

**MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL**

<b>DATE AND TIME:</b>	January 2, 2024	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Debra Miller, President John Schick, Vice President Adam Gochnauer, Pro Tem John Herr Randy Rannels William Sharp Sandra Valdez Mayor: Borough Manager: MS4/Project Supervisor:
		James Malone Karen St. Clair Jeff Moseman

The reorganizational meeting of the East Petersburg Borough Council was called to order at 7:00 p.m. by Mayor Malone, followed by the Pledge of Allegiance.

Mayor Malone asked for a Nomination for Council President:

*It was moved (Councilmember Herr) to Nominate and Appoint Debra Miller for President of Borough Council, with unanimous approval by the Board. There were no other nominations.*

Mayor Malone asked for a Nomination for Council Vice-President:

*It was moved (Councilmember Miller) to Nominate and Appoint John Schick for Vice President of Borough Council, with unanimous approval by the Board. There were no other nominations.*

Meeting turned over to President Miller.

President Miller called the regular Council meeting to order.

President Miller asked for a Nomination for Pro Tem:

*It was moved (Councilmember Schick) to Nominate and Appoint Adam Gochnauer for Pro Tem of the Borough Council, with unanimous approval by the Board. There were no other nominations.*

Service Organization Appointments for East Petersburg Borough for 2024:

*It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) and carried unanimously, to Appoint the following Service Organizations:*

- *Solicitor – Henry & Beaver Law Firm*
- *General Borough Engineer – System Designs Engineering or appointed by project*
- *Water Engineer – System Designs Engineering*
- *Auditor – Unknown*
- *Zoning Officer – System Designs Engineering*
- *Sewage Enforcement Officer – System Designs Engineering*
- *Property Maintenance Compliance Enforcement Officer – System Designs Engineering*
- *UCC Compliance Officer – System Designs Engineering*
- *Zoning Hearing Board Solicitor – Janice Longer, Law offices of Appel, Yost, & Zee, LLP*

**Visitors:** Karyl Carmignani, Colleen Fry, Mary Armstrong, Brad & Maddy Pedrow, Samuel Maurer IV, Violet De Stefano, Jeff Moseman, Mike Dietrich, Wyatt Dietrich, Caleb Simmens, Roger Howard, James Swarr, Tony Lyristis, Josh Roberts

**Visitor Comments:**

1. **Josh Roberts** asked when council selects a contractor to represent the borough for zoning and compliance, is it done through a closed bid process or recommendation from council? Manager St. Clair said it is usually a recommendation and we do not have to put it out for bids. She contacts different firms and asks them to submit a proposal by a certain date. There is a form that is used for this. She said she sent out proposal requests to three companies and only one responded. Many companies are at capacity for clients they can handle. Mr. Roberts pointed out that while Michael Bingham was vice president of ARRO, council voiced concern for how Collin Fox was performing his duties as zoning officer relating to group homes and tree cutting issues. He said Mr. Bingham knew about these things because it was brought up to him at the meetings. He said now that Mr. Bingham is working for the new company we are using for these services, how do we ensure this won't happen again? Manager St. Clair said when Councils' concern was reported to Mr. Bingham, he did take back the role of zoning officer. When he left the company, Ed was sent to us by ARRO. Mr. Schick said this occurred within days of Mr. Bingham becoming the point guy.  
Adam Gochnauer said in the beginning Michael Bingham was our zoning officer, and he was hands on doing the day to day stuff and he likes doing this. When he became VP, he could no longer do this role and had Collin doing it, which did not go well. ARRO did a reorganization of the company, and with Mr. Bingham's position and his rank, they eliminated a lot of the top executives, and he was a free agent. When he left we ended up with Ed. Mr. Bingham is going to be the hands on guy for us now.  
Mr. Roberts said he just wanted some clarification because to the average citizen it might not look good, but he feels the answer provides good insight. John Schick said we were trying to find a company that can cover all our needs. John Herr said that Mr. Bingham is not only familiar with the borough but has helped us get some really good grants lately. Mr. Herr pointed out that somebody in this position will butt heads with people at times because he is the one that has to call it the way it is, but he feels we are fortunate to have him back. Mr. Roberts said in his dealings with Mr. Bingham, he has been very professional, and black and white, and feels the explanation was satisfactory. Mr. Schick said for him it was key that we will be dealing with Mr. Bingham and not a lot of other people because it gets hard to track. James Swarr asked if Mr. Bingham left the company. Mr. Gochnauer said no, it was unexpected for Mr. Bingham.
2. **James Swarr** asked how many boil water advisories are usually needed in a year or two. Mr. Moseman said this only happens every three to five years when you have a section of pipe that is opened up and there is no water flowing through it. If there is a water main break or repair needed from a leak, etc., we try to keep water flowing so there is positive pressure in the pipe and to avoid any dirt or bacteria getting into the pipe. When we have a transition from an old pipe to new pipe there will be a need for a boil water advisory. With the recent boil water advisory, we were replacing valves, so the pipe had to be isolated.

