilmember Gochnauer said Mr. Wigglesworth has made the trip here and answered everyone's questions and now we just have to trust that this will be learned from. Councilmember Wolf said he feels now is the time to be looking forward and not look behind us, and to focus on the positives and the golden opportunity this commission has to develop a plan and set a standard for others to follow. Councilmember Wolf said he recently met the new hire, and he feels that he is the right individual to fill the position and this person is all about what he can do for the fire companies and how he can help them work mutually together and improve what they are doing. Ms. Moseman asked if the new hire knew about the breach of information posted, Mr. Wigglesworth said that the applicant was the one who brought it to Cindy's attention. Ms. Moseman asked if he lost his job because of this breach. Mr. Wigglesworth said no. Ms. Moseman said she feels that he is a great fit. Councilmember Houck said it is unfortunate that he is starting this way and feels there is a lack of documentation and there should have been at least an e-mail. Ms. Houck said she did not realize this hire was going to be an employee of East Hempfield. Mr. Wigglesworth said at some point there could be an employee of the commission, but we are not there yet. Mr. Wigglesworth said that John Wolf will be the chairman of the board this year. Mayor Malone asked if there could be a challenge of the contract. Mr. Wigglesworth said that the contract is between the Borough and East Hempfield so the challenge would have to come from the Borough. Mayor Malone said over the last two years, other municipalities have had third party challenges made to processes that have had put into place, that did not follow contractual guidelines. Councilmember Gochnauer said that he does not want to challenge the contract, and everyone is happy now and this is the right pick, and this should be a learning experience moving forward.

3. Michael Bingham: BCO and Property Maintenance Fees

Mr. Bingham said there are fees that need added to the fee sheet for building permits because they are not currently there. He would like to add a re-inspection fee in the case that someone would call for an inspection before it is ready. When this happens, they would then be charged a fee for an additional inspection. He suggested having the BCO do inspections on only two designated days per week to minimize the fees that the borough pays. In the case someone needs an inspection on an additional day, he is recommending they be charged an additional fee. Council said that they would recommend putting the inspection days for BCO on the permit and that there will be an additional fee for other days. The BCO is closer to the borough on Monday's and Wednesday's so Mr. Bingham is recommending they be the regular days he will inspect.

Council asked when TOA will begin building in the Borough. Mr. Bingham said that they are currently in phase 2 and they will not begin building homes in the borough until phase 3.

Mr. Bingham suggested adding a fee in the fee sheet for property maintenance also. Previously the borough was charged 75.00 per inspection and for each letter. ARRO is currently doing a drive through weekly and is keeping track of violations and re-checking after a week instead of sending letters out right away. This allows the resident time to take care of the issue. The bill that the borough receives will reflect the entire amount of time spent in the borough and can then be divided among the properties that had violations and were sent letters. The cost will vary depending on the amount of violations found. If it is determined that the cost gets passed on to the resident for a violation, there will need to be a determined fee per violation, therefore a set fee will be needed. Ms. Leonard pointed out that residents with property violations will only be billed if the violation is not corrected within the time frame of the N.O.V. issued, or if they are a repeater.

Mr. Bingham recommended the following fees to be added to the fee sheet:

Building permit fees:

- 1.5% of total value of construction
 - Residential – Minimum fee \$150.00
 - Commercial -Minimum fee \$200.00
- Re-inspection due to failed inspection – \$100.00
- Inspection outside of regular inspection days/hours \$125.00
- Change of use – \$250.00

Property Maintenance fees:

- Initial violation (includes initial inspection, soft letter, and one follow up inspection): \$100
- Failed follow up inspection (each): \$75

This will be put on the agenda for the next Council meeting.

4. January 2021 Committee Meeting Minutes

Councilmember Gochnauer said he would like the minutes to reflect that the street sweeper rates will be changed in 2022.

It was moved and seconded (A. Gochnauer / D. Miller) with unanimous Approval by the Board, to Approve the minutes of the January 28, 2021 committee meeting

5. Payables

Manager St. Clair pointed out there was one addition to the regular bills paid to Concentra for a new hire physical.

6. Mayor Malone: Act 106 PDD (Personal Delivery Device)

Mayor Malone said that the state legislature passed a law that went into effect allowing PDD's on the roads. The municipalities have an option to set up an ordinance on how to set up the process and regulate these devices. There is a 30-day window for this to be done. He shared information with Council on this for them to review. A PDD is a ground-based delivery device that is manufactured for transporting. His concern is on how it is written and the right of way and that the PDD will end up on the roads because there are not a lot of shoulders, sidewalks, or berms in the area.

Ms. Leonard said that this went into effect January 31st and she feels that the state organizations will be putting out a model ordinance and she is keeping watch for this. She explained that there is a limited amount of regulation on this where the roadways are 25 miles or less. It can be regulated on roadways that have speed limits between 25 mph and 35 mph, but they still would have the same rights as pedestrians essentially. The authorized entity is a person or an educational institute holding a PDD authorization, which is an authorization issued by PennDOT permitting the operation of a personal delivery device. She explained that you can not blanket prohibit, it would be addressed through consultation. Ms. Leonard also said there is a clear section on local regulations that says you may prohibit it on any roadway, or any berm or shoulder of a roadway, or pedestrian area under the jurisdiction of a municipality where the municipality after consultation with the authorized entity determines that the operation of the PDD constitutes a hazard. The authorized entity would be required to come to the municipality to inform them they intend to use a PDD in the area and this would be the time to discuss where they can be safely used. Ms. Leonard said this will begin in larger areas first, so we have some time to figure this out and see how this will progress in different areas.

7. HAFSC

No public meetings and no updates at this time.

8. LIMC update

Manager St. Clair said she reached out to other municipalities. Most of them said the same thing and one of the biggest comments was that when you have contract negotiations you get a break on the legal fees. The biggest one right now that is going around is the comcast agreement. They have shared costs for stormwater projects and some other projects and have combined purchases which has saved costs for road improvements, road materials, building fuel, signs and there is talk about the county having a health department. It is much broader than the COG. Manager St. Clair said that she feels that it can be beneficial and there is a lot of information available that she cannot get through just e-mailing other managers. Recently they had speakers on the task force and cares act and the amount of information they are receiving is much more than she can get through COG. She would like to explore this for at least a year to see where it goes. The cost is 500.00 per year, per municipality, and this is a huge decrease from the recent fees of 1,500.00 – 2,000.00. Council was in support of joining to gain information for a year, but would like to know more about what they are purchasing together and how the members are currently saving costs to justify the fees. LIMC currently offers combined purchasing of heating fuel and Manager St. Clair will find out more about this.

9. Fire Company Financial

Submitted to Council. Questions can be directed to Don Schoenberger at the Council meeting.

10. Misc.

Manager St. Clair: Announced that there is an open seat on the planning commission to fill William Pfautz spot. The term will expire January 2024.

There is an opening on HAFSC for an alternate board member to John Wolf. Councilmember Wolf said he would like to nominate Randy Rannels for this position. He spoke with Randy about this, and he is interested. Manager St. Clair said this can be put on the agenda for the March Council meeting.

Manager St. Clair said that she loves working for the Borough and she makes herself available to everyone 24/7 and by all means she would like to be contacted for any emergency, at any time day or night, but if it is not an emergency, to please let it wait. She said if she is putting her attention on something that is not important and she is not focusing on what is important at the time, and something happens that is very important that needs her full attention, she is afraid she would not be fully focused on the emergency and might miss something and that would fall on her shoulders and she would have to answer to the residents and council members. Council agreed that if it is not an emergency, then it can wait. Council agreed Manager St. Clair is a great asset and they do not want to burn her out.

John Schick: Mr. Schick said part of the signal project will include a new signal light to be hung on a black painted pedestal pole at the corner near 1987 State Street rather than the utility pole that it currently hangs on. Two of the three easement agreements have been returned and they are hoping to receive the third easement agreement soon from Gargano's, so that they can put the traffic signal light project out to bid by March 8th. The pole orders are already 2-3 months out and he would like to get the process moving because it is going to take time. Mr. Schick also said it is considered a safety issue for the borough and they would like to start the project sooner rather than later. Mr. Schick said that it was approved to advertise for bids at the last meeting. The last one is currently having their attorney review the easement agreement. Ms. Leonard said that she is assuming there is concern and that is why the third agreement has not been signed, but she has not been contacted by anyone about this. Manager St. Clair said that she does not foresee any issues there and that Mr. Gargano asked for a week or two to have his attorney review the agreement.

Mr. Schick has information on funding that could be used for the signal light on Graystone Road. He will forward this to Manager St. Clair.

John Herr: Application for the grant for the Meadows is open until April 1st. Robin Hemperly is putting a packet together and this will be submitted.

Debra Miller: HARC received a recovery grant to update the facilities with new equipment and physical upgrades to building. Pool fees for 2021 will be increasing 10.00. Information for Summer Day Camp and Summer Playground Registration will be posted on the website. Handouts were shared with councilmembers for the "Everyone Belongs" financial assistance program.

Adam Gochbauer: Thanked Council members for their patience while things were being looked at with the hiring of the Chief Fire Official. He also thanked Ms. Moseman for her hard work on the HAFSC Board. He asked Council to continue to work with everyone, but to remember to keep their eyes wide open. Ms. Moseman said that it was very difficult for her knowing that Council did not get all the information ahead of time. She said she will continue to stick by the fire department and allow them give guidance on what they want and need, and along with the others representing the Borough on the HAFSC Board, they will ensure these things are provided.

Lauren Houck: Still hoping things improve with the communication with HAFSC Board but hearing him say they got dealt a bad hand wasn't comforting. She is concerned if a situation arises, the Borough could get left out of things again.

Mayor Malone: New Behavior Change Programs and grants were one of the topics at the PA State Mayor's Assoc. Mtg. After the traffic study is done on Lemon Street, he will get more information about the programs and grants if it is found to be needed.

Mr. Moseman: Thanked staff for the great job they did with snow removal this year.

Public Comments: None

Regular Committee meeting Adjournment: 8:11 p.m.

Next Meeting: Tuesday, March 2, 2021 Council Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE REGULAR MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	March 2, 2021	7:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice President Adam Gochnauer, Pro Tem John Herr Lauren Houck Randy Rannels John Schick Mayor: James Malone Manager: Karen St. Clair Public Works Foreman: Jeff Moseman

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

President Wolf called the meeting to order.

Jeff Moseman was recording the meeting.

It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) and carried unanimously, to Approve the minutes of the February 2, 2021 Borough Council meeting

It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) and carried unanimously, to Approve the minutes of the February 4, 2021 Borough Council Special meeting

Bill Payment: Reviewed by Council.

Manager St. Clair reported there were no additions to the regular bills.

Visitors: Kristin Troop, Events Committee

Comments:

1. Kristin Troop gave updates on EP Events:
Car Show - scheduled for May 1st (rain date May 2nd) 11:00 – 3:00 p.m., currently allowed 20% capacity of the 2000 park limit. Masks and social distancing will be requested, hand sanitizer will be available. Food vendors include Simply Greek, Belly's BBQ, Scoops Ice Cream, and Bricker's. Randy Rannels is currently working with Diane Garber and NLCRPD on emergency planning and police presence. Music TBD. Hoping to have Sponsor tower dedication that day. Still working on getting plaques for tower; this has been difficult because of covid.
Yard Sale in June – Not sure if this will take place yet.
Fireworks in July – Hoping to make this happen.
August – Would like to have some sort of music in the park.
September – Hoping to have Blues Fest. Not sure what East Pete Day might look like – not sure if carnival rides will be allowed.
October – Pumpkins
December – Santa
Conditions will be continued to be monitored as we get closer to these dates.

Police Report: Chief Steffen reported all the numbers are matching up with their projections for the year. He said he will be going over the annual report with municipal officials in the near future. Chief Steffen pointed out that the annual report can be viewed on the NLCRPD website. Planning on putting a speed study together when weather allows. Working with events committee and EMA on emergency planning for events. Debra Miller asked if the officers that were out sick were able to recover and return to work in good health without side effects. Chief Steffen said mostly yes, but of the 8-9 positive cases a few officers have experienced a lingering

loss of taste and smell. The officers are screened regularly so there has been early detection and these cases have been spread out over the year, so it did not affect the service structure.

Mayor Malone: Mayor Malone thanked everyone for keeping things moving. He thanked the residents for getting out and helping each other during the snowstorms. Mayor Malone reminded residents there are Committee meetings held on the fourth Thursday of the month January through October and these meetings are open to the public.

EMS: Report submitted to Council.

Adam Marden reported there were 12 calls in the Borough last month, busiest day was Tuesday and busiest times were 10:00 a.m. and 6:00 p.m. Starting the recruit academy on April 19th. There are currently 20 people interested in the program. There is currently a shortage in EMS responders. They will be participating in the pre-hospital antibiotic trial program for the state, and this will allow them to administer antibiotics intravenously to people who have open compound fractures and help eliminate risk of infection.

EMC Coordinator Report: Submitted to Council.

Diane Garber pointed out the following:

Working with the County's planning committee for the mass vaccination site at the old Bon-Ton location at Park City Center. The goal is for this to be up and running by the middle of this month, and fully running and having thousands of people through there by the end of the month - this will be based on vaccine and staffing availability. Healthcare systems along with staffing agencies are handling the staffing and hiring for this site and a request has been sent out to the medical reserve corp.

Rock Lititz and Straight Productions have been hired to help with the planning aspect of this. Health care does not usually treat people in an open space and manage crowds, and this will be needed at this mass vaccination site. This site will include all 4 health institutions working together at one site rather than having multiple sites. Fire Departments and the Borough and Township in the Ephrata area are in the midst of a strategic plan similar to how it was done for the Borough.

Today was John Kottmyer's 2nd day as Chief Fire Official. He now has his county 911 designation. There is a meet and greet scheduled with the East Pete Fire Co. on March 15, and he will be attending the Committee meeting this month.

Fire Report: Annual report and monthly report were submitted to Council.

Don Schoenberger pointed out the following:

There were 29 instances with 5 calls being in the Borough.

Building and dwellings were the highest calls.

Substantial fire in East Hempfield Twp. Total loss is not known yet- currently at \$225,000.

Engine is currently being maintained.

There was an untimely, unexpected death of one of the members.

Mayor Malone said they received the report with first responder percentages, and he thanked the members for great amount of time they have given. Don Schoenberger said there is a point system used for tracking hours for volunteers who run the emergency calls and a grant is in place for incentives when a certain amount is reached.

Managers' Report: Submitted to Council

Manager St. Clair pointed out the following:

Annual Police Report will be sent out to Councilmembers tomorrow to those who have not already received it.

Snow Emergencies were called February 1 and 2, then again on February 18 and 19.

