



East Petersburg Borough

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

COUNCIL MEMBERS

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

MAYOR

James Malone

STAFF

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

COUNCIL MEETING AGENDA January 3, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE / PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

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

4. OLD BUSINESS

Committee Meeting Topics Reviewed: No meeting in December. Next meeting January 26, 2023, at 6:00 p.m.

5. NEW BUSINESS – ACTION ITEMS

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



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Karen St. Clair, Borough Manager
Kevin Martin, PW Supervisor

COUNCIL MEETING AGENDA February 7, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE / PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

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4. OLD BUSINESS

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



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5. NEW BUSINESS – ACTION ITEMS

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

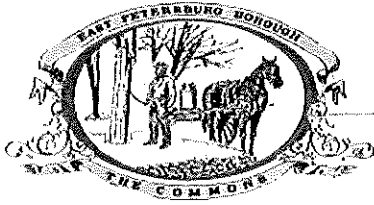
6. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

7. ANNOUNCEMENTS

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

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

9. ADJOURNMENT



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MAYOR

James Malone

STAFF

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Scott Liggins, Water Supervisor

COUNCIL MEETING AGENDA March 7, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE / PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

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4. OLD BUSINESS

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

5. NEW BUSINESS – ACTION ITEMS

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



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Sandra Valdez, Member

MAYOR

James Malone

STAFF

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

COUNCIL MEETING AGENDA April 4, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE / PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

- A. Police – Chief Steffen/Lt. Kilgore
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4. OLD BUSINESS

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



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5. NEW BUSINESS – ACTION ITEMS

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

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

7. ANNOUNCEMENTS

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

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

9. ADJOURNMENT



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Sandra Valdez

MAYOR

James Malone

STAFF

Kevin Martin, Public Works Supervisor
Jennifer Guzejko, Assistant Treasurer

COUNCIL MEETING AGENDA MAY 2, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

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4. OLD BUSINESS

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



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

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve April 4, 2023, Council Meeting Minutes
- B. Review/Approve 6060 Main Street Stormwater Permanent Easement – this will allow the Borough to maintain the facility.
- C. Review/Approve Charles Groff & Son's Inc estimated cost of services of \$2,281.24 for moving office equipment to new office location.
- D. Review/Approve the amendments to the SOP and Hours of Operation policies.
- E. Review/Approve request from the Hempfield Church of the Brethren to hold an ice cream social at Constitution Square on Friday, May 19th from 6:00 p.m. – 7:30 p.m., under the condition the Borough be named as additional insured.

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on June 6, 2023
- B. Appeals Board May 11 - 7 PM as needed
- C. Planning Commission May 18 - 7 PM as needed
- D. Zoning Hearing May 24 - 7 PM as needed
- E. Committee May 25 – 6 PM
- F. Looking for someone to fill the Lancaster County Sewer Authority (LASA) – Borough Board member, beginning 01/01/2024.

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

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Sandra Valdez

MAYOR

James Malone

STAFF

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Scott Liggins, Department Supervisor

COUNCIL MEETING AGENDA

June 6, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

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4. OLD BUSINESS

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



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

5. NEW BUSINESS – ACTION ITEMS

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

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

7. ANNOUNCEMENTS

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

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

9. ADJOURNMENT



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Sandra Valdez

MAYOR

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STAFF

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Jeff Moseman, Project Manager/MS4 Coordinator

COUNCIL MEETING AGENDA

July 5, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

A. Inline Roller Hockey League: Steve Lesher & Cory Lyons

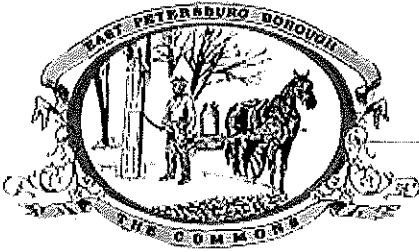
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4. OLD BUSINESS

Review of Committee Meeting Topics: Lancaster County Redevelopment Authority – Review programs available to residents, Graystone Rd. subdivision As-built plan waiver, Short term rentals, Hockey League complaints, Increase in bins & appliance tags, Meadows Bio-swale project update, Verizon cell tower upgrade, Support letter for



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Lancaster County Planning Dept.-phase 1 act 167 plan, Account payables 6/22/23, Misc. items, fire co. financial review, 5/25/2023 meeting minutes, firework display application for 6/30 & 9/23, executive session for legal and personnel matters