**Discussion Re: Emergency Management Coordinator Position**

1. **Violet De Stefano** said she currently works for the regional emergency medical services council called the Emergency Health Services Federation. She is a public health specialist that works primarily on emergency management activities as it relates to emergency medical services (EMS). She shared her resume with council. She oversees a volunteer medical reserve core of 600 volunteers. This covers a 9 county region. They help to serve when it comes to certain emergencies. Her previous colleague told her about this position. She previously served at Lancaster County for 2 ½ years being able to liaise with emergency management coordinators, including Diane Garber who recently held this position. She has a huge passion for East Petersburg and hopes to live in the borough someday. She worked for Lancaster County on plan writing and review, supported communities in a variety of different preparedness activities, and was able to be boots on the ground responding to emergencies across Lancaster County. She has four goals she would like to support council with:  
(1) Provide surveillance and regular communication with borough council and other leadership regarding emergency management activities in the borough.

(2) There are a lot of ways that Lancaster County Emergency Management serves, and she would serve as a liaison between the county and the borough to provide those resources.

(3) FEMA says all emergencies start and end locally. She will assist in doing whatever we can do to be prepared. Having preparedness activities is crucial to this. She would use the borough website to provide resources. She would do tabling at the Fire Dept. events and possibly EP Days. She would also work directly with the school and daycares in the community to ensure they are prepared.

(4) Final thing she would like to do is provide resources to support council regarding emergency management activities that could be crucial for strategic planning.

Mr. Schick asked how she would interact with the elementary school. Ms. DeStefano said initially she would have to go to the East Hempfield School District. She could then work with the principal of the elementary school to see what she can do to support them and provide education and resources to parents. She would work with parents to educate their children on "stranger danger." She would also work with the children and families to understand what to do if there is an incident at school, and how to reunite parents and children that become separated during emergencies.

Adam Gochbauer asked if she would like to do this as a volunteer position, or paid position, or paid by project. Ms. DeStefano said from her experience at Lancaster County Emergency Agency when you pay an individual, especially if it is an EMC, whether it be by project or as a part time stipend, you get significantly more engagement. She said as an individual she would not pass on the idea if it were a volunteer position because she is very passionate about emergency management. She is open to whatever dialogue council would like to engage in. She said there are few paid positions for emergency management in the county. She said there is a significant time commitment if you want it done right. John Herr asked if she sees the borough as a part time position. Ms. DeStefano said yes and said that her current position as the public health specialist at the federation is a very flexible position and they understand the life of a responder is unknown because you can never plan for an emergency. She said that is why she feels she is an excellent candidate for this position because she has an understanding employer that would see the local community resilience is more important.

Sandra Valdez said with this position there is a list of certain training requirements and asked if she had these credentials or would she have to acquire them. Ms. DeStefano said she is currently in the process of obtaining the highest level of certification through the international association of emergency managers which is the Certified Emergency Management CEM. She has accomplished an extensive list of trainings over the last four years. She does not have an Emergency Management bachelor's degree, but she is actively pursuing a master's in public administration with an emphasis on Emergency Management. She has taken a lot of different trainings through the County Emergency Management. She has the baseline, which is ICS 100, 200, 700, and 800. She has taken them multiple times because they always change. She started in emergency management prior to the pandemic as an intern and when the pandemic hit she was made a full time Emergency Manager.

**Bill Payment:** Reviewed by Council.

**Police Report:** It was too soon in the month for report to be given.  
NLCRPD was not in attendance.

**Mayor's Report:** Mayor Malone was in attendance.  
Nothing to report at this time.

**Emergency Medical Service:** Report submitted to Council.  
Nathaniel Buchanon was not in attendance.

Debra Miller pointed out that they did respond to 23 calls in East Petersburg during the month of December.