New hire Feb. 1, Steven Hohenwarter – he is a floater for all departments. He will attend the March Committee meeting.

Randy Rannels was appointed as an alternate board member to the HAFSC.

There is an opening on the Planning Commission; letter of interest can be submitted to the Karen St. Clair and Council will review the letters of interest at the next Committee meeting.

Foreman's Report: Submitted to Council

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

The water system is secure and safe from being hacked into. The SCADA system that has been installed is through a closed radio frequency and there is no connection to the internet, so this could not be hacked into.

The remote access is read only. More information on this was shared with Council.

Improvements and SCADA install are planned for Nitrate plant.

Working on getting pool ready for upcoming season.

Used JG Services for a curb stop repair. This was very cost and time effective rather than using a backhoe.

MS4 - Report illicit discharges by going to the Borough website eastpetersburgborough.org and clicking on the illicit discharge link to alert staff to take care of it.

Manager St. Clair thanked Jeff, and everyone involved for the great job that was done with the snow removal.

Zoning Officer Report: Submitted to Council

Contacted Abel Construction regarding accessing the TOA site and E&S work - reviewed submitted plans and there was some unpermitted work being done by them.

Worked on BMP Maintenance program and annual requirements for the Borough.

Reviewed permits for interior renovations of a retail building, signs, dumpsters, electric car charging station

Manager St. Clair explained that in the past the building fees were billed out by the ABI, but now that we are with ARRO, these fees will be billed by the Borough, therefore we need to add these into the fee schedule. This is expected to save residents money.

Property Violations: Submitted to Council.

Debra Miller pointed out the violation on Sundra Circle – she asked if someone is living in the campers.

Manager St. Clair said that she will get a confirmation on this from Michael Bingham.

Solicitor/Collections Report: Submitted to Council

Manager St. Clair worked on the following resolutions with the solicitor:

Fee schedule resolution to include building fees and property maintenance fees

Resolution to appoint Randy Rannels to HAFSC

Resolution to authorize Karen St. Clair and John Wolf to sign SCADA documents – in 2019 a grant was received to upgrade water plants and at that time Cathleen Panus and Robin Hemperly were authorized signers, so this needed to be updated.

Broad St. – new things have come up – currently working with Amy Leonard and Michael Bingham on this.

Lemon St will be rechecked for new violations – this will be rechecked in April some time.

Graystone Road – everything is on track

Northfield Dr. - defaulted on payments – a lien will be filed

Rainbow Dr. - paid in full

Graystone Rd and Lemon St. – both are current on payments

HARC: (Hempfield Area Recreation Commission) – Debra Miller reported the following:

Fairview Park Disc Golf: the clearing of the brush will begin when weather allows. Project is expected to be completed by late summer/early fall. Pole sponsorships are \$ 500 each.

Everyone Belongs, Financial Assistance Program, will run during March: Due to covid, there will not be a kick-off as in the past years. The program will depend on mailings and e-mail blasts. More struggling families will be able to send their children to Summer Day Camp, Summer Playground, and Before & After School programs with this scholarship program. Based on the socioeconomic figures in our community, families here can benefit from the scholarship program. Please give careful consideration to this worthy program and donate as generously as possible through their website or by mailing a check. They are non-profit, and donations are tax deductible. A link will be put on the website for this.

Upcoming Announcements: Summer Day Camp/Summer Playground program registrations are now posted on the Borough website. The 2021 pool schedule will be the same as last year. Pool membership fees will be increasing by 10.00, sign up early to save 10.00. No walk-ins again this year due to covid. Pool opens May 29. Food trucks will be available daily. Pool Information will be posted on the website.

Old Business: Committee Meeting Topics – Welcome new Councilmembers Randy Rannels and John Schick, Adopted Resolution 805-to fill council vacancies, Scott Wiglesworth -East Hempfield Township Supervisor spoke about HAFSC, Michael Bingham-building fees/property maintenance fees, Approve January meeting minutes, Review Act 106-PDD, LIMC update, Review fire co. financials

New Business:

1. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve Resolution 806, Appointing Herman (Randy) Rannels to the Hempfield Area Fire Service Commission as Alternate Representative and to remain in effect until appropriate action by the Borough Council*
2. *It was moved and seconded (Councilmember Miller, Councilmember Rannels) with unanimous Approval by the Board, to Approve Resolution 807, Setting fees for East Petersburg Borough to add building permit fees and property maintenance fees*

3. *It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) with unanimous Approval by the Board, to Approve Resolution 808, Authorizing John Wolf and Karen St. Clair as signers for SCADA documents*
4. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous Approval by the Board, to Approve East Petersburg Fire Company Special Fire Police Events Schedule for 2021, as written, with any possible changes being brought to Council afterwards*

Manager St. Clair pointed out that they have been contacted about attending number 3, 5, 8, 13, and 17, and are still waiting on requests for the others. John Herr pointed out clarification will be needed on the date for number 15.

Announcements:

There is currently an opening for a Planning Commission Member. If anyone is interested, please submit a letter of interest to Karen St. Clair at the Borough office.

Adjournment: 8:14 p.m.

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	April 22, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr (Absent) Lauren Houck Randy Rannels John Schick James Malone (Absent)
	Mayor:	Karen St. Clair
	Borough Manager:	Jeff Moseman
	Public Works Foreman:	Amy Leonard
	Borough Solicitor:	

Meeting was called to order: 6:00 p.m.

Visitors: Marianne James, Josh Roberts, James Swarr, Tammy Moseman, Cathleen Panus

James Swarr was recording the meeting.

President Wolf presented Cathleen Panus with a token of appreciation on behalf of all the Borough Councilmembers (past and present) and staff (past and present) and all the residents of the Borough and the community. President Wolf thanked Cathleen Panus for all her years of service (approx. 25 years) and her commitment to our great community. Cathleen Panus thanked everyone. She said she was sorry she had to leave so abruptly, but she was needed to do childcare for her 2-year-old granddaughter during covid, and last week, she became a grandparent to a new baby boy! She was grateful she could serve on Council and grateful to live in the Borough and to serve with her fellow Councilmembers. She welcomed John Schick and Randy Rannels. She said she hopes they do not find it difficult to serve on Council.

Current & Upcoming Business:

1. Review repairs needed to Borough buildings & costs

Jeff Moseman shared pictures and cost estimates for building repairs and improvements with Councilmembers for 6040 Main St. office building, 6050 Main St. public works offices, and 6060 Main St. rental property.

6060 Main St.: Framing is kicking out on North side of the building, cedar was installed over wood and the wood is deteriorating, back north side needs repainted or new siding, south side along roof line has piece of rotted wood, north side needs painted, back porch and Bilco door plywood needs repaired, steps need rebuilt or removed, back door needs replaced, vinyl floor in laundry room needs replaced, closet door needs replaced, garage needs re-insulated and plywood installed, kitchen laminating and floor needs replaced, stove and refrigerator are not great, outside on the north side where there was trouble needs inside repairs on wall, toilet needs replaced along with sink and faucets, cracks in plaster need repaired, windows are older and need replaced.

Estimates for all this work were submitted to Council. The labor rate is \$85.00 hr. – largest item is the low bearing foundational wall, and it can range anywhere from \$5,000 – \$35,000 (this was put in for \$15,000) so the estimate cost to do all the interior repairs at 6060 Main St. is a total of \$75,728.46. The estimate to remove the cedar siding and replace with vinyl siding along with metal to cover the wood comes out to \$23,898.66. Section of slate roof repair cost is \$473.00 for materials and \$1,056.00 for labor. To just paint the outside of the house would cost 10,000.00, Mr. Moseman would recommend putting siding on the house rather than painting. It was agreed all the repairs would easily cost over \$100,000.00.

Another option is to subdivide and sell the property off. Mr. Bingham said the highest cost to subdivide would be to survey it. Plans would need put together and this is an additional cost and then sent to the Borough Council and Borough P.C. as well as Lanc. County P.C. for comment and review, then subdivide it. The parking is already an approved use. Lot size and lot coverage could be an issue if it is subdivided. The estimated cost to subdivide would be \$15,000 – \$20,000.

The other option is to place easements. Amy Leonard, Solicitor said if the decision is to sell the house, then easements should be put into place before it is sold. If the easements are not put into place before it is sold, it would be up to the new owners to decide if they want them there or not. A drawing will need done by ARRO for the easements. Amy Leonard said with the easement, you do not own any part of the property; you just have use of designated areas for parking and stormwater on the property. The property can only be sold through public auction or sealed bid. Mr. Moseman asked if the house could be sold on Municibid. Amy Leonard said she would have to look into it further. First the easement would need to be put on record. Mr. Bingham said ARRO can do the drawing, but it will not have to be surveyed. They can just take the meets and bounds off the deed to get the boundary survey and identify from there where the easement needs to be. Mr. Bingham said there is a drawing for the BMP and a survey was done for that also, so it might be possible to just expand upon this. Mr. Bingham pointed out the easement would encompass the BMP and the parking area behind the house at 6060 Main Street. Amy Leonard said after the easement is on record, the property would need appraised to know the fair market value, then it could be sold as is in approximately 60 days.

The option to level the home and use it as parking or some other purpose would eliminate tax revenue and there would be a cost to demolish the home, and to backfill. Using it for another purpose other than a dwelling would pose an issue because there is not enough parking.

Mr. Moseman said that currently 3 staff members are parking behind 6040 Main office building, but only 1 parking spot is the Borough's. He explained that this is why the parking was created behind 6060 Main Street to enable all the Borough staff to park vehicles there in case the other lot would become unavailable.

Councilmember Gochnauer said he feels that it will not be detrimental to subdivide the property and that whoever would buy the property on a Main Road would not want it for that purpose and most likely it will be a rental or to flip it. It was also pointed out that if it does become a rental and it is not kept up, they would have to follow the same regulations as everyone else. He also said that even with that conditions, properties are selling good right now and he would like to see the Borough not be tasked with renting this property out any longer. Mr. Moseman said it will still have a garage to park in and there will still be a yard with a gazebo and there is nothing stopping them from throwing a ball in the back yard, they just cannot park back there.

Councilmember Gochnauer said he feels it is best to sell the property "as is". Amy Leonard suggested opening the house up for a day or two to let people look at the house and then sell by auction. She pointed out selling the house through Auction would raise a lot more local interest than by putting it on Municibid. The appraisal will help set a good starting point to open the bids up at.

It was moved and seconded (Councilmember Gochnauer, Councilmember Miller) with unanimous approval by the Board, to proceed forward with an easement and appraisal on 6060 Main Street property to the eventual sale of the property.

6050 Main Street - Public Works building: mortar is wearing away on brick building and roof is leaking. Lowest estimate cost to repoint block and replaster is \$25,000.00. Mr. Moseman and Manager St. Clair will look into if there is still a warranty on the roof. Amy Leonard pointed out that procurement rate currently stands that if you go over the \$21,600 per project it will have to go out to bid for prevailing wage. It was suggested to do this project in phases (do 2 walls and then 2 walls) and to get three required bids and try to stay under the \$21,600.00. The north side is the side with the most need. This could be done in-house but there is a timing issue. The same company gave a quote of \$850.00 to plaster the foundation at 6040 Main.

6040 Main Street - Main office building: half of the back wall was replaced and now the foundation is starting to kick-out. Councilmember Wolf suggested monitoring this on a yearly basis. He recommended repointing and parge the exposed part of the foundation and maintain with mortar. Eventually this will need to be repaired possibly 5-10 years.

Vestibule is an issue because there is no lintel above the window and the window is too high. Another issue is the door swings the wrong way. The current ramp is not ADA compliant. Modifications are needed. Structural evaluation would be needed before work is done on the service window.

Another idea is to put a larger vestibule in front of the building along with a ramp to the parking lot. The room would be 14' x 7' 1/2", the current vestibule is 9' x 6' and the current service window would be moved to this spot. The estimated cost to create new vestibule is \$12,500.00 with borough staff doing the work. A sketch would be needed to submit to Michael Bingham and Matt Spellman for them to review for compliance. Amy Leonard said that because it is an old building, we are grandfathered in, but we would need to accommodate any residents that

would not be able to get into the building. If we start changing the building, all changes will need to be made ADA compliant. Mr. Moseman said he is hoping to add an office to fit all the guys into one building.

Councilmember Gochnauer asked Michael Bingham if we would sell 6040 Main office bldg. would it have to be made ADA compliant first. Mr. Bingham said the building could be sold as is and depending on what the new buyer wanted to use the building for, it would then be up to the new owner to make any changes necessary for the new use. Councilmember Gochnauer said it sounds like if we had a facility that we could fit all the employees and all the equipment in, that it would be the most ideal set up. Councilmember Gochnauer said he would like everyone to take some time before deciding about some of these projects instead of spending a lot of money on this right away, and maybe try thinking outside of the box and maybe come up with some other options. Mr. Moseman said that a lot of the things on their list are fixing things that were done too quickly. Manager St. Clair said 6040 Main and 6050 Main projects can be tabled for now.

2. LIMC Update

Manager St. Clair shared a list of advantages of being an LIMC member and pointed out it is a very diversified group of people with a lot of different ideas, and some have many years of experience, and we can find out what is going on in other municipalities. Manager St. Clair also pointed out we already saved with the Comcast renewal by joining with other municipalities to work on this with just one law firm. Councilmember Gochnauer asked if Amy Leonard had to work on the Comcast renewal at all. Amy Leonard said she worked on this very little and explained that this is a specialty field of law and only specific firms deal with these laws. Ms. Leonard explained that Cohen Law was the firm that worked on the Comcast Renewal and they give a huge discount deal if they negotiate Comcast Franchise Agreements for a group of municipalities in the same geographic area, at the same time. There were approximately a dozen municipalities that did this together and each municipality saved several thousands of dollars by working on this together. The Comcast agreement comes up every 10 years. Ms. Leonard said she has seen municipalities join together to save money on stormwater projects. This can put them in a better position to get grant funding and it is possible for one municipality to get credit for work that another municipality has done. Mr. Bingham said in his experience stormwater consortium has not been great and a few of his clients have ended up putting more in than they get out. Mr. Bingham said he has seen one benefit with public education done together and you can just print it out and put it in your report. Manager St. Clair said LIMC has discussed sharing equipment between the members. Councilmember Wolf said that LIMC shares sample resolutions. Councilmember Gochnauer said it sounds like it is mainly an informational benefit and if it is information Manager St. Clair can get to make the Borough better, than he is ok with it, but there is not a lot of sell points and sharing equipment scares him. Councilmember Gochnauer asked if they do joint purchasing of supplies and what happens with the \$500.00 collected. Manager St. Clair said she will find out. Cathleen Panus said at one time the Borough benefited from being a part of LIMC, before it became very political and then disbanded. Ms. Panus said it would be good to get as much information and find out what all the benefits are. Councilmember Schick pointed out that there was a zoning comprehensive plan put in place through the previous LIMC and this was beneficial to municipalities. Councilmember Gochnauer asked if the fee would be pro-rated for this year. This Item was Tabled; Manager St. Clair will find out more about this.

