



# 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.



# East Petersburg Borough

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

- Auditor – Sager, Swisher & Co., LLP
- Zoning Officer – Collin Fox, ARRO Consulting, Inc.
- Sewage Enforcement – ARRO Consulting, Inc.
- Property Maintenance Compliance Enforcement Officer – ARRO Consulting, Inc.
- UCC Compliance Officer – Matt Spellman, ARRO Consulting, Inc.
- Zoning Hearing Solicitor – Janice Longer, Appel, Yost & Zee, LLP

- B. Motion to recognize the creation of the position of Deputy Chief Fire Official, designated as Deputy Chief 68, to serve alongside the Chief Fire Official and function as his designee and with his municipal authority as indicated in Ordinance #321, and to affirm the appointment of Don Schoenberger as the Deputy Chief Fire Official.
- C. Review/Approve December 6, 2022, Council Meeting Minutes
- D. Review/Approve Resolution 855, Appointing Members to NLCRPD
- E. Review/Approve Resolution 856, Updating Appointments to Various Boards
- F. Review/Approve Fire Police Event Schedule for 2023

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

### 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on February 7, 2023
- B. Appeals Board January 12 - 7 PM, as needed
- C. Planning Commission January 19 - 7 PM, as needed
- D. Zoning Hearing January 25 - 7 PM, as needed
- E. Committee January 26 – 6 PM
- F. Tree Chipping Event by the Boy Scouts will be held January 7, 2023 from 8:00 a.m. until 2:00 p.m. at East Petersburg Community Park, in the parking lot. Sign up at the borough office for curbside pickup or drop your tree off the day of the event. Donations will be collected.
- G. There is an open seat on the Zoning Hearing Board, if interested in filling this spot, please contact the borough office.
- H. If a snow emergency is declared it will be posted on the website and WGAL.

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

## 9. ADJOURNMENT



# 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  
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

### 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 / Kevin Martin / Jeff Moseman
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

### 4. OLD BUSINESS

Committee Meeting Topics Reviewed: 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-imbursement to EPFC, Res. 858 - signers of ARLE Grant, Res. 859 - signers of Bioswale Agreement, Executive session for legal matters.



# East Petersburg Borough

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

## 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

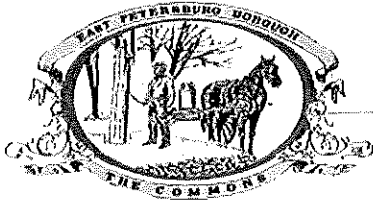
## 6. EXTRA ITEMS: ISSUES ARISING IN THE LAST 24 HOURS

## 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



# 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

## 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

### 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 – Roger Howard
- F. Borough Manager – Karen St. Clair
- G. Department Supervisors – Scott Liggins
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

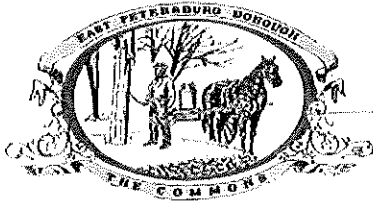
### 4. OLD BUSINESS

Committee Meeting Topics Reviewed: Cortney Pokrop proposed a change in the ordinance for backyard hens, Events committee update, Makers Market event - June 10<sup>th</sup> 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





# 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  
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**

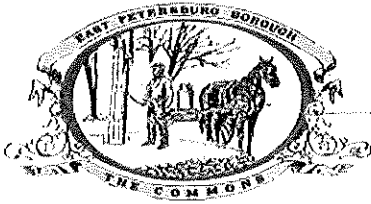
### **2. FINANCIAL: BILL PAYMENT REVIEW**

### **3. REPORT REVIEW**

- A. Police – Chief Steffen/Lt. Kilgore
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Roger Howard
- F. Borough Manager – Karen St. Clair
- G. Department Supervisors – 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: 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