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve June 6, 2023, Council Meeting Minutes.
- B. Review/Approve Resolution 869, Setting Fees for lg. appliance tag (19.00) and recycle bins (13.00).
- C. Review/Approve bid received from Martin Paving in the amount of \$50,292.00 for fog seal project, pending review of all documents by the borough solicitor and borough engineer.
- D. Review/Approve Letter to not renew agreement with East Petersburg Inline Roller Hockey League.
OR
Review /Approve Borough Solicitor, Amy Leonard to proceed with a "draft" Renewal Agreement for East Petersburg Inline Roller Hockey League.
- E. Review/Approve to proceed with submitting short term rental documents to planning commission for review and comment on.
- F. Review/Approve Resolution 870, Authorizing Jeff Moseman to re-submit the cost-opinion with the requested changes from DCED for the Greenways, Trails, and Recreation Project Grant for the DCED Pickleball Court Project.

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Wednesday, August 2, 2023
- B. Appeals Board July 13 - 7 PM as needed
- C. Planning Commission July 20 - 7 PM as needed
- D. Zoning Hearing July 26 - 7 PM as needed
- E. Committee July 27 - 6 PM
- F. July 15 – Music in the Park – Sweet Sounds of Summer w/ Food Trucks 3:00 – 7:00 p.m.
- G. August 1, National Night Out 2023 will be held at East Petersburg Community Pool.
Events will begin at 5:30 with a Community Bike Ride, all other activities will take place 6:00 – 8:00 p.m. and include open swim, refreshments, bounce houses, touch a truck, and a goodie bag for the kids. All activities are free of charge.
- H. Back to School event will be held at Clipper Stadium on Sunday, August 13th from 12:00 p.m. - 2:30 p.m. The event is only open to K-8th grade students, and this year will be



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open to East Petersburg students. A free Barnstormers' game is included at 5pm. Children will have the opportunity to receive a free haircut, new shoes, and a backpack with supplies. Pre-registration is required prior to August 9th. Register at www.RepMikeSturla.com, click on Back-to-School Event within the upper banner. More information is available on the website.

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

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Sandra Valdez

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James Malone

STAFF

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Kevin Martin, Public Works Supervisor

COUNCIL MEETING AGENDA August 2, 2023

CALL THE MEETING TO ORDER

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1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

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4. OLD BUSINESS

Review of Committee Meeting Topics:

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve July 5, 2023, Council Meeting Minutes.



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- B. Review/Approve 2022 Financial Audit report
- C. Review/Approve to incorporate the Planning Commissions suggested revisions to the short term rental ordinances and then send to Lancaster County Planning for their review.
- D. Review/Approve Intergovernmental Agreement with the Hempfield recCenter (HARC), the annual contribution for 2024 will be \$9,695.00.
- E. Motion to accept Lauren Houck's letter of resignation, effective August 2, 2023

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, September 5, 2023
- B. Appeals Board August 10 - 7 PM as needed
- C. Planning Commission August 17 - 7 PM as needed
- D. Zoning Hearing August 23 - 7 PM as needed
- E. Committee August 24 - 6 PM
- F. August 5 – Summer Fest begins at 12:00 with Corsair Blue Jazz Band followed by the The Uptown Band. Beer & Wine Garden and Food Trucks will be available.
- G. Back to School event will be held at Clipper Stadium on Sunday, August 13th from 12:00 p.m. - 2:30 p.m. The event is only open to K-8th grade students, and this year will be open to East Petersburg students. A free Barnstormers' game is included at 5pm. Children will receive a free haircut, new shoes, and a backpack with supplies. Pre-registration is required prior to August 9th. Register at www.RepMikeSturla.com, click on Back-to-School Event.
- H. September 2 – Blues Fest 1:00 – 7:00 p.m.