3. Lancaster County DTF contribution for 2021

Councilmember Wolf said that he talked to Chief Steffen about this, and Chief Steffen said that he feels the Borough should pause on this because there is a current investigation on the state level, and he would like to see what the result of the investigation is. He also would like to see more information and accountability. His officers are not a part of this. He recommended to wait on this to allow DA Adams and the County time to sort through this and see how DA Adams envisions this and how the county foresees their future funding of it. There is an ongoing investigation for missing funds in the amount of \$150,000 and DA Adams has not been able to talk about this, due to the ongoing investigation.

4. Park Equipment

Manager St. Clair shared discussion from a few years back to show where things left off. Councilmembers were asked to give ideas for what they would like to see in the park.

Councilmember Schick: would like to replace and upgrade the existing equipment at the park, would like to see the Tennis Courts on Graystone Road redone or turned into pickle ball, would like to have someone who is experienced with laying out equipment and look at what we have and give us some ideas.

Councilmember Rannels: Would like to see an expert give guidance on what to put at the park and where.

Manager St. Clair said they have an appointment on May 5 at 4:30 with a park equipment broker/consultant.

Councilmember Rannels said he will try to be there.

Councilmember Miller said she agrees with the others and would like to see some things for adults to do also.

Councilmember Wolf said he agrees we should get some expert opinions on this and upgrade what we have, he would like to keep it simple.

Councilmember Gochnauer said he agrees to let the expert tell us what we are allowed to have as far as equipment, tire swings, etc. but he agrees the equipment needs updated. He thinks the three courts on Pine St. should all be used for tennis and should be a prime initiative. There could even be tournaments and fundraisers held if the courts were fixed up and they could be used by various age groups. He pointed out if the courts on Graystone are used for pickle ball, he is afraid people will park on Graystone and walk up and this would not be safe, therefore a parking lot would then be needed.

Councilmember Houck said she does not picture one big area; she likes the smaller stations. She pointed out there are tracks where the trucks drive through the park and recommended a gravel entrance, and possibly a stormwater landscaping berm. She would like to see equipment for small children moved away from the roadside and when there are events the power outlets for the food trucks are right at the swings, so she would like to see this corrected. Snack hut ground is not level and areas without grass near pavilion need attention. She would like to see more simple things put in rather than a large grand scheme done.

5. HAFSC Update

Tammy Moseman shared CFO updates. Agenda was received Tuesday night. An excel sheet for apparatus replacement was presented at the meeting, but it could not be clearly seen. She requested it was put on the OneDrive and after some discussion it was decided at some point it will be posted on OneDrive. Councilmember Rannels said they were hesitant to post this because it was only a preliminary draft of a one-year timeline laying out when the apparatus would need replaced. Mark asked to notate on the spread sheet that East Hempfield Township tanker truck is not listed on it and no ladder truck can be replaced before 2024 for East Pete. June 1st the rates for apparatus will be changing. Tammy Moseman asked if a purchase would be made before the June 1st rate change, and she thinks it was Cindy who said they are working to get this done with flexibility. There will be no meeting in May due to conflict. Next meeting will be June 15th. The CFO said that paid firefighters are on the horizon. Cory suggested reaching out to the Lancaster CTC to look for them to come in and volunteer. Nothing was mentioned about getting minutes out on a timely manner. Ms. Moseman said the chairman's update was to discuss the process of hiring to discuss the concerns that East Petersburg had. Ms. Moseman thought the concern was not only about the hiring process, but she was under the impression it was with any major decisions being made. Councilmember Rannels said that Billy stressed that at some point there will need to be paid firefighters due to lack of volunteers. Councilmember Wolf said Rohrerstown shortage is so severe they had to pay Manheim Township to staff their fire department last year. Out of the three departments, Rohrerstown is struggling the most with this. Councilmember Wolf said that John Kottmyer, CFO did not include the Hempfield Tanker on the replacement schedule because instead of replacing this he is planning on retrofitting this as a cost savings. Councilmember Wolf also said that he did not include East Petersburg's ladder truck because of the existing agreement, and he still does not understand the different funding yet. Councilmember Wolf said there are opportunities for formal military people, who may not know what is next for them, to maybe consider firefighting. Councilmember Wolf said he made a statement at the meeting that some of council still has a concern about the hiring process and are looking for some assurance that it would not be the same as it was previously. Councilmember Gochnauer said he wants to be sure they are aware it is not just with hiring the CFO, but any major decision needs to be before the entire committee. Ms. Moseman said she tried to bring it up, but she felt she was cut off by Councilmember Wolf. Ms. Moseman said she felt Council wanted full disclosure agreement on what was going on. Councilmember Gochnauer asked if East Petersburg wanted to buy apparatus and John Kottmyer, CFO and the group said no, can East Petersburg Borough just buy it? Ms. Moseman no. Councilmember Wolf said yes, he feels the board acts only as an advisory board. Councilmember Gochnauer said then even though they have a plan in place what is the point of all of this. Councilmember Gochnauer said he understands if it is a decision to wait based on caution, then it would seem ok. Councilmember Houck said she feels it is up to the individual departments because the budgets are independent. Councilmember Wolf said that the CFO is working on developing all of this. Councilmember Rannels said the CFO is working on putting it all together right now. Councilmember Gochnauer said that the agreement says that the decisions are at least passed through the committee and the committee comes to a consensus and makes a recommendation to the fire companies. Councilmember Wolf point out it says recommendation. Councilmember Gochnauer said ok but he is worried because they are on the same committee and see things differently. Ms. Moseman said she has asked for help on this many times and views this committee as a place for the community to go for answers. Cathleen Panus said it is very gray to her what decision-making ability they have. A resident asked if it is an authority or an advisory board, because this makes a big difference and asked if there are working groups and bylaws. Councilmember Gochnauer said if a fire company buys equipment, and it is not on the schedule than the others could do the same. Amy Leonard, Solicitor said she thinks that the agreement they started with is not comprehensive enough to serve the commission in the long run without there being bylaws and another agreement. Amy Leonard said she thinks the existing Agreement was to get it off the ground and give some general guidelines to the commission during the CFO hiring process and to just get things started. Amy Leonard said the commission's function will need to evolve and the documents of the commission evolve along with it. Councilmember Rannels said he previously asked Scott Wigelsworth if there were bylaws and he said yes.

Councilmember Houck said that is why things should be dealt with as they come up, such as the leak and that something should be put in writing on how to deal with this in the future since they are currently working off the beginning agreement. Councilmember Gochnauer said that in two years this agreement will have to be redone or we will have to get out of this.

6. **March 2021 Committee Meeting Minutes**

It was moved and seconded (A. Gochnauer / D. Miller) with unanimous Approval by the Board, to Approve the March 2, 2021 Committee Meeting Minutes

7. **Payables 4/22/2021**

4 new "no littering" signs and 2 new benches were put in at Constitution Square park
Councilmember Miller said she sometimes sees LST refunds and asked what that is. Manager St. Clair explained that if an employer has taken LST out of an employee's pay and they have made less than \$12,000, they can fill out a form to have the money refunded.

8. **Resolution 691 – amendment – EPB Councilmember giving EPB Fire Dept verbal authority to declare a property uninhabitable**

This was reviewed by Diane Garber, Don Schoenberger and John Kottmyer at the EMC meeting and they felt it was best to include all three in the resolution until the BCO can get to the property to access the situation. It will relieve all members of Council. East Petersburg Borough will be added to CFO and ESC and the resolution will then be put on the agenda for May 4.

9. **Ground Ambulance Service Provider Agreement: Penn State Health Life Lion**

Manager St. Clair pointed out in July Susquehanna Valley EMS will be under the Penn State Health Life Lion because these services will now be combined. The service will remain the same, only the name will change. Subscription fees will remain the same and all existing subscriptions will be honored. This Agreement can be cancelled at any time without cause, with 90 days written notice.
Amy Leonard, Solicitor did look over this Agreement. Council reviewed the Agreement. This will be put on the agenda for May 4.

10. **Comcast Franchise Agreement**

This was an agreement that started being worked on by Robin Hemperly in 2019, and Fred Wolf, Solicitor recommended we work with other municipalities on this to get a better rate.
Some of the highlights of the new agreement are: new services to include music channels, connection and service calls, the borough can contract with another cable company without permission from Comcast, all Comcast employees must show i.d., franchise fee stays at 5% (max permitted by law), agreement amount of \$8,000 can be used to upgrade GIS, internet connection for SCADA, or MS4 tablets. A certificate of insurance will be needed naming the Borough and the employees as additional insured. Council reviewed the ad for the hearing for this. The existing ordinance will need repealed to get it out of the way and move forward with the resolution.
At the beginning of the May 4, 2021 meeting, the hearing will be opened to solicit any questions or comments from the public and then close the public hearing, then repeal the ordinance, adopt the resolution, and then adopt the agreement contingent upon them paying the \$8,000 fee. Amy Leonard said this will not have to be done again for 10 years. Amy Leonard pointed out that the most common question by the public is usually if the fees will be raised. Amy Leonard said that this agreement has no effect on the fees that Comcast can set. Amy Leonard said the comments that are to be solicited are not about the contract but should be about what the future cable needs are for the community. A statement will be read explaining this.

It was moved and seconded (A. Gochnauer / D. Schick) with unanimous Approval by the Board, to Advertise the public hearing regarding the Franchise Agreement with Comcast

11. **1Q21 Financial Review**

Manager St. Clair pointed out the following:

Total funds with Fulton – 3.2 million

Total funds with Edward Jones – 2.1 million

Budget summary:

General Fund – 26% of budget for total income – right where we should be

Property Tax Revenue – 23% of budget – bulk of funds will come 1st week of May

Act 511 taxes (real estate transfer tax) – revenue much higher than expected for this – already at 95% of budget

Zoning permits – exceeded budgeted amount by \$1,500.00

General Fund expenses – received a check for repair of the pole at State & Lemon and we have not done this yet
Insurance at 76% - paid at the beginning of the year
Total expenses at 21%
Water Operating Fund income – 28% which is a little higher than budgeted for
Water Fund expenses – 15%
Water Operating for tool purchases – 95% due to the hiring of Steven Hohenwarter- drill set, ratchet set, screwdriver, hammer
Trash Fund revenue 26%
Trash Fund expenses 23%

12. Fire Co.

Reviewed by Council

13. Misc. Items

Councilmember Wolf:

Response from officer regarding Kim McKinney's complaints was shared with Council. Police were not contacted prior to the meeting, but they did follow up with her regarding the complaints she had.
Reviewed invitation to Police Chief Banquet.

Kristin Troop requested use of the park for kindergarten graduation on May 22, 2021 5:00 – 7:00 p.m.

For the use of the Amphitheater, she will need to submit a form along with a letter of approval from the Events Committee and insurance certificate naming the Borough as insured.

Karen St. Clair will talk to Kristin Troop regarding Encore using the Amphitheater.

It was moved and seconded (A. Gochnauer / J. Schick) with unanimous Approval by the Board, to use the park for kindergarten graduation on May 22, 2021 from 5:00 – 7:00 p.m. upon receipt of the form and approval of the Events Committee and an insurance certificate naming the Borough as insured

It was moved and seconded (A. Gochnauer / J. Schick) with unanimous Approval by the Board, to Approve the date change for Movie in the Park/ Fireworks from Saturday July 3 to Friday July 2, 2021

Councilmember Schick: Bidding opens next Tuesday for the signal light project at the square.

Councilmember Miller: Traffic study was done on Lemon Street from Broad St. to Graystone Rd., and it did prove that they do have a speeding problem in that block. They found that most people travel 15-20 mph over the speed limit. Officer Brandt and Sgt. King will be coming up with a solution to solve this problem.

Announcement: East Petersburg Fire Co. will be having a fundraiser on Friday May 28, 2021 from 4:00 – 9:00 p.m. There will be food vendors trucks set up behind the fire co. such as French fries and Mexican food and so much more.

Public Comments: None

Regular Committee meeting Adjournment: 9:28 p.m.

Executive Session for legal & personnel matters: In – 9:28 p.m. Out – 10:23 p.m.

Next Meeting: Tuesday, May 4, 2021 Council Meeting & Thursday, May 27, 2021 Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	May 27, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr (Absent) Lauren Houck Randy Rannels John Schick Mayor: Borough Manager: Public Works Foreman: Borough Solicitor:
		James Malone Karen St. Clair Jeff Moseman Amy Leonard

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, James Swarr, Tammy Moseman, Cathleen Panus

James Swarr was recording the meeting.

Moment of Silence for the Kasper Family

Pledge to Flag

President Wolf stated that East Petersburg Borough would like to extend their condolences to the Kasper Family. He explained that while this matter is still under investigation, they would not be able to make any comments on it at this time.

Josh Kilgore expressed his condolences to the Kasper Family on behalf of NLCRPD. Josh Kilgore stated that Sgt. King, the accident reconstructionist, is one of the best in the county if not in the state, and that is why Lt. Kilgore is very confident when the investigation is done, he will be able to answer all questions. It is important for the integrity of the investigation to avoid releasing any information, and the best way to avoid doing that is to not comment while they work through the investigation. At the conclusion of the investigation all questions will be answered. The purpose of this is to give an accurate investigation for the family. This is an emotional time for everyone, and a lot of times emotion can get in the way of cognitive thought and making the right decisions because you want to make the right decision with your heart and not your head. It is very important for them as the agency, to focus on what their goal is and to find a conclusion for the investigation and help to bring some sort of conclusion to the family. He apologized for not being able to answer any questions and said his heart goes out to the family. He said it is very hard for these types of calls for everybody. They are working as diligently as they can and hope to have a resolution for everyone at some point in time. Lt. Kilgore thanked Manager St. Clair and the Boardmembers, he said it has been professional and awesome working with the Borough. He said if anybody has any follow up questions, they can reach out to him.

Current & Upcoming Business:

1. 6060 "draft" permanent easement

Amy Leonard explained that with an easement you do not own the parking, you just have access to use it. She said it is best to put more in now and then scale it back later because if you want to increase it later, you will have to start the whole process over. Ms. Leonard pointed out that a property with restrictions will not have the same value as a property without restrictions.

Councilmember Gochnauer said he thinks it is best to make it Borough parking only, at all times, to eliminate the need to enforce it later. The property has a two-car garage and an area for parking outside the house. With the easement, the property owner would own the entire lot and pay taxes on the entire property, including the area that would be used for parking by the Borough.