# East Petersburg Borough

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

## 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

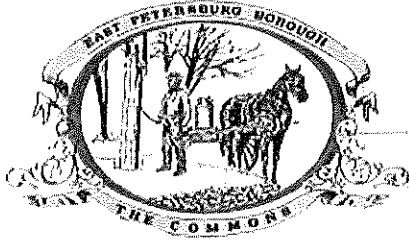
### 7. ANNOUNCEMENTS

- 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](mailto: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





# 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

## **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**

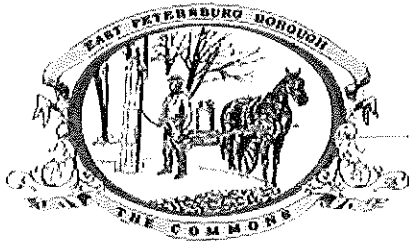
### **2. FINANCIAL: BILL PAYMENT REVIEW**

### **3. REPORT REVIEW**

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

### **4. OLD BUSINESS**

Review Committee Meeting Topics: 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



# East Petersburg Borough

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

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 19<sup>th</sup> from 6:00 p.m. – 7:30 p.m., under the condition the Borough be named as additional insured.

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

## 7. ANNOUNCEMENTS

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

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

## 9. ADJOURNMENT



# 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

## **MAYOR**

James Malone

## **STAFF**

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

## **COUNCIL MEETING AGENDA**

**June 6, 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
- B. Mayor – James Malone
- C. Penn State Life EMS – Adam Marden
- D. ESC / CFO – Diane Garber / John Kottmyer
- E. Fire Company – Roger Howard
- F. Borough Manager – Karen St. Clair
- G. Department Supervisor – Scott Liggins
- 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: Jeff Moseman - MS4 presentation, HARC's Concession stand agreement with 3<sup>rd</sup> party, Airbnb discussion, 6040/6050/6060 building Auctioneer services, Records retention & disposition, Lancaster Bicycle Club - Covered



# East Petersburg Borough

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

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



# 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

## MAYOR

James Malone

## STAFF

Manager St. Clair, Borough Manager  
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

### 2. FINANCIAL: BILL PAYMENT REVIEW

### 3. REPORT REVIEW

- A. Police – Chief Steffen/Lt. 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: 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



# East Petersburg Borough

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

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 13<sup>th</sup> from 12:00 p.m. - 2:30 p.m. The event is only open to K-8<sup>th</sup> grade students, and this year will be



# East Petersburg Borough

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

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](http://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)**

## **9. ADJOURNMENT**



# 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

## **MAYOR**

James Malone

## **STAFF**

Manager St. Clair, Borough Manager  
Kevin Martin, Public Works Supervisor

## **COUNCIL MEETING AGENDA August 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**

- A. Police – Chief Steffen/Lt. 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 – Kevin Martin
- H. Zoning Officer – Michael Bingham
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

**4. OLD BUSINESS**

Review of Committee Meeting Topics:

**5. NEW BUSINESS – ACTION ITEMS**

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





# East Petersburg Borough

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

- 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 13<sup>th</sup> from 12:00 p.m. - 2:30 p.m. The event is only open to K-8<sup>th</sup> 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 9<sup>th</sup>. Register at [www.RepMikeSturla.com](http://www.RepMikeSturla.com), click on Back-to-School Event.
- H. September 2 – Blues Fest 1:00 – 7:00 p.m.

