

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

January 26, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

PLEDGE TO FLAG

Is Anyone Recording?

I. AGENDA ITEMS for DISCUSSION ONLY:

- A. Lisa and Donald Murray 1680 Stevens Street: Airbnb Request
- B. Review Stormwater Ordinance
- C. Jeff Moseman/Jennifer Guzejko: DCNR Grant Park Updates
- D. Review quotes/plans for Office Renovations
- E. Kevin Martin/Jeff Moseman: Pine Street - making it one (1) way
- F. Discussion on how to move forward with the Borough office, PW Building and 6060 Rental
- G. Review Account Payables 01/26/2023
- H. 4Q22 Financial Review
- I. Misc Items
- J. Fire Company Financials & 2022 Fire Report – for review only

II. ACTION ITEMS:

- A. Review/Approve: October 2022 Committee Meeting Minutes
- B. Review/Approve PA Classics: Soccer Tournaments for 2023
- C. Motion to approve New Office Renovation plans and to Approve Re-imbursement to the East Petersburg Fire Company in accordance with the Proposal submitted by Contractor
- D. Motion to advertise Ordinance 323: Stormwater

E. Review/Approve Resolution 858 giving Manager St. Clair and Debra Miller authority to sign ARLE grant contract

F. Review/Approve Resolution 859 giving Manager St. Clair authority to sign The Blossdale Meadows Project Agreement

III. **EXTRA ITEMS: Issues arising in the past 24 hours**

IV. **EXECUTIVE SESSION – Personnel & Legal Matter (if necessary)**

V. **POSSIBLE ACTION ITEM:**

A. Motion to approve Letter of Interest to become a Charter Member of the NLCRPD Commission

VI. **ADJOURNMENT**

Next Meeting: Tuesday, Feb 7, 2023, Council Meeting & Thursday, Feb 23, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

February 23, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Cortney Pokrop – Propose a change in the ordinance for backyard hens
- B. Kristin Troop – Events Committee
- C. Megan-Makers Market: would like to have an event on June 10th with 100 plus vendors
- D. John Herr – Pine Street update
- E. Borough office sign for new location
- F. Karen St. Clair: General Fund surplus of funds & update on the pool season
- G. Review Account Payables 02/23/2023
- H. Misc Items
- I. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Review/Approve: January 2023 Committee Meeting Minutes

IV. EXTRA ITEMS: Issues arising in the past 24 hours

- V. **EXECUTIVE SESSION** – Personnel & Legal Matter (if necessary)

VI. ADJOURNMENT

Next Meeting: Tuesday, March 7, 2023, Council Meeting & Thursday, March 23, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

March 23, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Backyard hens: council to continue discussion on how they would like to proceed
- B. Jeff Moseman/Jennifer Guzejko-review final costs for Playground/Park Restroom Upgrades (DCNR)
- C. John Herr – Pine Street update
- D. Review quotes for new office signs
- E. Review property information for 6040/6050/6060 Main Street
- F. Review Account Payables 03/23/2023
- G. Misc Items
- H. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Review/Approve: February 2023 Committee Meeting Minutes
- B. Review/Approve Final costs for the park/trail upgrades for the grant through DCNR
- C. Review/Approve Resolution 861, authorizing ARRO Consulting Inc to submit the application for the playground/park restroom upgrades to the Department of Conservation and Natural Resources (DCNR)

IV. EXTRA ITEMS: Issues arising in the past 24 hours

V. EXECUTIVE SESSION – Personnel & Legal Matter (if necessary)

VI. ADJOURNMENT

Next Meeting: Tuesday, April 4, 2023, Council Meeting & Thursday, April 27, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

April 27, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Adam Aloisi /Team Member: EP Pool Snack Bar
- B. Bob & Jennifer Schwartz-Basketball hoop in ROW
- C. Bio-swale Project – Kinsley request to assign contract to Aquatic Resource Restoration Company
- D. Amy: Airbnb discussion. Defining Short Term Rentals, Regulation? Inspection? Licensing?
- E. Karen/Amy: 6060 Easement for Stormwater management
- F. Karen: Discussion on 6040/6050/6060-Appraiser's Note and Appraisals
- G. Karen: 6040/6050/6060 buildings Auctioneers
- H. Karen: Office moving quotes
- I. Karen: ARLE grant project: 72/Miller and 72/Enterprise
- J. Karen: Revision of Employment Policies; SOP revision and Hours of Operation
- K. Karen: 1Q23 review
- L. Review Account Payables 04/27/2023
- M. Misc Items
- N. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Review/Approve: March 2023 Committee Meeting Minutes.
- B. Review/Approve Consent Agreement to Kinsley Construction assign Bio-swale Project to Aquatic Resource Restoration Company.