Other options are: To subdivide this property then the Borough would own the back part of the property which would involve going through the land development process; surveying, put together new deed, council approval.

Demolishing the building is another option and utilize the whole lot for parking. President Wolf said it might be a log structure and if that route was chosen, then the log could be sold. It was also discussed to look into possibly maximizing the current parking area. President Wolf asked if the stormwater area could be paved over. Mr. Bingham said yes because it has a depth that would be sufficient for it. The stormwater facilities on this property are owned by the Borough and according to the grant the Borough is required to maintain the stormwater facility. With a permanent easement the Borough would also be required to maintain the grass and parking area. Amy Leonard said there seems to be a consensus among Council to limit the parking to only Borough use, at all times, so she will work on cleaning that part up in the easement.

2. Borough sign issue

Manager St. Clair explained there have been a lot of complaints over the last few months about "issue signs" in residents front yards. Pictures of the issue signs that are being complained about were given to Councilmembers. The one about Joe Biden is the one most of the complaints are about. Residents are asking why the sign is allowed to be so big and why can't they be made to get a smaller sign. Manager St. Clair asked Council if they would like to amend the current regulations to only allow smaller signs. Michael Bingham explained under the current regulations we cannot regulate what a sign says and explained if it were an election sign it would have to be down 7 days after the election. Mr. Bingham explained that this is an "issue sign" which is somebody taking an issue at something, and it is allowed under their first amendment constitutional right that they can put this sign up. Only size, location and how many can be regulated. Currently, they are allowed to be 6 sq. ft., outside of the right of way, and only one is allowed on their property, so the sign being complained about is legal. It was pointed out issue signs are usually much smaller in size. Hate speech is also something that can be regulated but does not apply to this sign. This is the only person that has a sign of this size in their yard in the Borough, so it is not a large-scale problem at this point. Council said this situation seems to be a neighborly dispute between just a few residents. It was agreed to leave ordinance as is.

3. 5720 Pine Street

Manager St. Clair said the owner of the property wanted to put an addition on their property and the permit was denied, so they had someone come out to find the property lines. They discovered that a section at the end of the hill they have taken care of as part of their property for 28 years is actually Borough owned property. They are asking if the Borough would let them have that property. Mr. Bingham explained even if this were their property, the permit would still have to be denied. Council said that they need to take the posts out because it is not their land to use. Amy Leonard said a letter from Manager St. Clair could be sent out letting them know the posts should be removed and let them know they should request a variance if they would like a sunroom.

4. HAFSC update: No meeting in May – April minutes were submitted to Council for review. President Wolf pointed out they have not been approved yet.

5. April 2021 Committee Meeting Minutes

It was moved and seconded (D. Miller / R. Rannels) with unanimous Approval by the Board, to Approve the April 22, 2021 Committee Meeting Minutes

6. Payables 5/27/2021

There were no additions to the regular bills.

7. Declaration of Disaster Emergency – discuss rescinding

Manager St. Clair asked Council if they would like to rescind the Emergency Disaster that was put into place for the Borough in April 2020. When this resolution was put into place it did not have an effect on anything other than funding. Amy Leonard said that the American Rescue Plan would not be affected if they did rescind. It was also pointed out that the Borough would still be under the umbrella of the County and State Emergency Disaster. Several of the other municipalities are removing this from their books. It was pointed out that if another surge happens, the declaration of disaster could be put into place again. It was pointed out that at this point it does not make much difference if it is on the books or not. It was also pointed out that maybe we should wait until the state ends theirs just in case there is another surge. This will be put on the June agenda for a vote.

8. Review Yard Waste Agreement with Columbia

Manager St. Clair explained we recently had a general agreement in place with them, this has been looked over by Amy Leonard and she made the appropriate changes. This agreement allows our hauler to take the yard waste & leaves to their facility and we need to have this.

9. Review/Approve Ad for 2021 Fog Seal project

Council unanimously approved the ad.

10. Planning Commission “letters of interest”

Council reviewed the letters and took a preliminary vote:

John Schick – Josh Roberts

Randy Rannels – Jeffrey Cassell

John Wolf – Jeffrey Cassell

Debra Miller – Josh Roberts

Lauren Houck – Josh Roberts

Adam Gochnauer – Jeffrey Cassell

This will be put on the June Council meeting agenda – John Herr’s vote is needed to break the tie.

11. Discussion on Civics Grounds Park equipment

Recently Manager St. Clair along with Robin Hemperly and Randy Rannels met with the park consultant, and he had some great ideas. Kristin Troop has expressed interest in working on this project also.

Robin Hemperly had a family emergency and could not attend with the report and pictures. Report and pictures will be distributed when they are received.

12. Fire Co.

Reviewed by Council

13. ARLE Grant Project – Traffic light project Schedule

Completion date for the project is January 2022.

December 7 is when the new equipment will be turned on for a 30-day test period.

Pole delivery is expected quicker than they thought.

14. Misc. Items

Manager St. Clair:

Thriving Lancaster did an article on East Petersburg Borough. A copy was placed on Council’s tablets.

Kasper family member would like to do a car show. They do not have a date, but June 26 has been going around. Council would like more information and said they would need to provide the same things that the Events Committee does – insurance, EMA plan, agreement for park use. Kristin Troop plans to meet with them tomorrow about use of the Amphitheater.

American Rescue Plan still has not changed. They are still going to have some updates.

Cathleen Panus said she read in the newspaper that the Kasper family was upset about the light delay. She said if it comes up, several years ago Jim Williams, former Borough manager said 4 seconds was not long enough, so they expanded it to more time, and PennDOT admonished it and then reminded them that the Borough was not allowed to do anything like that because it is all under PennDOT’s jurisdiction.

President Wolf thanked Cathleen Panus and said that they are not currently in a position to comment about it in any way.

James Swarr said that there is a lot of social media going on including Change.org. He said nobody can deny it is tragic, but they are already talking about filing suit against the Borough, state, and everybody else about what is going on.

Councilmember Gochnauer:

Followed up on grass information he shared with Council re: product to keep the grass from growing as fast. He pointed out that golf courses often use this product. Jeff Moseman said we are not currently using this, but he will look into this product further.

Would like to work on a plan for fleet replacement coming up. There is an opportunity to go in with the police department for purchasing in approximately three years and this could save the Borough more money than going with co-star. He will get the information to Council.

Councilmember Miller:

Pool opens this weekend. They are going back to 2019 procedures for walk-ins; 9:00 – 12:00 Monday through Friday is members only and after 12:00 guests can come in. No pool parties this year. Summer Playground has

been reduced to 1 time, per week. Food Trucks will start this weekend for concessions. Summer Day Camp has 212 kids enrolled and Summer Playground has 400 kids enrolled.

Councilmember Schick:

ARLE grants are re-opening this year June 1 – July 1
Green Light Go grant opens December 1

Jeff Moseman:

Let residents know that there is information on MS4 on the back table regarding illicit discharge.

Mayor Malone:

Attended pension audit exit conference for recording years 2017-2020. The auditor spoke very well of Manager St. Clair and communication process and documentation provided. Findings reported are preliminary and subject to review of the auditor general.

Registered to attend the Mayor's Association.

50th annual conference raffle tickets available for \$10.00

Public Comments: None

Regular Committee meeting Adjournment: 7:31 p.m.

Executive Session for legal & personnel matters: In – 7:40 p.m. Out – 8:10 p.m.

Next Meeting: Tuesday, June 1, 2021 Council Meeting & Thursday, June 24, 2021 Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	June 24, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr Lauren Houck Randy Rannels John Schick James Malone Karen St. Clair Jeff Moseman Amy Leonard
	Mayor:	
	Borough Manager:	
	Public Works Foreman:	
	Borough Solicitor:	

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, Tammy Moseman, Mike Kyle – LASA representative, Dave Miller – TOA representative

Josh Roberts was recording the meeting.

Pledge to Flag

Current & Upcoming Business:

1. Jessica Grundza: owner of Panache Beauty – plant tree or place a remembrance bench in the park honoring Kasper kids.

Jessica was not present. Council reviewed the request from Jessica Grundza and said they would be ok with a tree. They could work with Jeff and public works to determine what kind of tree and to possibly place a plaque with it.

2. LASA: ARP “request for funds” letter

LASA representative, Mike Kyle explained that they put this request in to 9 of the municipalities that they serve, and East Petersburg Borough is the first one to respond back to them and ask for more detail. He explained that they do not currently have anyone on staff for grant funding. It has come to their attention that municipalities are allowed to allocate some of the disaster relief funds to this purpose. They came up with the amount they are requesting by looking at the number of customers they serve vs. the capital project to continue to serve these customers. They are currently working on upgrades to the system with the largest being an expansion and upgrades to the Plant located in Manheim Twp. These upgrades will take place over the next 5 years, and they will benefit East Petersburg customers as well. This cost is approximately 10 million. They are asking to be considered in the use of the funds if there is funding that exceeds the needs of the Borough. Council asked if this request is a direct affect from COVID. LASA representative said the funds they are asking for are for a capital improvement and it is not related to COVID at all. He explained that capital improvements are an allowed use for the emergency funds, so they are reaching out to find out if the opportunity is there. Council asked if any of these capital improvements will be physically in the Borough. Mr. Kyle said that there is sewer line and manhole rehabilitation planned and they are determined on a year-by-year basis. He also explained that they could focus on the Borough if that is Council's preference. Mr. Kyle explained that there was revenue that was lost on penalties and interest relating to COVID. Council asked what amount from penalties and interest was lost relating to Borough customers. Mr. Kyle said he could find out. Council asked where improvements would take place. Mr. Kyle explained that all their 9 municipalities are treated equally and benefiting of their services, and therefore benefiting from any improvements. Mr. Kyle also said that there is no direct affect for East Petersburg residents by the amount that would be given. It was asked if any of the LASA improvements done in the Borough could be used toward MS4 credits. Mr. Kyle said it would be separate.

Amy Leonard, Solicitor asked if there would be an intermunicipal agreement for the funds to be obtained and administered. Mr. Kyle said that they would need this to even be able to obtain the funds.

Manager St. Clair said when the funds are received, we plan to wait to decide on how to allocate the funds because the guidelines are changing every day on how a municipality can utilize the funds.

Mr. Kyle said one sewer authority in the state is trying to put together a package to work directly with individual municipalities to show how this can benefit them directly. This is something that LASA has not talked about, but this could be something they decide to do.

Josh Roberts asked if the amount LASA is requesting is public information. Manager St. Clair said it was not spelled out in the letter.

Mr. Kyle said losses and improvements amounts are: \$354,000 decrease in revenue from reduced usage; \$63,000 reduction in past due charges; \$18,000 covid related safeguards; 126.6 million for 5-year capital plan. The amount related to East Petersburg customers is 8% or \$10,000,000 for treatment infrastructure. The amount requested of each municipality is based on number of customers affected, where they are located, and how they are served.

Council told Mr. Kyle they would like to see a specific plan with a detailed sheet showing how the money would be used on the sewer infrastructure within the Borough limits. It was pointed out that this kind of information might be good information for LASA to gather for the other municipalities, and it might help them get them more of a response.

3. TOA – Final Land Development & Lot Consolidation Plan for Phase 3

The plans were submitted to and reviewed by Council. Michael Bingham said the plans are very similar to what was submitted in the phased planning and said that there are still some administrative items remaining on his comment letter, but nothing of engineer quality. Mr. Bingham said that his recommendation would be to approve the plans at the July 6, 2021, Council meeting conditioned upon receiving a clean engineer review letter. Mr. Bingham said TOA is requesting 2 waivers, but there is nothing out of the ordinary in the plans.

Dave Miller, Rettew representative said TOA is asking for a tree modification to plant 5 of the trees in the open space because there was not enough room to plant all the trees planned on the street. It is just moving 5 of them to the open space. The second modification requested is the curving of the curb. It is found that the curb with the curve is less likely to break off and they would like the curbing to match throughout the development. Mr. Bingham said it is a better product than the Borough currently has, so his recommendation would be to approve this.

Council asked what the anticipated timeline of the project is. Mr. Miller said they are ready to move into phase 3 of the project as soon as possible. Mr. Miller said that this is why they would like to request permission to move forward with earthwork for this project prior to the plans being recorded. This was a 4–5-year project and they are a year ahead and this project will most likely be complete in 3 years. Mr. Bingham said he would recommend against it, and have it done in the proper order. Mr. Bingham said in his experience giving permission to start prior to recording can slow down receiving the remaining items and there are still agreements needed to dedicate the roads, fees in lieu of, and a few other final items are still needed to be sure everything is taken care of prior to recording. Amy Leonard will have to review the deed of dedication for the roads, the HOA agreements, and the provisions for the walking trail maintenance. Councilmember Schick said the planning commission reviewed the plans and waiver requests and have recommended approval. Mayor Malone pointed out that the HOA near him in Constitution Square folded. Mr. Bingham pointed out that they are planning to dedicate the roads and all the stormwater facilities are in East Hempfield. East Petersburg will supply the water for the East Petersburg properties only.

It is not determined what the addresses will be for the new homes in East Petersburg Borough. There will most likely be some centralized mail stations for mail delivery. Amy Leonard said provisions for maintenance will need to be made for this area, so it does not fall on the Borough.

Council said the plans for TOA phase 3 will be put on the July 6, 2021, agenda.

4. Discussion on Civic Grounds Park equipment

A report with pictures was submitted and reviewed by Council.

Manager St. Clair along with Robin Hemperly met with John Gerencser on May 19th. They walked around the park and looked at the different areas and discussed the safety of the equipment. The second part of the memo submitted will come in July. Councilmember Rannels explained that John Gerencser works part time as a park consultant & works with park equipment sales. He has 15 plus years' experience working with maintaining, replacing and building park equipment for county and state parks and he is very knowledgeable with the regulations.

There is a meeting set for mid-July that will include Manager St. Clair, Robin Hemperly, Kristin Troop, Jennifer Pfautz and it will be hosted by S. Clyde Weaver who also requested to be part of this meeting. Councilmember Rannels explained that the Events Committee has fundraising sources and the Amphitheater is now finished, so for on-going contributions they would like to see the park improved and one of the things they would like to do is put money into the park area.

Manager St. Clair pointed out the following from the meeting at the park with Mr. Gerencser:

One of the first things that was suggested by Mr. Gerencser is to remove every other swing on the big kid swing set due to safety guidelines; the swings are currently too close together. They are looking at replacing the other swings later.

Manager St. Clair said that we must follow the safety guidelines put into place by the State. Council recommended having the insurance company come out and do an assessment of the equipment that we have and find out if we need to pull the swings out.