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

## 9. ADJOURNMENT



# 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  
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**

**MOMENT OF SILENCE/PLEDGE TO FLAG**

**IS ANYONE RECORDING THE MEETING?**

**WELCOME NEW COUNCIL MEMBER, WILLIAM SHARP**

**1. VISITORS/COMMENTS FROM PUBLIC**

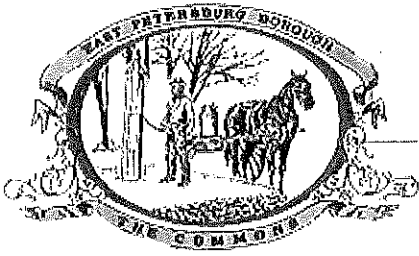
**2. FINANCIAL: BILL PAYMENT REVIEW**

**3. REPORT REVIEW**

- A. Police – Chief Kilgore
- B. Mayor – James Malone
- 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
- 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: 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



# East Petersburg Borough

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

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

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  
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

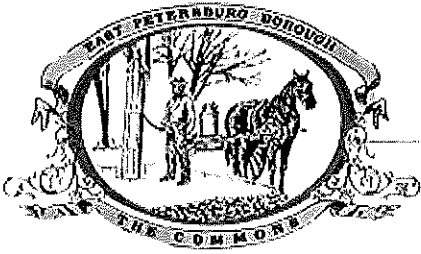
#### 2. FINANCIAL: BILL PAYMENT REVIEW

#### 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



# East Petersburg Borough

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

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 tire pick up is October 27. Sign up and tags are required. Lg. appliance tag is \$19.00 and tire tag is \$5.00.
- I. Trick or Treat in East Petersburg Borough is October 31<sup>st</sup> from 6:00 p.m. – 8:00 p.m. Rain date is November 1<sup>st</sup>.
- 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



# East Petersburg Borough

6076 Pine Street, Suite A ~ 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  
Randy Rannels, Member  
Sandra Valdez, Member  
William Sharp, Member

## MAYOR

James Malone

## STAFF

Manager St. Clair, Borough Manager  
Kevin Martin, Supervisor

## COUNCIL MEETING AGENDA November 8, 2023

### CALL THE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

### 1. VISITORS/COMMENTS FROM PUBLIC

### 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 – Kevin Martin
- H. Zoning Officer – ARRO Consulting
- 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: Solicitation ordinance update, Borough meeting dates for 2024, Banner suspension dates for 2024, Account payables 10/26/23, 3Q23 Financials, 2024 Budget, Misc. Items from manager and council members, fire co. financial review only, 9/22/23 meeting minutes, updated board of appeals agreement, payment to Kline, Kreider & Good Auctioneers in the amount of \$29,863.66 for 6040/6050/6060 Main Street auction, executive session for legal and personnel matters



# East Petersburg Borough

6076 Pine Street, Suite A ~ East Petersburg, Pennsylvania 17520  
Phone 717-569-9282 ~ Fax 717-569-3731 ~ <http://www.eastpetersburgborough.org/>

## 5. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve October 3, 2023, Council Meeting Minutes.
- B. Review/Approve Meeting Dates for 2024.
- C. Review/Approve Motion to Approve Proposed Budget for 2024.
- D. Motion to Advertise Proposed Budget for 2024.
- E. Review/Approve payment to East Petersburg Fire Co. in the amount of \$108,562.36 for building construction.
- F. Review/Approve document for information on Soliciting in East Petersburg Borough.
- G. Review/Approve payment to Aquatic Resource Company in the amount of \$34,372.51 for the Meadows Bio-swale Project.
- H. Review/Approve Resolution 875, for submitting PLGIT (Pennsylvania Local Government Investing Trust) application to open investment fund accounts and to authorize Borough Manager, Karen St. Clair to sign all the necessary documents.
- I. Review/Approve check payable to Affordable Paving and Excavating, LLC in the amount of \$9,633.05 for the Lemon Street ADA Ramp Replacement Project.
- J. Review/Approve Resolution 876, Appointing Debra Miller, and Karen St. Clair to execute documents related to the sale of Borough Real Estate.
- K. Review/Approve Traditions of America Phase 3 Escrow Release Request in the amount of \$278,265.50 for water improvements.
- L. Review/Approve Traditions of America Phase 3 Escrow Release Request in the amount of \$588,876.53 for site improvements.
- M. Review/Approve the Consent Letter for 6040 Main Street – Sale and Purchase of Real Estate.