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John Herr, Member
Randy Rannels, Member
Sandra Valdez, Member
William Sharp, Member

MAYOR

James Malone

STAFF

Manager St. Clair, Borough Manager
Todd Heidelbaugh, Chief Water Operator

COUNCIL MEETING AGENDA September 5, 2023

CALL THE MEETING TO ORDER

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WELCOME NEW COUNCIL MEMBER, WILLIAM SHARP

1. VISITORS/COMMENTS FROM PUBLIC

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

- A. Police – Chief Kilgore
- B. Mayor – James Malone
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4. OLD BUSINESS

Review of Committee Meeting Topics: Street/special projects for 2024 budget, Interviews & discussion for open council seat through 12/31/23, Draft agreement for Hockey League w/revisions, Punch list for Lemon St. ADA ramps/driveway project, 6050 Main easement



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agreement, MMO for 2024, Update on new office, Update on EMC, Account payables 8-24-23, Fire co. financials, Res. 872 appointing William Sharp as new council member, 6060 Main St. easement, July Committee mtg minutes, Res. 871 – Municibid items, ARPA- round 2 submission

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve August 2, 2023, Council Meeting Minutes.
- B. Review/Approve the East Petersburg Inline Hockey League Inc. Agreement.
- C. Review/Approve the MMO, Minimum Municipal Obligation, for 2024.
- D. Review/Approve payment to East Petersburg Fire Company in the amount of \$171,540.64 for building construction.
- E. Review/Approve Resolution 874, Authorizing East Petersburg Borough Council to sell the real estate of 6040, 6050, & 6060 Main Street at a public auction on Saturday, October 14, 2023 at 10:00 a.m.

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, October 3, 2023
- B. Appeals Board September 14 - 7 PM as needed
- C. Planning Commission September 21 - 7 PM as needed
- D. Zoning Hearing September 27 - 7 PM as needed
- E. Committee September 28 - 6 PM
- F. Carnival in the park takes place at East Petersburg Park on September 19, 20, 21, and 22. East Pete Day will be held September 23 beginning at 8:30 a.m. with a Kids Fun Run & 5K. Music, Food and Entertainment will continue throughout the day and the event will conclude with Fireworks starting at 9:30 p.m.
- G. Borough office is moving on October 6, the Borough office will be closed that day & re-open on Monday, October 9.

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

9. ADJOURNMENT



East Petersburg Borough

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COUNCIL MEMBERS

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

MAYOR

James Malone

STAFF

Manager St. Clair, Borough Manager
Jeff Moseman, Supervisor

COUNCIL MEETING AGENDA October 3, 2023

CALL THE MEETING TO ORDER

MOMENT OF SILENCE/PLEDGE TO FLAG

IS ANYONE RECORDING THE MEETING?

1. VISITORS/COMMENTS FROM PUBLIC

- A. Lancaster Public Library Board of Trustees Representative
- B. Painting of no parking area at community mailboxes

2. FINANCIAL: BILL PAYMENT REVIEW

3. REPORT REVIEW

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

4. OLD BUSINESS

Review of Committee Meeting Topics: Conditions of Sale, MS4 General NPDES permit – annual donation to Watershed Alliance, PPL: Transmission line rebuild, Affordable Paving – Application for payment no. 1, 2024 Budget review, Account Payables 9/28/23, Misc. items



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from Manager & Council, Fire Co. financial review, August 2023 meeting minutes,
Affordable Paving & Excavating for Lemon St ADA ramp replacement payment request,
executive session for personnel matters

5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve September 5, 2023, Council Meeting Minutes.
- B. Review/Approve payment of \$86,697.41 to Affordable Paving & Excavating for Lemon Street ADA Ramp Replacement.
- C. Review/Approve sale of items listed on Municibid to highest bidders:
 - Zero Turn mower - Richard Erb \$8,200.00
 - Twin tank water softener - \$1.00
 - Single tank water softener - \$1.00

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

7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Wednesday, November 8, 2023
- B. Appeals Board October 12 - 7 PM as needed
- C. Planning Commission October 19 - 7 PM as needed
- D. Zoning Hearing October 25 - 7 PM as needed
- E. Committee October 26 - 6 PM
- F. Borough office is moving on October 6, the Borough office will be closed that day & re-open on Monday, October 9.
- G. Pumpkin Fest at the park will be held October 14, 2023 from 11:00 – 3:00 p.m. Rain or shine.
- H. Lg. Appliance and fire pick up is October 27. Sign up and tags are required. Lg. appliance tag is \$19.00 and fire tag is \$5.00.
- I. Trick or Treat in East Petersburg Borough is October 31st from 6:00 p.m. – 8:00 p.m. Rain date is November 1st.
- J. Election Day is November 7 – polls are open 7:00 a.m. – 8:00 p.m.

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

9. ADJOURNMENT