- C. Review/Approve Rettew to perform Traffic Engineering Services of \$20,450.00 as outlined in the ARLE grant project proposal: 72/Miller and 72/Enterprise.
- D. Review/Approve final payment to Doli Construction in the amount of \$32,934.00 for the Lemon Street Water Main Replacement project.

IV. **EXTRA ITEMS: Issues arising in the past 24 hours**

V. **EXECUTIVE SESSION -- Personnel & Legal Matter (if necessary)**

VI. **ADJOURNMENT**

Next Meeting: Tuesday, May 6, 2023, Council Meeting & Thursday, May 22, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

May 25, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Jeff Moseman: MS4 Presentation
- B. Review HARC's Concession stand agreement with 3rd party
- C. Amy: Airbnb discussion. Defining Short Term Rentals, Regulation? Inspection? Licensing?
- D. Karen: 6040/6050/6060 buildings: Randall Kline Auctioneers
- E. Borough Records Retention and Disposition
- F. Lancaster Bicycle Club: Covered Bridge Classic Ride
- G. TE 160 application for 72/Miller and 72/Enterprise
- H. Review Account Payables 05/25/2023
- I. Misc Items
- J. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Review/Approve: April 2023 Committee Meeting Minutes.
- B. Review/Approve the TE 160 application for the Traffic Signals at 72/Miller and 72/Enterprise and for Rettew to submit to PennDOT on behalf of East Petersburg Borough.

IV. EXTRA ITEMS: Issues arising in the past 24 hours

V. EXECUTIVE SESSION – Personnel & Legal Matter (if necessary)

VI. ADJOURNMENT

Next Meeting: Tuesday, June 6, 2023, Council Meeting & Thursday, June 22, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

June 22, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Michaela Allwine with Lancaster County. Redevelopment Authority- Review programs available to residents.
- B. Satish Dwivedi – Indian American Fusion Group of Lancaster: Event at our Community Park
- C. Graystone Road Subdivision As-built plans: Review waiver as per recommended by Arro Consulting Inc.
- D. Amy/Michael: Short term rentals
- E. Hockey League Complaints
- F. Trash/Recycling items: Increase in Bins & Appliance tags
- G. Jeff Moseman: Update on the Meadows Bio-swale project
- H. Jeff Moseman: Review Verizon Cell tower upgrade
- I. Jeff/Karen: Support letter for Lancaster County Planning Department-Phase 1 Act 167 Plan
- J. Review Account Payables 06/22/2023
- K. Misc Items
- L. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Review/Approve: May 2023 Committee Meeting Minutes.
- B. Review/Approve Graystone Road Subdivision As-built plans waiver as recommended by Arro Consulting Inc
- C. Review/Approve Support letter for Lancaster County Planning Dept-Phase 1 Act 167 Plan with Jeff Moseman participating on the Act 167 Advisory Board.
- D. Review/Approve firework display application from the Events Committee for June 30th & September 23rd.

IV. EXTRA ITEMS: Issues arising in the past 24 hours

V. EXECUTIVE SESSION – Personnel & Legal Matter (if necessary)

VI. ADJOURNMENT

Next Meeting: Wednesday, July 5, 2023, Council Meeting & Thursday, July 27, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

July 27, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Affordable Paving – owner Tom Shumate
- B. Review draft agreement for hockey league
- C. Final Review of 6040/6050/6060 brochures
- D. Review HARC letter requesting supplemental funding for 2024
- E. Jeff: Items for Municibid X-Mark Zero turn mower & water softener
- F. Review Account Payables 07/27/2023
- G. Review 2022 Financial Audit
- H. Review 2Q23 Financials
- I. Review 2024 Draft Budget
- J. Misc Items from Council
- K. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Review/Approve: June 2023 Committee Meeting Minutes.
- B. Review/Approve Auction brochures for 6040/6050/6060 Main Street. Auction will be held October 14th at 10am
- C. Review/Approve Memorandum of Understanding with the Lancaster County Redevelopment Authority's homeowner assistance program to provide financial support for residential sidewalk repairs.
- D. Review/Approve release of funds held for financial security to Hess Home Builders of \$212,317.79. The As-Built plans were reviewed by the Borough Engineer, and he recommended releasing the funds.