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

## 7. ANNOUNCEMENTS

- A. The next Borough Council meeting will be held on Tuesday, December 5, 2023
- B. Appeals Board November 9 - 7 PM as needed



# East Petersburg Borough

6076 Pine Street, Suite A ~ East Petersburg, Pennsylvania 17520  
Phone 717-569-9282 ~ Fax 717-569-3731 ~ <http://www.eastpetersburgborough.org/>

- C. Planning Commission                      November 16 - 7 PM as needed
- D. Zoning Hearing                                November 22 - 7 PM as needed
- E. Committee                                     January 25 - 6 PM
- F. The office will be closed November 24 and 25 in observation of the Thanksgiving holiday.

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

## **9. ADJOURNMENT**





# East Petersburg Borough

6076 Pine Street, Suite A ~ 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  
Randy Rannels, Member  
Sandra Valdez, Member  
William Sharp, Member

## MAYOR

James Malone

## STAFF

Manager St. Clair, Borough Manager  
Jeff Moseman, MS4 & Special Projects

## COUNCIL MEETING AGENDA December 5, 2023

### CALL THE MEETING TO ORDER

### MOMENT OF SILENCE/PLEDGE TO FLAG

### 1. VISITORS/COMMENTS FROM PUBLIC

### 2. DISCUSSION:

- A. SCOTT LIGGINS – GENEVA DRIVE BOIL WATER ISSUE
- B. JEFF MOSEMAN – BIO-SWALE FOOTBRIDGE PRESENTATION
- C. EMERGENCY SERVICES COORDINATOR UPDATE

### 3. FINANCIAL: BILL PAYMENT REVIEW

### 4. 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 – ARRO Consulting
- I. Permits Issued
- J. Current Property Violations
- K. Solicitor – Amy Leonard
- L. Collections – Amy Leonard
- M. HARC – Debra Miller

### 5. OLD BUSINESS

Review of Committee Meeting Topics: No meeting in November and December.



# East Petersburg Borough

6076 Pine Street, Suite A ~ East Petersburg, Pennsylvania 17520  
Phone 717-569-9282 ~ Fax 717-569-3731 ~ <http://www.eastpetersburgborough.org/>

## 6. NEW BUSINESS – ACTION ITEMS

- A. Review/Approve November 8, 2023, Council Meeting Minutes.
- B. Review/Approve Budget for fiscal year 2024.
- C. Review/Approve Resolution 877, setting trash rates for 2024.
- D. Review/Approve Resolution 878 , setting water rates for 2024.
- E. Review/Approve Resolution 879, setting the tax rate for 2024.
- F. Review/Approve Resolution 880, updating the fee schedule to reflect the water and trash rates, effective January 1, 2024.
- G. Review/Approve letter of resignation from Cathleen Panus as Tax Collector.
- H. Review/Approve Resolution 882, Appointing Lancaster County Treasurer as Tax collector of East Petersburg Borough
- I. Review/Approve Resolution 881, Banner schedule for 2024.
- J. Review/Approve holidays for 2024.
- K. Review/Approve moving forward Re: Intersection study for Ridge and Carpenter.
- L. Review/Approve Resolution 883, the Amendment of the East Petersburg Borough Pension Plan in order to comply with the Setting Every Community Up for Retirement Enhancement Act of 2019. Conrad Siegel as the agent for East Petersburg Borough, is authorized and directed to execute the attached amendment to the Plan.
- M. Review/Approve Resolution 884, Appointing Systems Design Engineering to provide General Engineering Services and Consulting Services, such as Subdivision and Land Development, Site Construction Inspection, Project Design and Management, Zoning Enforcement Officer, Grant Application, MS4 and Traffic Design and Engineering.
- N. Motion to Advertise for a public hearing and the adoption of the Zoning Ordinance Amendment contingent on the outcome of the December 11, 2023 Lancaster County Planning Committee meeting.

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