**Emergency Services Coordinator:** No report submitted.

**Fire Dept.:** No report submitted.

Roger Howard said they had 29 calls during the month of December: 10 calls in East Hempfield, 3 calls in East Petersburg, 1 in Lancaster, 8 in Manheim Twp., 1 in Penn Twp., 2 in Rapho Twp. He did not have the remaining calls to report at this time.

Mr. Howard said he is stepping down as Chief and James Rohrer has taken over the position of Chief for 2024.

Debra Miller thanked Mr. Howard for his service.

Mr. Howard said that Violet De Stefano is a volunteer of the Fire Department and did help on the executive side for a while.

Josh Roberts said he has heard that EP Fire Dept. is no longer the first due response to East Hempfield Township and asked if that is correct. Mr. Howard said that is correct. Mr. Roberts asked if someone is having a cardiac arrest in the portion where East Petersburg surrounds East Hempfield would they still be called. Mr. Howard said this has not been finalized, but they will still be dispatched for AED calls. They will still be on the boxes at Traditions, but they will not have that territory. For AED calls they will still have them first. Mr. Roberts asked if EP Fire Dept. is more of an automatic aid department for East Hempfield. Mr. Howard said yes. Mr. Roberts said he heard that East Hempfield has pulled approximately \$40,000.00 in funding as a result of this. Mr. Howard said yes. Mr. Roberts asked if this means East Hempfield will be utilizing EP Fire Dept. without reimbursing. Mr. Howard said it will just be the same as being called to other areas such as Manheim, Lititz, etc. They just won't be called to East Hempfield as much. Mr. Roberts asked if we will see more Rohrerstown Fire trucks responding to calls in East Petersburg now. Mr. Howard said yes on the outskirts you will see one of them responding more. Mr. Roberts thanked Mr. Howard for what he does.

**Borough Manager:** Report submitted to Council.

ROW Ordinance through LIMC was put together to establish stronger guidelines for facilities in the right of way. Sometimes contractors do not go through the permitting process and the work is then done illegally. This has not happened to us yet, but the ordinance will cover this if it does. To date, five municipalities have signed the agreement. This is on the agenda tonight.

The Operation & Maintenance Agreement between East Petersburg and East Hempfield for the new overhead traffic signal upgrade at Graystone Rd. and Rt. 72 is on the agenda tonight. This is a standard agreement that says we are responsible for maintaining the traffic signal and if we fail to do so, they can have someone do it and then bill us. Adam Gochbauer asked if we are 100% responsible for the advanced warning sign since it is in East Hempfield. Manager St. Clair said yes. John Schick said we are responsible for the advanced warning light because it is giving warning for the signal light that is in our borough, specifically at Graystone and Rt. 72. It will be a mast arm warning sign that will speak to the controller by radio.

Still in the process of finding an auditor. Manager St. Clair spoke with two firms today and they will both be submitting a proposal. She will have this for the next meeting. The current auditing firm has been helping us find someone new.

The new Airbnb ordinance was reviewed by Lancaster County Planning Dept., and it was approved. This will be on the Jan. 25 agenda and the public hearing will be held prior to that meeting. This will be advertised two times.

**Department Managers:**

Kevin Martin pointed out the following from the department reports:

**Water Dept.**

Excavated and replaced broken curb box at 6310 Jeanette Dr.

Water sample site plans have been revised due to previous locations not being able to be used.

Fire Hydrant on Main St. was hit and broken off. Insurance claim was filed. Looking to relocate this hydrant back off the curb due to getting hit a lot.

Snowplow and planning procedure meeting was held. Snow vehicles and snow equipment for their vehicles have been tested.

2007 GMC had a radiator and transmission line replacement.

Water meter stock for 2024 have been ordered.

**MS4/Special Projects**

There was a MS4 violation on Pine St. – dirt from excavating a sewer lateral was not contained. This was addressed and corrections were made.

Temporary safety fencing put back up at the Meadows Bioswale to keep people from walking through and damaging the swale.

ARPA Funding Lanc. County. Community, round 2 – reviewed by County Commissioners and it is looking good for all three grants for: Koser Rd. Spring pump replacement, City Interconnect pump replacement, Stormwater

infrastructure/preservation/mitigation.

COVID -19 ARPA PA Small Water & Sewer H2O PA Grant was applied for to use for Pine St water replacement project, but this was not selected for financial assistance.

Debra Miller thanked Mr. Moseman and his team for putting together the applications for the ARPA round on such short notice.