Teeter totters are unsafe - wood is rotting and cracked. It was recommended to remove the teeter totter and replace it.

Spring jumpers are in bad shape and will need replaced. The cement base is not level on these and they appear to be leaning. These are a favorite among the kids and there is enough room, so it might be a good idea to add more along with replacing the old ones.

Tire swing is not currently attached to anything. It was recommended to keep the tire swing and possibly add two additional swings to that structure. Mr. Rannels said that they were told they could get 5 1/4" clamps and it would be relatively inexpensive to hang regular swings there rather than the tire swings.

Whatever is taken out should be replaced with something right away, so people do not get upset about equipment being removed.

It was recommended to put mats down instead of mulch by digging out the mulch and then placing the mats down and then put the mulch on top of that.

The metal climber is still safe. It was recommended to scrape and then paint this with fresh paint using a few different colors. Nuts/screws can be sanded down to be smoother.

It was recommended to remove some of the trees and bushes there. The neighboring property is allowing their trees and bushes to grow into the park area. The tire swing area needs attention.

The wooden play set is splintering and is attracting bees, and it was recommended to replace and add equipment on this structure. Council pointed out that it might be worth replacing the wood structure with an ADA compliant piece of equipment, rather than adding and replacing parts.

Sliders look good, but once a month someone should check that the handles are secured. Sliding Boards are in good shape.

Manager St. Clair said this was just a start to see what is safe and unsafe and we are still working on finding grants. The American Rescue money cannot be used for any of this. Manager St. Clair will contact the insurance company to come out.

5. Appeals board opening – Jeff Cassell

Jeff Cassell is interested in serving on the Appeals Board. Justin Carrol has moved out of the Borough, and this has created a vacancy. There will be a resolution put on the next agenda to update the appointments list and this will be added.

6. May 2021 Committee Meeting Minutes

It was moved and seconded (D. Miller / A. Gochnauer) with unanimous Approval by the Board, to Approve the May 27, 2021, Committee Meeting Minutes

7. Payables 6/24/2021

Reviewed by Council.

8. Fire Company Financial

Reviewed by Council.

9. HAFSC update: Tammy, John W. and Randy

John Kottmyer is working on confined spaces with one way entry in and out. It was pointed out that these spaces should be tracked so the fire dept. knows where they are. Council would like a monthly report with more details to show what he is working on, same as the other reports submitted for their Council meetings. John Wolf will let the board know at the next meeting that the minutes are still not being put out in a timely manner. Ms. Moseman said John Kottmyer is currently working on coming up with new monetary incentives for recruitment and retention to appeal to the younger people. Long term programs are not as enticing to the younger generation. Currently have 2,000.00 per year tuition re-imbursement. Councilmember Rannels said that he attended the meeting and there was not a lot of detail reported by the CFO. Mr. Rannels said that he was not being asked a lot of questions and he felt that more information should be shared or discussed. Councilmember Wolf said that there is not a lot of information or thoughts shared at these meetings. It was pointed out that John Kottmyer is communicating on a regular basis with the fire departments, but the board only meets once a month, so they would like to hear more about what is going on. Councilmember Houck pointed out that he might be directed by East Hempfield to only give bullet points rather than in-depth reports at the meetings.

Council discussed having by-laws and that there needs to be more structure. Council expressed concern that it is still not clear who John Kottmyer reports to and who has the real power over all of this. Councilmember Gochnauer pointed out that John Kottmyer is doing a good job for the fire companies and recruitment & retention is one of the things he will need to figure out. Councilmember Gochnauer said that he feels bylaws need to be made. He pointed out that there is nothing in writing that requires the CFO to do anything for Council.

Councilmember Gochnauer said that it still needs to be determined if the HAFSC board will be the advisory or the voting board. It was pointed out that there should be a flow chart established. Tammy Moseman asked what should happen if the EPB fire department would not be interested in putting together bylaws. Councilmember Gochnauer said that it is ultimately up to the HAFSC board members to decide this, but he would personally like it to be more structured. Tammy Moseman said she would like it to be more structured also. Councilmember Wolf suggested this be discussed with the fire department. Councilmember Miller said that when she attended the last HAFSC meeting, the one positive thing she took away was that John Kottmyer said he is currently working on strategic planning, and this is important.

The 6-month review will be coming up soon.

Josh Roberts said that Blue Rock has a fire commission that includes 4 fire departments from various municipalities, and they have a position similar to John Kottmyers, so it would be interesting to see how they do things there and maybe a good idea to attend one of their meetings or find out if they have bylaws.

10. Fire Co.

Reviewed by Council

11. Traffic Light overview – John Schick

Mr. Schick explained that everything on the roads needs to be approved by PennDOT. Mr. Schick gave Council a report that he put together for them to review and pointed out some of the items on the report. The signal light plan that is recorded for the intersection at Rt. 72 & Miller Rd. needs updated and he feels it is critical to update this plan and submit it to PennDOT. This light is jointly owned by East Hempfield, and all costs involved are shared with them. Josh Roberts and Jimmy Swarr did surveying at the Rt. 72 & Miller Rd. intersection and along with the findings from the survey and the crash reports (15 crashes in the last 5 years) it was found that the criteria to install a flashing yellow light is only met heading west direction coming from WAWA. Mr. Schick explained that PennDOT will sometimes allow for all lights to be changed when the criteria is met from only one direction.

Mr. Schick also pointed out that traffic patterns change over time and traffic studies are usually only done when land development takes place. For this change to take place East Hempfield would need to be notified and agree to the change. It is approximately \$18,000.00 which would be split with East Hempfield. Mr. Schick said his

recommendation is to do the light upgrade. Three quotes would be needed. It was pointed out that the American Rescue cannot be used for this. It can only be used for water, sewer, or broadband. For a project this size, Green Light Go would not be awarded. East bound at WAWA has a dip, but the permit has been closed out and PennDOT has accepted this the way it is. It was agreed to send the information to East Hempfield to find out if they would be interested in upgrading the light at this intersection. The light at Graystone Rd. and Main St. is currently in the Transportation Improvement Program. Councilmember Schick thanked Josh Roberts and Jim Swarr for doing the traffic study at Rt. 72 & Miller Road and said the information they collected while being at the intersection was the backbone of his report.

12. Misc. Items

Manager St. Clair:

Sent out information and maps for the Lancaster Bicycle Club Classic on August 15, 2021, for Council to review. She said if anyone has questions to let her know now so she can go back to them and get their answers and if not, this will be put on the 7/6/21 agenda to approve the date.

Fog Seal project was put out to bid and Martin Paving was the lowest bid in the amount of \$98,121.00. This will be put on the agenda to approve upon Solicitor reviewing all the bid documents.

Last Year Council approved a resolution to include the use of the pavilion with the Community Center rental at no additional cost to allow for social distancing during covid. Before the resolution was passed the Pavilion was a first come, first serve basis. Manager St. Clair said now that social distancing is not necessary, it could be put back to first come, first serve and revert the fee to pre-covid. This will be put on the agenda for a vote at the next meeting. Cameras in the park at constitution square: It was found out that we cannot put cameras on the PPL pole which means that poles will need to be installed if we want to put cameras over there.

Linda Rannels came in to discuss what needs to be done at the concession stand at the park: drop ceiling, hand wash sink, repainted, 3-bay sink installed. The approximate cost of these repairs is 5,000.00.

They are planning on using transportable appliances to minimize costs. Linda Rannels said she would like to request her Dept. of Agriculture inspector come out for a consult prior to any work being done and let them know if anything else would be needed. Council said it was previously discussed with the Events Committee they were going to let us know what was needed and contribute to the cost of the updates and then it would be exclusive to the Events Committee. It was pointed out that an agreement would need to be put into place for use at some point. It was also pointed out that whoever would use it would need someone safe serve certified to be there. Council will tour the water plants at some point. Manager St. Clair will set up a date and time and let them know. Manager St. Clair asked councilmembers to bring the budget books to the meeting next month.

Manager St. Clair let Council know she will be on vacation the first week in July, therefore she will not be at the next Council meeting.

Jeff Moseman:

Pointed out there is MS4 information for resident to take home with them available on the back table. He also pointed out there is information available for MS4 on the Borough website.

Mr. Moseman said he has looked into the grass treatment that Council suggested he look into to reduce the growth of grass coming up from the ground. He said the product is designed to stunt the growth of the grass, but there would be multiple applications needed throughout the season. Some of the products require treatments every 2 weeks and others every 4 weeks. The cost varies with the least expensive one needing more applications. Mr. Moseman is working on determining if this would be a savings for the Borough to use or not. Mr. Moseman said this might be something they could use in some areas of the park.

Councilmember Miller:

HARC discussed if they should continue the contract with Silver Sneakers. Facilities that are enrolled with Silver Sneakers do not make money; they lose money. The companies that sell the Medicare part B are the entities that make money at the facilities expense. The contracts are mostly non-negotiable. HARC is prohibited from collecting initiation fees, non-resident fees, or even class fees.

Koser Jeweler Tennis Tournament will be held August 9 through 15. They are looking for volunteers such as ball persons, court monitors, and to work in the player's lounge. There will be a Kid's Day on August 13, to meet the professional woman players and there will be festival activities, such as face painting. Registration is required. More activities for the week are listed on Hempfield Rec's website.

Pool attendance is good this year.

Councilmember Rannels:

Recently e-mailed maps for the parade permit to request to close State Road for the parade, and this was submitted to PennDOT. Mr. Rannels said that they are looking for alternate routes to eliminate the parade and 5K from having to cross over 72 and State St.

Councilmember Wolf:

Asked for an update on LIMC. Manager St. Clair said that we are not doing it this year.

Asked if ARP is going to be in a separate account.

Amy Leonard said that her advice is to keep it separate. The ARP is approved to use for water, sewer and broadband projects. Ms. Leonard said the guidelines are always changing, so if the funds are spent and the guidelines change, the government could make you repay it. Ms. Leonard suggests sitting on the money for a while until the guidelines get figured out. She would recommend figuring out eligible water projects. Ms. Leonard said she thinks that it would be ok for the Borough to give funds to LASA if that is what Council decides to do, but the guidelines are changing so often it is still to be determined. Council pointed out that there was a 10-year plan established and put into place for water infrastructure improvements and that should increase eligibility. The first round can be spent through December 2024, and the second round spent through December 2026. Mr. Moseman pointed out that 2/3 of the town has old piping, and in time the water tanks will need painted on the inside.

Mayor Malone:

Radar passed in the senate again and this is good news. PA Mayor's association has been reaching out for support to help get this passed.

Lancaster County Mayor's Association meeting discussed getting more support for funding for emergency management services from federal, state and county.

Attended Conestoga River meeting and discussed having more activities that are more community based, such as nature walks.

East Petersburg Veteran's will be holding a meeting on Saturday morning at Family Fare.

Public Comments: None

Regular Committee meeting Adjournment: 8:36 p.m.

Executive Session for legal & personnel matters: In – 8:44 p.m. Out – 9:29 p.m.

Next Meeting: Tuesday, July 6, 2021, Council Meeting & Thursday, July 22, 2021, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	July 22, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochbauer, Pro Tem John Herr Lauren Houck Randy Rannels John Schick James Malone Mayor: Borough Manager: Public Works Foreman: Borough Solicitor:

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, Tammy Moseman, James Swarr, Cathleen Panus
Josh Roberts and James Swarr was recording the meeting.

Pledge to Flag

I. Agenda Items for DISCUSSION ONLY:

1. Review Filter Plant Performance Evaluation- Jeff Moseman

Mr. Moseman said on May 5-6, 2021, DEP came out to give the water system a Filter Plant Performance Evaluation. They recently received the report, and this was given to Council to review. He pointed out the following from the report:

DEP visits all PA water departments that have filter treatment every 4-6 years to evaluate how things are going and offer suggestions to increase water plant performance. They were looking at turbidity, and the disinfection process. Mr. Moseman said the water goes through the DE filters at the spring and is then pumped to the nitrate plant. DEP evaluated the water and submitted comments. Mr. Moseman said most of the items in the comments were already in the process of being taken care of through the SCADA grant. A letter will be sent to DEP to show how all the items are being addressed. ARRO will help with this.

2. Review Amendments to the Sunshine Law – Amy Leonard

This will go into effect at the end of August 2021. The goal is to make sure the agenda clearly identifies the items that will be acted on.

Agenda needs to be posted on the website 24 hours in advance of the meeting. There needs to be a list of each matter that will be a subject of deliberation or action. There needs to be a copy of the agenda posted at the Borough office and at the meeting site. The agenda tonight was broken down to show discussion only items and actions items, separately. If an action item needs to be added to the agenda within the 24-hour period prior to a meeting or at the meeting, it will now have to meet certain criteria. These items would need to meet one of the two different criteria's: (1) it is a real or potential emergency that involves a clear and present danger to life or property or (2) to address the matter of agency business that arose or was only brought to the attention of the agency within 24 hours of the meeting (this does not have to be an emergency). Discussion items can be added at any time, it is just action items that need to follow this criteria.

If a resident comes to a meeting with an issue, it is ok for action to be taken to have someone look into the issue. If a item arises and it doesn't fall into any of the categories and Council feels like they need to take action, then Council can vote as a group to add the item to the agenda and if it is agreed then the item can be voted on, but the reason for adding it would have to be stated clearly and an updated agenda would need to be posted on the website the following business day saying what was added, voted on, and the reason for doing it.

Staff items can still be addressed and acted on at meetings for de minimis reasons. Solicitor and Engineering items are covered under budgeting for items that can not be addressed by anyone else.

Ms. Leonard explained that all commissions that are made up of appointed or elected officials would be subject to the same process under the Sunshine Law. Manager St. Clair asked if HAFSC would be responsible to post the agenda at their facility or should we. Ms. Leonard said that the agreement states that East Hempfield is signed on to post the agenda. Ms. Leonard pointed out that the Borough participate in the HAFSC, so it would not hurt to post this agenda also.

3. Review Accounts Payables 07/22/2021

Reviewed by Council.

4. HAFSC update: Tammy and/or John Wolf

Tammy Moseman gave updates from the last HAFSC meeting:

Groups were set up for the top 3 prioritized topics that they would like to address:

Retention and Recruitment – Mark, Randy, and Josh

Apparatus – John W., Ed, and Josh

Fundraising – Scott, Tammy, Amber and possibly Karen

The small groups will work together to come up with information and then go back to commission.

Chief Kottmyer is doing a lot of outreach and meetings. He mentioned the hospital will be doing tours and Council will be receiving an e-mail about this as well. Contract has been signed for buying fire equipment and a new piece of equipment for Hempfield Fire Department. Delivery is expected in approx. 1 year.