E. Motion to approve the X-Mark Zero turn mower and a Water Softener to be sold on Municibid.

IV. **EXTRA ITEMS: Issues arising in the past 24 hours**

V. **EXECUTIVE SESSION** – Personnel & Legal Matter (if necessary)

VI. **ADJOURNMENT**

Next Meeting: Wednesday, August 2, 2023, Council Meeting & Thursday, August 24, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

August 24, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Kevin: Review Street projects and equipment needs for 2024 Budget
- B. Jeff: Review Special projects for 2024 Budget
- C. Interviews for Open Council Seat through December 31, 2023
 - 1) Josh Roberts – 7:00pm
 - 2) David Tirado – 7:10pm
 - 3) William Sharp III – 7:20pm
- D. Council: open discussion on interviews
- E. Review Draft Agreement for Hockey League – Revision No. 2 and other Action List Updates
- F. Review Punch List for Lemon Street ADA Ramps and Driveway Aprons Project
- G. Review the Revised 6060 Easement Agreement
- H. Review MMO (Minimum Municipal Obligation) for 2024
- I. Update on Office & Review the (2) unforeseen change orders
- J. Update on EMC (Emergency Management Coordinator)
- K. Review Municibid sale items
- L. Review Account Payables 08/24/2023
- M. Misc Items from Council
- N. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Motion to approve Resolution 872, appointing new council member; _____ to fill the vacancy in the office of Member of Council pursuant to section 901 of the Borough Code, 8 Pa. C.S.A § 901.
- B. Motion to approve the 6060 Main Street Easement Agreement.
- C. Review/Approve: July 2023 Committee Meeting Minutes.
- D. Motion to approve Resolution 871, to sell Municipal Property by internet auction. Items to be sold:
(1) 2015 72" Exmark Zero turn mower and (2) water softeners.
- E. Motion to approve for Arro Consulting Inc to submit the following applications to Lancaster County Government Administration Offices for the Lancaster County American Rescue Plan Act – 2nd round Community Request:

1) 407 Koser Road Spring Pump Replacement Project	\$245,300.00
2) City Interconnect Pump Replacement Project	\$241,390.00
3) Hollow Drive Triple Barrel Stormwater Pipe Lining Project	\$253,716.00

IV. **EXTRA ITEMS: Issues arising in the past 24 hours**

V. **EXECUTIVE SESSION – Personnel & Legal Matter (if necessary)**

VI. **ADJOURNMENT**

Next Meeting: Tuesday, September 5, 2023, Council Meeting & Thursday, September 28, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

SEPTEMBER 28, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE and PLEDGE TO FLAG

Is Anyone Recording?

I. **PUBLIC COMMENTS**

II. **AGENDA ITEMS for DISCUSSION ONLY:**

- A. Review Conditions of Sale
- B. MS4 General NPDES permit – Annual donation to Watershed Alliance
- C. PPL: Transmission Line Rebuild
- D. Affordable Paving – Application for Payment No. 1
- E. 2024 Budget Review
- F. Review Account Payables 09/28/2023
- G. Misc Items from Manager and Council
- H. Fire Company Financials – for review only

III. **ACTION ITEMS:**

- A. Review/Approve: August 2023 Committee Meeting Minutes.
- B. Motion to approve payment of \$86,697.41 to Affordable Paving & Excavating for the Lemon Street ADA Ramp Replacement.

IV. **EXTRA ITEMS: Issues arising in the past 24 hours**

V. **EXECUTIVE SESSION – Personnel & Legal Matter (if necessary)**

VI. **ADJOURNMENT**

Next Meeting: Tuesday, October 3, 2023, Council Meeting & Thursday, October 26, 2023, Committee Meeting

EAST PETERSBURG BOROUGH COMMITTEE MEETING AGENDA

October 26, 2023, 6:00 P.M.

THIS MEETING WILL BE HELD AT COMMUNITY CENTER: 6051 PINE STREET

CALL TO ORDER AT 6:00 P.M.

MOMENT OF SILENCE/PLEDGE TO FLAG

IS ANYONE RECORDING?

I. PUBLIC COMMENTS

II. AGENDA ITEMS for DISCUSSION ONLY:

- A. Amy Leonard: Solicitation Ordinance update
- B. Review the 2024 Borough Meeting Dates
- C. Review the 2024 Banner Suspension Dates
- D. Review Account Payables 10/26/23
- E. Review 3Q23 Financials
- F. Review 2024 Budget
- G. Misc Items from Manager or Borough Council?
- H. Fire Company Financials – for review only

III. ACTION ITEMS:

- A. Review/Approve: September 2023 Committee Meeting Minutes
- B. Review/Approve Updated UCC Board of Appeals Agreement
- C. Review/Approve check payable to Kline, Kreider & Good Auctioneers in the amount of \$29,863.66 for 6040/6050/6060 Main Street Auction.
- D. Review/Approve awarding the lowest bidder Telco, Inc. for the 72/Miller, and 72/Enterprise Traffic Signal Upgrade Project of \$144,492.04, pending review of all documents by solicitor and Rettew.

IV. EXTRA ITEMS: Issues arising in the past 24 hours

V. **EXECUTIVE SESSION** – Personnel & Legal Matter (if necessary)

VI. **ADJOURNMENT**

Next Meeting: Wednesday, Nov 8, 2023, Council Meeting & Thursday, January 25, 2024, Committee Meeting