#### Public Works

New TV installed at CC. Old TV was not compatible with the Chromecast anymore.

Tested snow equipment and it is ready to go.

2001 Ford will be replaced in 2024 – tires were new, so they swapped them.

Tree trimming was done on Lemon St. at signs and remaining signs installed.

Three remaining sidewalks need repaired, and a contractor was contacted about taking care of this for those who did not fulfill their obligation.

Finished mowing leaves in the park, replaced tot lot brackets that were in need of repair, started servicing mowers for spring. Alex Keagy, the new employee, is an arborist and has helped with tree trimmings.

Traffic light pre-emptor was repaired by CM High, and we were told it was out for a while, and we did not know about it. The pre-emptors and timing are checked during Spring checks, but the timing is only checked in the Fall. Manger St. Clair asked for this to be added to the check list for Fall also. Mr. Martin will get a price for this. Roger Howard asked if there is any way to change the pre-emptors. They recently scraped a car because they could not get through. John Schick said regardless of whether you have a detector back at Pine St or a push button radio device, it would still have to go through that clearance time at the cross walk and PennDOT will not waive on that. There was discussion about putting in an optical device, so when you come down Pine St. it would trigger it. The equipment was tested and as soon as you make the bend the detector picks it up. Mr. Howard said they have numerous instances that it did not trip. The one at State and Lemon will blink before the one at Main and 72 does. John Schick said it is always an option to put another emitter at the fire dept., but it would have to be hard wired back to the controller. A lot of trouble is people freeze when they hear the siren and then there is nowhere for the trucks to go. He said they don't always know if the light is blinking when they leave or not and if cars hit a red light there is nowhere for them to go. If the light is green, it clears the intersection, and they can keep moving. John Schick said we could apply for something like this through the Arley grant.

**Zoning Officer Report:** Report submitted to Council.

**Property Violation Report:** Report submitted to Council.

October, November, and December were busy months for violations.

**Solicitor/Collections Report:** Report submitted to Council.

Worked on zoning amendment, traffic signal improvement agreement, ROW management ordinance, and Chancey's pub parking agreement.

**HARC:** (Hempfield Area Recreation Commission) – Debra Miller – Nothing to report.

#### **Old Business:**

Review of Committee Meeting Topics: No meeting in December.

#### **New Business – Action Items:**

President Miller asked if there were any questions on the new business items.

There were no questions about the new items listed below.

- 1. It was moved and seconded (Councilmember Schick, Councilmember Valdez) with unanimous approval by the board, to approve December 5, 2023, Council Meeting Minutes.***
- 2. It was moved and seconded (Councilmember Sharp, Councilmember Herr) with unanimous approval by the board, to approve Resolution 885, appointing members to NLCPD.***
- 3. It was moved and seconded (Councilmember Valdez, Councilmember Schick) with unanimous approval by the board, to approve Resolution 886, appointing David Schott to Zoning Hearing Board.***

4. *It was moved and seconded (Councilmember Herr, Councilmember Sharp) with unanimous approval by the board, to approve Resolution 887, appointing members to various boards.*
5. *It was moved and seconded (Councilmember Gochnauer, Councilmember Rannels) with unanimous approval by the board, to approve the Fire Police Event Schedule for 2024, to include any additional events.*
6. *It was moved and seconded (Councilmember Valdez, Councilmember Sharp) with unanimous approval by the board, to approve the Operation & Maintenance (O&M) Agreement between East Hempfield Township and East Petersburg Borough for traffic signal advanced warning signage for the Graystone and Main Street (PA SR 72) project.*
7. *It was moved and seconded (Councilmember Sharp, Councilmember Schick) with unanimous approval by the board, to recommend Josh Roberts to perform the functions of an Emergency Management Coordinator for East Petersburg Borough on a temporary basis until one is permanently appointed.*
8. *It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) to approve Cohen Law Group proposal for Right of Way Management Ordinance Services and for Manager St. Clair to sign.*

**Extra Items (Issues arising in the last 24 hours):** None.

Manager St. Clair said this is only to consent to the assignment of the agreement if the property transfers. Nothing changes with the agreement. They do not have a settlement date yet. The buyer is aware of the agreement.