Ms. Moseman said she suggested the apparatus spreadsheet be updated. It was mentioned at the meeting that all the fire departments are chatting and working on the apparatus scheduling according to their needs, and it will be brought to the commission if there is a concern or solution or whatever needs to be known. Ms. Moseman and Mr. Wolf said it was a very productive meeting.

In September the groups will meet all together and share what they have found with the board.

5. Review 2Q21 Financials

General Fund

Revenue:

98% of property tax revenue - bulk of this was received in May

Real estate transfer tax - this is much higher than what was budgeted for

LST & EIT are on track

Zoning permits - exceeded budgeted amount by 15,000.00

Stormwater permits – exceeded by 2,800.00

Streetsweeper - exceeded by 3,000.00

First half of the American Rescue Plan funds - received 235,715.00 in the beginning of July- these funds will be transferred into an interest free account. The other half will be received in July of 2022.

Total revenue to date: 2,207,060.00 - we are at 95% of our total income

Total expenses to date: 968,749.00 - currently at 43% (this is under budgeted amount)

Water Operating Fund

Revenue: Right on target.

Total revenue received to date: 514,528.00 (currently at 53% of projected amount)

Exceeded amount for meters purchased by 1,100.00

Total Expenses to date: 272,619.00 currently at 30%

Trash Fund

Revenue: Right on target. Exceeded tag amount by 600.00

Total revenue to date: 250,000.00 (currently at 53% of projected amount)

Expenses to date: 232,189.00 (currently at 52% of projected amount)

Comparable Budget and cash balances were also reviewed by Council.

Aging report: 27,200.00

6. Review Borough Holidays for 2022

The holidays have not changed from previous years. There are currently 9 allotted holidays. Councilmember Houck pointed out there are only three days off from January-August. Mr. Moseman explained that every employee has 3 personal days to use any time throughout the year. This will be put on the agenda for Council to vote at the next meeting.

7. 2022 Budget Preliminary review for General, Water & Trash

Manager St. Clair reviewed the 2022 preliminary budgets for General, Water & Trash Accounts with Councilmembers.

8. Misc. Manager / Foreman / Council Items

Manager St. Clair:

Letter from Kent Rice was shared with Council.

Picture of Lt. Kilgore at the park was put on the website.

Sgt. Burgess inquired to find out if East Petersburg would be interested in hanging banners to Honor Town Home Heroes in the Borough. Manager St. Clair said there are some other municipalities that are currently doing this.

Manager St. Clair found out the VFW takes care of getting the banners made and only asks for a donation of 25.00 to have the banner made from whomever submits a hero. The Borough currently pays 150.00 per year to hang the banners on the poles and these banners could be hung in place of the banners currently hanging.

Drug Task Force was not paid for 2021 – waiting to find out more before paying anything to this.

National Night Out is Tuesday, August 2, starting with a community bike ride at 5:30 at the pool and finishing at the pool. Free events from 6:00 – 8:00 include open swim, hot dogs, chips, drinks, ice cream, bounce houses, touch a truck. S. Clyde Weaver donated the hotdogs, Weis gave gift card in amount of 25.00. Turkey Hill gave us a discount on drinks, and from Mad Chef a very generous gift of 1,000.00.

Jeff Moseman:

3 items are on municibid through August 4; 1992 pickup truck and 2-school flashers – the final bid amounts will be put on the next agenda for approval.

Wooden fire truck at the park is out for maintenance.

Battery backups have been replaced at traffic lights – we do have 5 backup generators in case there would be a power outage, and this is enough for each intersection.

Fog Seal starts tomorrow.

Councilmember Gochnauer:

Said that the Northbound turning light at WAWA is going off even when nobody is there. Mr. Moseman said that he will have Kevin Martin look into this.

Councilmember Schick:

Asked when tree project will begin. Mr. Moseman said that Adam is working on getting prices and planting will begin next spring.

Councilmember Herr:

Explained that 11 years ago we were redistricted and have been voting with Manheim even though the school taxes for the Borough are paid to Hempfield School District and that is where the children in the Borough go to school. Mr. Herr said that they are currently working on redistricting and thought it would be a good idea to advocate that we are put back in with Hempfield in district 41. They are currently taking public input. Manager St. Clair said she will look into this.

Councilmember Rannels:

Geneva Bakery will host Coffee with a Cop on August 28, from 9:00 – noon. This is currently on the website.

Mr. Rannels said the permit was received from PennDOT for the parade and 5K that will be held September 18th.

Councilmember Miller:

Ms. Miller asked if we heard back from LASA. Manager St. Clair said we did not.

Ms. Miller asked if the trees will be planted in the park for Kasper kids. Manager St. Clair said she contacted Jessica, the owner of Panache and Jessica plans to meet with Jeff Moseman to pick a spot out for the tree and she also needs to decide what kind of tree.

Council noticed someone was in the park during the meeting with a metal detector. Mr. Moseman explained that this happens from time to time, and we don't have any problems.

Councilmember Wolf:

Cardboard dumpsters at the park are bent and should be replaced. Mr. Moseman said that he saw the dumpster got stuck in the truck when they were dumping it recently and this is most likely how it got damaged. This will be looked into.

Councilmember Gochnauer:

Asked for the fee schedule to be put on the tablets.

A resident of Hempfield could not get a delivery because the signs in the Borough say no delivery if over a certain weight. Mr. Moseman said that a letter of exemption could be provided, if necessary. It was pointed out that some municipalities have signs that state local deliveries are allowed. It was decided that signs will remain the way they are, and an exemption will be provided through a letter from the Borough, or a staff member will go out and give permission if needed. Manager St. Clair will check on the wording of the Ordinance.

Mayor Malone:

Will be renting the CC for the Mayor's Association meeting – he will check date and contact office.

Report from audit was really good.

9. Fire Company Financials – for review only

Reviewed by Council.

II. Agenda Items for ACTION

1. June 2021 Committee Meeting Minutes

It was moved and seconded (J. Herr / J. Schick) with unanimous Approval by the Board, to Approve the June 24, 2021, Committee Meeting Minutes

Public Comments:

Josh Roberts asked if the Committee meeting minutes could be posted on the website. Amy Leonard, Solicitor said that under the sunshine law it is not legally required for a municipality to post any of the minutes, but it reduces the right to know requests for this information. It was pointed out that Council meeting minutes are already posted on the website. Amy Leonard said that the Committee minutes are always available through right to know request and can be put on the website if that were what Council would decide to do, but they can only be posted after they are approved.

Regular Committee meeting Adjournment: 8:55 p.m.

Next Meeting: Wednesday, August 4, 2021, Council Meeting & Thursday, August 26, 2021, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	August 26, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochbauer, Pro Tem John Herr Lauren Houck Randy Rannels John Schick (Absent)
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair
	Public Works Foreman:	Jeff Moseman
	Borough Solicitor:	Amy Leonard

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, Tammy Moseman, James Swarr, Jennifer Guzejko
Josh Roberts was recording the meeting.

Pledge to Flag

Public Comments:

1. **Monica with Premiere Karate:** Monica said she would like to use the Amphitheater at the park on September 25, 2021, from 9:30 a.m. until 11:00 a.m. for a martial arts graduation for approximately 100 students. They will have music, demonstrations, and awards will be given. They have already received approval by the Events Committee. Council granted approval pending submittal of application, fees, and certificate of insurance naming the Borough as additional insured.
2. **John Parker:** Mr. Parker voiced concern about speeding on Graystone Road. He resides on Graystone Road and said that he called dispatch to report this issue to police, but never heard back. Council thanked him for coming and said they were glad he came to the meeting because they don't know about these things unless residents come out to the meetings to tell them. Council also said they will share this concern with the police.

I. Agenda Items for DISCUSSION ONLY:

1. Presentation on Street Repairs 2022

Kevin Martin submitted and reviewed the 10-year plan for street paving with Council outlining the following Road improvements proposed:

2021/2022: Reclaim & Repave - Elm Street lower & middle

2022: Fog Seal the following roads - Jeanette Dr., Jackson Dr., Vaughn Rd. (single ¼"), Middle Geneva Dr. (single ¼"), Lime St., Orange St., Elm St., Orchard St., lower Lemon St. (approx. 6" x 600')

2022: Crack Seal ½ of town

2023: Fog Seal rest of upper Lemon St.

2023: Ultra-thin bonded wearing upper Lemon St.

2024: Fog Seal

2024: Mill and Pave New St. from Geneva to Split Rail

2025: Mill and Pave lower Lemon St.

2025: Level and overlay

2025: Level and Fog Seal

2025: Ultra-thin Bonded Wearing

2025: Fog Seal

2026-?: Follow water install – Mill and Pave year after water

Proposing purchase of 2 new pieces of equipment in 2022:

Mr. Martin said they have looked into a sweeper bucket which is basically a power broom that goes on the front of the skid loader. While demoing the power broom they used it to clean out sediment at the Meadows concrete swale and Constitution Square concrete swale and they were very pleased with how well it worked to clean up those areas. This sweeper bucket not only did a great job at cleaning out sediment at the concrete swales, it saved a lot of time. It worked great on the roadways especially in spots that the street sweeper cannot get into. It can also be used in the Borough when the sweeper is not available. Current price for 2022 is \$5,790. It was pointed out that this could be used for MS4 clean up in other municipalities in addition to the street sweeping services.

Mr. Martin said the other piece of equipment they are proposing is a zero-turn mower. We currently have three zero-turn mowers with between 1000 - 2150 hours of use and ranging from 5 to 8 years old. Mr. Martin explained they are all in good condition, but they are starting to have higher maintenance costs each year as things are wearing out. They will be demoing three different models this fall to see which one they like best. The price range is from \$15,000 to \$17,000 and can even go up to \$24,000 depending on attachments. It was pointed out that one of the old tractors will be sold on Municibid if a new zero-turn mower is purchased; they are currently selling between \$5,000 and \$8,000 on Municibid.

2. Presentation on Water Line/Meter project 2022

Jeff Moseman submitted and reviewed the proposed Water Line and Water Meter Replacement plan with Council.
Water Lines:

2022: Mr. Moseman said he is strongly recommending doing Lemon Street from Tank Rd. to Graystone Rd. A cost opinion was received from ARRO for this project in the amount of \$346,983.60. Council asked Mr. Moseman how the cost opinion looked to him compared to bidding. Mr. Mosman said it did look a little higher.

2023-2025: Pine St from Broad to State to Hershey

2023: Jackson/Wolf Circle - tie together with blow-offs

2026: Carpenter (Graystone to Stevens)

2027: Hollow/Broad area

2028: Valley Rd.

2029: High Street

2030: Jeanette Drive cul-de-sac to Sundra Dr.

2031: Jackson St.

2032: Sundra Drive-all of it/ Miriam Circle

2033: Sundra Circle

2034: middle Geneva, Leebel, Reeves

Water Meter Replacement:

Mr. Mosman reviewed the meter replacements scheduled for the next 5 years; 276 will be complete change-out at \$300 each and 210 will have radio-read installed only at \$145 each.

3. Review Accounts Payables 08/26/2021

Reviewed by Council – No additions to regular bills.

4. HAFSC update: Tammy and/or John Wolf

Tammy Moseman gave updates from the last HAFSC meeting:

Tammy Moseman said the last meeting was short. The chief fire official went over his report and gave the budget for the year.

All the groups met to go over what they have been working on.

The CFO's 6-month review is coming up. The board members in the fire departments will give their input to the Managers for this.

Hospital tours will be held on 30th and the 31st and everyone attending will meeting at the temporary office off Harrisburg Pike entrance to begin the tour.

5. Update on 72/Miller Traffic Signal Project

East Hempfield has responded back from the letter that was sent and agrees that something does need to be done. They also agree that the permit is not correct and have asked us to submit an updated permit. They do support the addition of the left-hand turn phases there. East Hempfield has said they need this to fall into their 2022 budget. Manager St Clair said she does not see a problem with that. Per John Schick, it would probably be a good idea to begin the process in September for the permit and the signal light all at once. If the paperwork is

started in September, completion should be February/ March 2022. This will fall into the 2022 budget for the Borough as well.

Council asked who would be taking care of the work. Manager St. Clair said normally we take care of the maintenance on the light and then bill East Hempfield for 50% of the cost. Council agreed to let John Schick begin working on this in September to update the permit and apply for changes to the signal light.

6. Deb Miller: Chain of Command (SOP)

Deb Miller reviewed the final SOP for Chain of Command with Council and pointed out the following: This SOP spells out the chain of command along with Manager St Clair's job description.

Manager St. Clair pointed out that it says all employees would report to her, but it needs to say immediate supervisor. Manager St. Clair explained without this, Jeff Moseman would lose the day-to-day interaction with his team. Manager St. Clair said the SOP should say P.W. employees report directly to Jeff and then Jeff would report to Karen as needed. Council asked that it be noted in the SOP that taking up staff time will be kept to a minimum. Council also requested a flow chart be added. Council agreed this was very well done and will be very helpful for current and new councilmembers, Mayor Malone pointed out he has found it a very easy process working with past and current borough managers.

7. John Herr: Voting Precincts of the Borough District 41

Councilmember Herr explained redistricting is currently being worked on now, and the next chance for this change would come in 10 years. Councilmember Herr explained this resolution provides for a stronger way of expressing that the Borough should be able to vote in the area we are taxed and go to school which is District 41- Hempfield.

Councilmember Herr explained now is the time to get this communicated to District 41 Representative - Brett Miller, and District 37 Representatives - Mindy Fee, and to the state website which accepts comments, and to the redistricting commission. Councilmember Herr said it is important for us to be able to communicate with the representative that is in Hempfield.

It was pointed out that we no longer have a local swim team. Councilmember Herr said he will include this information.

Amy Leonard, Solicitor said that there is no right way to do this, whether you send a letter or pass a resolution to show significant concern to the legislators with a unified complaint. Ms. Leonard said if Council is unified, she would recommend they pass a resolution because it helps to show the legislatures that you all cared enough about it to act on this matter, and it will be a part of the official records.

Council agreed to move ahead with this resolution. Amy Leonard will give a final review of the resolution and it will be put on the next agenda for a vote.

8. Review Ordinance 289 – Storage Containers

Recently it was brought to Manager St. Clair's attention that there was a POD sitting in a commercial parking lot without a permit. Upon review of the current POD Ordinance, it was found that the current ordinance did not spell out whether permits are required for commercial and residential properties, or just residential. It is stated in the ordinance that the permit provides for 60 days on a residential property but does not include "commercial". Manager St. Clair pointed out that a lot of businesses in the Borough do have PODS and they do not have permits.

The property in question is near the Borough office and zoned neighborhood commercial and is being used for commercial use. Council discussed if it should be based on the criteria of how the property is zoned or based upon the use of the property.

Amy Leonard, Solicitor said the current ordinance as written is regulating all the dumpsters and PODS in the same way for permit requirements, regardless of whether it is a residential or commercial use, so if that wasn't the intent than the ordinance needs amended.

Council agreed that the ordinance needs to be changed to say the businesses are exempt from having a permit unless the POD or dumpster is placed in the street. Ms. Leonard pointed out that businesses will not need a permit for a dumpster, even if it is for construction.

Council agreed that they are not adding any distinctions about zoning districts to this Ordinance, it will only be based on "use" (commercial or residential).

9. **Review Resolution 819- Policies/Procedures for trash & recycling**

Manager St. Clair explained the fees for the large appliance and the tire tags were increased in January and we just need the trash and recycling resolution to reflect that increase. This will be put on the agenda for the next council meeting.

Josh Roberts said it has come up on social media that residents would like to be able to purchase tags online because they can't make it into the office during business hours. Manager St. Clair said what they have been doing to accommodate people that cannot make it in during business hours is to hang the tags on the door and they will then put their payment through the slot. We can also mail tags out if needed. Manager St. Clair said she will check with the office staff to see how often this comes up and is open to making this process easier if need be.

10. **Misc. Manager / Foreman / Council Items**

Manager St. Clair:

National Night Out was a great success. Scoops was very generous by waiving the travel and labor rate, this kept cost down to 2.50 per cone/dish of ice cream- a total of 258 were served.

Jeff Moseman:

MS4 information is available on illicit discharge on the back table.

Public Works has been notifying residents about grass in the streets and following up, as needed.

Councilmember Wolf:

Asked how Lemon Street is going. Manager St. Clair said she is looking into this.

Councilmember Miller:

Thanked Jeff Moseman for the tour of the water system facilities. She said it was very interesting and informative.

Councilmember Rannels:

Also, thanked Jeff Moseman for the tour of the water facilities.

Councilmember Herr:

He thinks it is great to improve the light at the WAWA intersection, but he thinks more driver time is lost waiting to go south at the light at Rt. 72 & Enterprise Road. He would like to see this light fixed. Manager St. Clair said she does agree something needs to be done there also, but she would like to stick to doing one light at a time.

Amy Leonard:

Reminded Council that the changes to the sunshine law will be in effect for the next Council meeting and if something would need to be added to the agenda, just vote to add it, and then take action on it, and then post the new updated agenda the next day. Ms. Leonard said added items can be addressed at any point during the meeting.

11. **2022 Budget: Preliminary review for Misc. Funds**

Manager St. Clair reviewed the 2022 preliminary budgets for Misc. funds with Councilmembers.

12. **Fire Company Financials – for review only**

Reviewed by Council.

II. **Agenda Items for ACTION**

1. **July 2021 Committee Meeting Minutes**

It was moved and seconded (A. Gochnauer / J. Herr) with unanimous Approval by the Board, to Approve the July 22, 2021, Committee Meeting Minutes

2. **Extra Items: Issues arising in the last 24 hours**

No extra items.

Regular Committee meeting Adjournment: 8:30 p.m.

Executive Session was held for personnel reasons: In: 8:38 p.m. Out: 9:45 p.m.

Next Meeting: Tuesday, September 7, 2021, Council Meeting & Thursday, September 23, 2021, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	September 23, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr Lauren Houck Randy Rannels John Schick (Absent)
	Mayor:	James Malone
	Borough Manager:	Karen St. Clair (Absent)
	Public Works Foreman:	Jeff Moseman
	Assistant Treasurer:	Jennifer Guzejko

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, Tammy Moseman, James Swarr, Jennifer Guzejko
James Swarr was recording the meeting.

Pledge to Flag

Public Comments: None

I. Agenda Items for DISCUSSION ONLY:

1. Review Hempfield recCenter ARPA Request Letter

Council reviewed the ARPA Request Letter. Assistant Treasurer Guzejko pointed out that we do give them 10,000.00 per year in municipal support. Council said they respected them for asking but were going to focus on the needs of the Borough with the funds first.

2. Summary of the 2021 Pool Season

Jeff Moseman reported overall the season was good. Jeff Book did not have financial numbers to report yet. Food Trucks did not make enough money this year and it was discussed to possibly install vending machines. It was also discussed that a third camera might be needed to cover the vending machines if they are installed. Another option discussed is for HARC to sell water to eliminate the need for the vending machine and camera. Lines will be repainted for no diving and depth. Skimmer boxes need some work – contacted Renisis for quote to have them lined so they will be maintenance free. There are just a few small items on the fix list for next year.

3. Deb Miller: Pickleball discussion – PowerPoint presentation

Councilmember Miller gave a presentation on Pickleball and said that it is a low impact sport played with a wooden paddle and a lower net than tennis. It was pointed out that it has previously been discussed that the tennis court on Graystone Road could easily be converted into a Pickleball Court. It was also pointed out that tennis courts can be used for both tennis and pickleball by adding additional lines. The total cost for a Pickleball set is 575.00 and this includes posts, sockets, and a heavy-duty regulation net. There are 2 local asphalt companies that do work on courts. There are 10 pickleball courts listed in the area with 6 of them requiring a fee. Manager St. Clair, Robin Hemperly and Deb Miller will be meeting to take a closer look at the condition of the tennis courts and obtain costs on possible necessary improvements. Mr. Moseman pointed out that if we use the existing court size, we will have to widen the fence, and it would be costly. Mr. Moseman said he has a quote from Brenneman to recoat and improve the court. There is not a parking lot at the courts on Graystone Road and another idea would be to install impervious paving at the court on Graystone for parking. Councilmember Gochnauer said he brought this up a few years ago and shot it down himself because of the following: using that

court as is won't work and using different colored lines on a court is very distracting when playing. He said using a 2-match format is better than 4. He said keeping within the tennis courts is best because then its inside and not at the back lines. Councilmember Gochnauer pointed out that pickle ball is usually for an older player because it is a shorter game, and this tends to be played in doubles, so if you fill both courts for doubles you will have eight people on the court which will be 8 vehicles. If we do a parking lot, it would be an added expense and take away the green area. Councilmember Gochnauer said he thinks it would be a good idea to add pickleball at the park on Pine Street when the courts get re-done since there is already safe parking available. Mr. Moseman said the courts on Graystone Road are in need of structural repair which would be costly and pointed out the courts on Pine Street will only require resurfacing and painting. Councilmember Gochnauer said when the time comes to improve the courts on Pine Street, he would be in support of adding pickleball to the courts on Pine Street. Councilmember Gochnauer said that HARC was looking into renting courts to use for tournaments and said that maybe they would be interested in funding part of a project to update the courts. Councilmember Miller will check with HARC about this. Councilmember Gochnauer said that USTA is one grant available, and Robin Hemperly would have a list of others.

4. Playground update

Jeff Moseman reported the following:

Manager St. Clair, Robin Hemperly, Jeff Moseman, Jennifer Pfautz, William Roche and Kristin Troop met to discuss options as to how businesses could take an active role in improving the Community Park in East Petersburg. S. Clyde Weaver's expressed interest in a local park community outreach initiative and would like to donate \$5,000 in 2021 and possibly another \$5,000 in 2022. It was also mentioned at the meeting that S. Clyde Weaver staff members would be willing to volunteer hours to help out. Several pieces of park equipment were reviewed and discussed as possible additions /replacements to the park, including a gaga pit. Council expressed concern for the plastic material that some of the pictured items were made with and asked if it is durable. Mr. Moseman said that State Certified municipal grade equipment is more expensive but made to hold up longer. Jennifer Guzejko said that Manager St. Clair would like Council to decide if they are ok with the suggestions in the Memo from Robin Hemperly and wanted them to know that equipment would not be installed now because it is the end of the year, but it could be purchased and stored. Mr. Moseman said that nothing will be pulled out at the park until there is something new to replace it. He also said Robin Hemperly is still working on finding grants. Mr. Moseman said that the items are just representative ideas and Manager St. Clair is looking for an approval to keep moving forward to sculpt a complete package and plan. Mr. Moseman said that hardware for the tire swing replacement has been purchased and will be stored until next year. Mr. Moseman suggested councilmembers search municipal playground equipment to see what is available and where it is manufactured. He pointed out that it would be good to have three different areas available for different age groups. Council asked for a presentation showing what money is available and then they will start picking out equipment. Mr. Moseman said a layout will also need to be determined. Council said they would like to see everything included in the presentation even placement. Councilmember Houck said that if handicap swings are in the package, we should only purchase the molded style with overhead closure, because the other one is not a good quality. Council agreed to have Manager St. Clair and Robin Hemperly and S. Clyde Weaver outreach continue to work on finding funding and putting the whole package together. It was suggested to put different ideas in the package based on different budgeted amounts. Mr. Moseman explained that we are currently in limbo because some of the old equipment needs taken out, but we have nothing to replace it with at this time. Tammy Moseman suggested the residents be able to give input on equipment by ways of a survey being put in billings or online. Council said this could be done as a second step after finding out what we can spend, but we don't want to get the hopes up and nothing happens again.

5. Review Accounts Payable 09/23/2021

No additions to the regular bills.

6. HAFSC update: Tammy Moseman and/or John Wolf

Meeting was rescheduled for September 28, 2021

7. Misc. Manager / Foreman / Council Items

Assistant Treasurer Guzejko:

New street sweeping contract was received from Manheim Central School District.

ARRO golf outing will take place October 26 at Bent Creek if anyone is interested.

Resident dropped off cookies for the public works staff to thank them for the timely clean up of branches after the storms.

Pumpkin Fest is scheduled for October 2

Mayor Malone:
October 13 Mayor's Association will use CC for their meeting.

Jeff Moseman:
Reminded residents that trash, and leaf bags must be placed behind the curb line to ensure the contents do not end up in the storm basins and waterways.
Reminded residents to check their vehicles for spotted lanternflies before crossing county lines.

Councilmember Miller:
Asked if Resolution 820 was sent to Harrisburg Commission. Councilmember Herr said that Manager St. Clair was having trouble attaching the document but was going to try to add it into the body of the message. Assistant Treasurer Guzejko said she will check with Manager St. Clair.

8. Fire Company Financials – for review only

II. Agenda Items for ACTION

1. August 2021 Committee Meeting Minutes

It was moved and seconded (A. Gochnauer / D. Miller) with unanimous Approval by the Board, to Approve the August 26, 2021, Committee Meeting Minutes

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

There was a request for an executive session.

It was moved and seconded (D. Miller / J. Herr) with unanimous Approval by the Board, to Approve the addition of an Executive Session for personnel reasons

Regular Committee meeting Adjournment: 7:00 p.m.

Executive Session for personnel reasons: In: 7:07 p.m. Out: 7:25 p.m.

Next Meeting: Tuesday, October 5, 2021, Council Meeting & Thursday, October 28, 2021, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary

MINUTES OF THE COMMITTEE MEETING
OF THE EAST PETERSBURG BOROUGH COUNCIL

DATE AND TIME:	October 28, 2021	6:00 p.m.
LOCATION:	Community Center	6051 Pine Street
ATTENDANCE:	Council Members:	John Wolf, President Debra Miller, Vice-President Adam Gochnauer, Pro Tem John Herr (Absent) Lauren Houck Randy Rannels John Schick Mayor: Borough Manager: Public Works Foreman:

Meeting was called to order: 6:00 p.m.

Visitors: Josh Roberts, Tammy Moseman, James Swarr
James Swarr and Josh Roberts were recording the meeting.

Pledge to Flag

Public Comments: None

I. Agenda Items for DISCUSSION ONLY:

1. 3Q Financials Review:

Manager St. Clair reviewed the 3Q financial summary with Councilmembers:
General fund- right on track to meet budgeted revenue
Property tax- received 100%
Act 511 taxes – right on track to meet budgeted amounts
State revenue - right on track to meet budgeted amounts
Pension – received state aid on 9-28 in the amount of 27,874.00 These funds will be allocated to the water and trash funds by the end of the year.
Foreign fire insurance – received 9-28 in the amount of 22,072.00 and this was disbursed to the EP fire co. relief on 10-5.
Total revenue received as of 9-30 is 2,307,362.00 – we are at 90% of the budgeted amount for the year.
General fund expenses – coming in under budget at 1,278,962.00 – we budgeted 2,239,020.00
Water operating fund revenue – right on track – includes metered water, penalties, reconnect fees, hydrants, certifications fees
YTD - 675,277.00 at 79% of budgeted amount – we budgeted 850,200.00
Total revenue for water operating to date - 747,893.00
Water operating expenses – under budget - total to date is 391,235.00 - we budgeted 889,650.00
Trash fund revenue – right on track – total to date is 359,020.00 – we budgeted 468,920.00
Total trash fund expenses – 314,985.00 – we budget 430,750.00
Aging report – 30 days is 552.68 - 90 days is 199.73 - current is 46,012.00
Street sweeping – total income 5,900.00 for 3Q, YTD is 20,155.00
Street sweeping expenses TD – 16,195.00
Street sweeping net profit – 4,000.00
Council reviewed cash balance page.

2. 2022 Budget Review:

Manager St. Clair reviewed the 2022 budget with Councilmembers:
No tax increase for 2022

General fund is operating well, and the tax base will remain the same at 5.527 mills and that should be steady for the next couple years.

General fund receives most of its funds from Act 511 taxes - real estate, transfers, EIT, LST, and property taxes.

Expenditures:

Safety Police 38%

Building improvements 25,000.00 for improvements to borough buildings, mower shed roof, and counter in office.

Special projects 10,000.00 for misc. building improvements and maintenance shop to add a bathroom.

Public safety police services for 2022 is going up 47,300.00 – there will be a transfer from the public safety fund.

Additional police services – decreasing budgeted amount from 5,000.00 to 1,000.00

Streetlights – same at 85,000.00

Property inspections – increased by 8,000.00 currently at 50,000.00

Zoning office – increased by 5,000.00 currently at 45,000.00

Streets/roads engineering fees – decrease of 10,000.00 currently budgeted 20,000.00 due to Kevin and Jeff doing a lot of the leg work.

Sweeper maintenance – increase of 2,000.00 total is 20,000.00

MS4 engineering fees – decrease of 5,000.00 total is 20,000.00

Dumpster rental – no change

Parks – Tree and ground maintenance – increased by 800.00; total is 11,000.00

HARC – increase by 1,000.00 just in case

Swimming Pool expenses – decreased by 10,000.00 planning on doing electrical repairs and skimmer improvements, new camera may be installed in entranceway if vending machines are installed

Playground improvements – no change

Interfund transfers: 160,000.00 to capital reserve, 65,000.00 of this is comcast franchise; 50,000.00 for MS4; 45,000.00 for park upgrades; 150,000.00 to public safety fund; 25,500.00 for CFO (this will have to be updated) and 20,500.00 for EMC, 104,000.00 for police for 22-23; 25,000.00 into snow fund (if not needed it will go into Edward Jones); 15,000.00 into equipment reserve; 5,000.00 into swimming pool fund

Water Operating:

No water rate increase for 2022

470,715.00 ARPA funds allocated for Borough; received 235,000.00 7-21, expect to receive the other half in 7-22

ARPA funds will be used for water upgrades and any projects.

Large water items 120,000.00 - surplus of funds from water and water reserve will help cover costs for the following: DE Filter replacement in the amount of 52,886.00(updated quote), water meter project 40,000.00, installing bathroom at nitrate plant 4,000.00, Nitrate plant PH temp probe 2,000.00, nitrate plant bench top 3,000.00, spring (per DEP) scope to look inside the filters 3,000.00, spring (per DEP) lids for the tanks 3,000.00, feed pump at spring 3,000.00, generator device at well 11,000.00, city interconnect mini-split 5,000.00
Lemon St. phase III water main replacement project estimated cost is 350,000.00 – planning to use ARPA funds for this project – this will free up funds in water reserve.

Trash Fund:

Service contract with WM ends 12-31-22 with the option to renew on a yearly basis for up to two years.

WM has increased their rates for 2022 by 6% - due to this we will need to increase trash rates 20.00 for 2022.

New annual fee will be 258.00.

6060 Main: Currently vacant.

Capital reserves for special projects:

Meadows – MS4 50,000.00 - We have until 2023 for completion. Michael will apply for grant in 2022.

Playground equipment / Tennis Court upgrades

72 and Miller traffic signal 20,000.00 (split 50/50 with East Hempfield)

Misc. 10,000.00

Equipment:

20,000.00 budgeted for the following:

John Deer 0-turn 24,000.00 - 50% of this amount will come from equipment reserves

Sweeper broom 6,000.00 - 50% of this amount will come from equipment reserves

Misc. 5,000.00

Equipment reserve fund:

Items mentioned above, salt box will also be purchased for 6,000.00 and 3,000.00 allotted for Misc.

Public Safety Fund:

EMC 21,000.00

CFO 26,000.00 - this will need to be changed

For fire co. apparatus – 55,000.00 just in case it is needed

Transfer to General for Police services increase

Employee benefits and health costs:

Increase by 5%, currently pay 6,674.00, renewal is 7,040.00

Total base wages for 2022 is 545,000.00 and projected state aid for 2022 is 28,500.00

Taxable Assessed real estate value: 316,965,100.00

Millage will remain the same: General 4.474 plus Fire .780; Total millage 5.527

Capital improvement schedule for the pool: Electrical work, camera installation – all other items are completed

Cost opinion for Lemon Street water main replacement: 346,984.95

Emergency Services Coordinator – 20% is 20,336.00 – this amount is 200.00 lower than last year because they had an extra payroll in 2021.

Chief Fire Official 20% is 25,465.00 – Manager St. Clair explained that in 2021 we were paying 20% of 31,248.00 and then for 2022 it went down to 20% of 5,850.00, and she was told that when they hire someone new at East Hempfield they budget for medical for the family, but this employee opted out. Manager St. Clair inquired why this money was not returned and was told by Cindy that they base it on budget numbers not the actual and that is why the money was not returned. Tammy Moseman pointed out the training amount requested for 2022 in the amount of 6,500.00 includes the fire departments and this amount should only be for the CFO, and it is significantly higher than last year which was 750.00. Manager St. Clair said she asked Cindy why this was so much higher than last year, and Cindy said that the amount included online training for firefighters from all three fire departments as well as CFO. Ms. Moseman said she was under the impression that the medical cost would have been prorated and returned to us. Ms. Moseman also pointed out that the draft budget amounts for the CFO for 2022 are to be submitted by September 15, 2021, per the contracted agreement, and we are just getting this October 28 and the HAFSC boardmembers were not able to review this. Ms. Moseman voiced great concern that the budget for the CFO was submitted late and is significantly higher and this should have been discussed and approved by the HAFSC board members. Ms. Moseman asked if there will be a special meeting held as discussed at the special Council meeting. Manager St. Clair said that the draft budget was received September 15, 2021, and the revisions were just received today. Lauren Houck pointed out that the equipment request was also brought to them after September 15. Manager St. Clair said that she completely understands Ms. Moseman's frustration and did not understand why a meeting date was not established for whoever was available rather than East Hempfield trying to figure out a date everyone was available because a meeting needs to be held with them. It was agreed that the training amount should be for the CFO only and Manager St. Clair will get more clarification on this. Manager St. Clair said she does not get quick responses from East Hempfield, so she will put this in the budget now and then it will be disputed. Adam Gochbauer said we asked for a special meeting with East Hempfield, and so far, they did not get it and said that he agrees with Tammy Moseman that the next HAFSC meeting will be a very long meeting if we can't get a special meeting and East Hempfield should know we have a lot to discuss at the next meeting. Tammy Moseman will send some items to Manager St. Clair and then she will forward these items for the HAFSC agenda to Cindy and Diane. Ms. Moseman said even though she has gone this route to get items on the agenda previously, the items have not always been added. Mr. Gochbauer would like to know what the additional 13,000.00 for the CFO vehicle equipment and outfitting is for, and said we should have a 5,080.00-credit coming to us for the amount that was collected in 2021 for medical and not used. Mr. Gochbauer said he would like to see a breakdown for the expenses. Mr. Gochbauer said that whatever the amount is that they owe us could be taken off the first quarter payment amount to them. Lauren Houck said it is only standard in business to adjust the amounts and she is not sure why they would not have done this. Mr. Gochbauer asked Tammy Moseman to discuss this in the finance subgroup also.

Unemployment rate – no change

General fund

Changes recommended from prior budget discussions:

CC rent increased by 500.00

Zoning permits plus 3,000.00

Street sweeper upped by 2,000.00
Transfer for police increase
Medical insurance up by 11,000.00
Computer maintenance up by 2,000.00
Advertising decrease by 500.00
Seminars and training decrease of 900.00
Misc. decrease of 200.00
Legal fees 2,000.00
Web expense down by 300.00
Seminars down 100.00
Building water decrease 200.00

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Line item 171 decrease to 1,000.00
Line item 176 decrease to 5,000.00
Line item 179 engineering services down to 1,000.00

Pg. 6

Engineering fees down to 8,000.00

Page 8

Line item 265 increase by 200.00
Line item 290 vehicle gas upped due to the price of gas
Vehicle repairs upped by 2,000.00 due to of the older vehicles

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Crime policy decrease by 600.00
Line item 341 insurance bonding increased for Jennifer to be bonded
Total funds available 81,350.00

Water fund

Medical insurance - we did not know the number at the time - put in for 46,000.00
Water analysis increased by 2,000.00
Total funds available 71,350.00

Trash fund

Line item 7 proposed trash increase to 258.00 per year
Line item 35 medical stays at 2,000.00
Waste Management Contract 240,000.00
Line item 49 up 155,000.00 – We received a memo from LCSWM back in September to let us know they are going to have a \$2 per ton increase. The amount will increase from 78.00 to 80.00. In 2020, we had 1919 tons, so this should cover us.
Bottom line for trash fund – 28,315.00

American Rescue Fund – no changes

6060 Main – no changes

Capital reserve fund – no change

Equipment reserve fund – No plans to purchase, but did budget 20,000 due to older truck has needed a lot of repairs recently, so just in case it stops running.

Fire tax fund – no changes

Fire reserve fund – no changes

Liquid fuels – Pg. 2 Line item 25 budgeted 70,000.00

Public safety:

Budgeted 55,000.00 for fire co. apparatus

Transfer to general for police services

Snow maint. fund - no change

Swimming pool fund – no change

Water reserve fund:

Water main replacement 350,000.00 but will use ARPA if we can

10-year water plan – no change

Meter replacement plan – no change

Kevin's 10-year plan for street paving – no change

General fund revenue actual for 2021 - 664,000.00 (projected 560,000.00)
Available funds projected available April 1, 2022 - 1,126,000.00
Water operating actual income for 2021 - 519,385.00 (projected 509,500.00)
Expenses actual for 2021 - 329,784.00 (projected 334,900.00)
Interfund transfer between now and the end of March 183,000.00 (projected available funds 695,000.00)
Manager St. Clair will make changes discussed and reach out to East Hempfield Twp. and she pointed out if anyone has questions to reach out to her.

Council thanked manager St. Clair for all her hard work on preparing the budget.

Manager St. Clair left at this point in the meeting.

3. Riparian Buffer Project:

Jeff Moseman explained there is grant money available from DCNR that can be used for this project. Work will be done for design in classes in November, and planting by water shed alliance will begin in April or May. A volunteer planting day will be set up for this to get community participation for MS4. Fees of 365.00 will be waived for borough to attend the class because we are volunteering the site to be used for this project.

4. Revise Resolution 795 – “No parking during snow emergency” signs on south side of Linden St. shall be removed:

Jeff Moseman said that last year this temporary resolution was put into place to allow parking on south side of Linden St., and it worked out well, so now it needs to be determined if this will be made permanent or go away. Originally the snow emergency ordinance did not allow for parking on either side of Linden St. during snow emergencies because it was assumed that everyone had parking in the rear of their properties. It was later found out that there are two houses on the south side of Linden Street that do not have off street parking, so this is to accommodate these two houses. Mr. Moseman explained all that would need done is to remove the signs from the post permanently if council chooses to pass an ordinance to make this permanent. The consensus was to allow parking on the south side of Linden St. all year long, including during snow emergencies. Parking on the north side would still not be allowed during snow emergencies.

5. EP Pool Vending Machines for 2022 season:

It was discussed to put the vending machines where the snack bar was or the back storage room. It was pointed out that there is a step up at the snack bar area. Council asked Mr. Moseman to check with Matt Spellman, building code official and let him look at this. It was also pointed out that if they are put in the backroom, cameras might be needed.

Adam Gochnauer asked if there are proceeds for this vending machine. It was pointed out that Jeff Book with HARC said HARC will receive proceeds. Mr. Gochnauer said he does not want to put any expense from the borough into something we are not getting anything back for and he does not think having vending machines will bring more people to the pool. Lauren Houck said that canteen makes the money because they are providing the service and thinks it should be kept simple and to keep in mind that it is just to provide this service for the people using the pool. Ms. Houck said it might be a good idea for HARC to just sell water out of a cooler at the check in counter. Mr. Gochnauer said he does not have an issue if HARC wants to take on any expenses to have vending machines, and present it to the Borough for permission. Mr. Moseman said that cameras would not be needed if the machine was put outside in the area that the existing camera would cover or the area that can be locked up.

6. 5869 Clarkson Drive:

A resident hired a contractor to move his driveway and apron/sidewalk. The contractor ended up paving the driveway the whole way to the curb line without including the apron/sidewalk. This property is at the end of the street, at the end of the borough. It was discussed to not set a precedence. If the permit had a drawing with the sidewalk included, and the permit states the sidewalk must be replaced, then it would be clear he should have done this. Mr. Wolf said he would not need to rip up all the asphalt just edge the concrete and trough it out and seal the joint. It was discussed that this sounds to be an issue between the homeowner and the contractor. Council would like to see the drawing and permit to make this determination.

7. 2022 Council Meeting dates:

Council reviewed the dates provided according to PennDOT requirements. Council will verify date for fireworks. This will go on the Council agenda to vote on approval.

8. 2022 Banner Suspension dates:

Council reviewed the dates provided. This will go on the Council agenda to vote on approval.

9. Accounts Payable:

Reviewed by Council. Any questions can be forwarded to Manager St. Clair.

10. Misc. Items

Jeff Moseman:

Pointed out there was MS4 information on the back table. He also said he was pleased to see that a resident was cleaning up pine needles from the street.

James Malone:

Thanked Council on behalf of the Mayors Association for letting them hold last month's meeting at the community center.

John Schick:

Inspection charge for poles was waived by PennDOT, saving the borough 14,000.00. They are due back in December. Joe Gargano was very happy with the way the crew interacted with them. Mr. Schick said they did a great job out there while dealing with a tight area and the fire company going through there to get to calls.

Randy Rannels:

It appears the Fire Service Commission is not going to meet with the borough for a special meeting. He pointed out they already paid for the engine that they were asking the borough to contribute to. He said it needs to be defined what will be paid for under services because they are throwing in training for fire dept. and vehicles and these items are not defined in the contract. Randy Rannels, John Wolf and Tammy Moseman will figure out what item's need to be added to the agenda. Tammy Moseman will e-mail Manager St. Clair the agenda requests and include all the members. Mr. Rannels and Tammy Moseman both asked John Wolf to please include them in the e-mails regarding HAFSC issues.

Debra Miller:

She will give her report at the next meeting.

Adam Gochnauer:

Mr. Gochnauer said whenever the HAFSC members get a position that they agree on, they can contact him, and he will look at what they come up with. He thanked everyone on Council for knowing that you can run a borough like a business and there were no tax increases, and no water increases because of spending control and by putting money back. He thanked the new councilmembers for doing what is right for the borough and not focusing on what affiliation they are. He said we are an example of what should happen at the state and federal level. He said they may disagree on some things, but they have good discussions, and at the end it all works out. He thanked Mr. Moseman and staff for controlling spending and sticking to the budget. He pointed out that we did street sweeping in the borough at no cost due to the street sweeping revenue from services we provide to municipalities and businesses.

Lauren Houck:

Ms. Houck said that because they don't need to do politics to earn campaign funding, it allows Council to focus more on the community, and they can work things out through open discussion and usually all agree on the final decision.

Comments:

Josh Roberts asked Council to consider changing the date for trick-or-treat because of the bad weather that is forecasted. He pointed out that some of the other municipalities are changing the date. Council said that in the past when the date was changed it has caused confusion and it is normally held rain or shine. Council also told him they would let Manager St. Clair know his concerns and that she is the one that will need to make the determination because this date comes from the LIMC.

11. Fire Co. Financial:

Reviewed by Council.

II. Agenda Items for ACTION

1. September 2021 Committee Meeting Minutes

It was moved and seconded (A. Gochnauer / R. Rannels) with 5-1 Approval by the Board, to Approve the September 28, 2021, Committee Meeting Minutes, J. Schick abstained because he was not at the meeting

III. Extra Items: Issues arising in the last 24 hours: None

IV. Regular Committee meeting Adjournment: 8:16 p.m.

V. Executive Session: not needed

Next Meeting: Tuesday, November 3, 2021, Council Meeting & Thursday, January 27, 2022, Committee Meeting

Respectfully Submitted,
Kim Strayer, Recording Secretary