1. *It was moved and seconded (Councilmember Gochnauer, Councilmember Schick) to approve assignment of approval agreement if the property of Chancey's Pub transfers.*

**Announcements:**

1. The next Borough Council meeting will be held on Tuesday, February 6, 2024
2. Appeals Board January 11 - 7 PM as needed
3. Planning Commission January 18 - 7 PM as needed
4. Zoning Hearing January 24 - 7 PM as needed
5. Committee January 25 - 6 PM
6. January 6 - Tree Chipping Event held by the Boy Scouts at East Petersburg Community Park from 8:00 – 2:00.  
Sign up at the borough office for curb side pick-up or you can drop off your tree the day of the event.
7. If a snow event happens and a snow emergency is declared, it will be posted on the website and WGAL.

**Executive Session for legal and personnel matters:** None.

**Adjournment:** 8:03 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary

MINUTES OF THE REGULAR MEETING  
OF THE EAST PETERSBURG BOROUGH COUNCIL

<b>DATE AND TIME:</b>	February 6, 2024	7:00 p.m.
<b>LOCATION:</b>	Community Center	6051 Pine Street
<b>ATTENDANCE:</b>	Council Members:	Debra Miller, President John Schick, Vice President Adam Gochnauer, Pro Tem John Herr Randy Rannels William Sharp (Absent) Sandra Valdez James Malone Karen St. Clair Jeff Moseman
	Mayor:	
	Borough Manager:	
	MS4/Project Supervisor:	

**President Miller called the regular Council meeting to order.**

**Pledge to Flag and Moment of Silence.**

**Visitors:** Karyl Carmignani, David Connor, Tammy & Jeff Moseman, John Nolt, Don Kissinger, Melanie Martinez, Jamie Rohrer, Caleb Simmens, Ted Moyer, Josh Roberts, Joyce & Frank Mokros, Roger Howard

**Visitor Comments:**

1. **David Conner** - Voiced concern for the railroad track on Steven Street not being marked with advanced warning sign that the road crosses the railroad ahead. The pavement markings are not there. It should have a yellow circular sign advancing warning to alert drivers that cross the road and a stop line painted across the road to identify where to stop. It is marked heading west on East Hempfields side. John Schick said it is warranted that we should put the yellow sign up 500 ft. in advance and paint yellow lines. Gates and lights are not warranted for this area.
2. **Joyce Mokros** – Asked what the money from the sale of the borough buildings was used for. Manager St. Clair said it was invested to be used for future projects coming up.

**Bill Payment:** Reviewed by Council.

**Police Report:** Report submitted to Council.

Chief Kilgore reported the following:

There were 2 big incidents in the borough in the last 2 weeks. He said they deal with a lot of families and a lot of hurt and does not want to downplay this, but at the same time they have an investigation to do.

Fire on High Street: domestic dispute led to intentional fire started by Mr. Hackman which led to a stand-off and then suicide situation. Mrs. Hackman and family dog were able to get out safely. Initially they were trying to protect the officers and firefighters to avoid anyone getting shot. When the fire became large and they were certain Mr. Hackman was no longer a threat, they were able to enter the home. The firefighters did an awesome job and were able to knock the fire down quickly. The officers and the fire dept. did meet to talk about the situation to discuss what went well and what they can do better. No innocent persons were hurt.

Stabbing on Lawnwood Ct.: The person who committed the crime fled on foot. The information that was given to the 911 center by a caller was a fire, and shots were fired. This led to shelter in place, slowed traffic and contacting school. Fortunately, they were able to locate him and put him in custody within an hour. This is an ongoing investigation.

He said the officers did a great job on this. The victim is in the hospital and is expected to make a full recovery.

Tammy Moseman said there was some confusion on Facebook about where the notification would come from for an incident like this. She asked if the school should have notified the parents of the incident that occurred and that they were in lockdown. Mrs. Moseman said she did receive the notification about the High St. incident, and it was very affective. She thanked the officers for what they do for the borough.

Chief Kilgore said he made the phone call to the school himself and it was precautionary. He contacted the school to ask them to keep the kids inside and the superintendent of the school put something together for the website, which was approved by Chief Kilgore. The lockdown was lifted very shortly after, approximately 35-40 minutes. James Rohrer said two weeks ago a new reverse 911 alert became available that you have to sign up for. The incident on Hight St. was the first time it was ever used in Lancaster County. You can go onto the Lancaster County or LCEMA website and see how to sign up for the reverse 911 notification system. Chief Kilgore said this notification system is new and they will put information on their website about this. It was asked how quickly the officers were able to respond to the call. Chief Kilgore said the officer was there within 2-3 minutes.

Chief Kilgore is working on the strategic plan. The previous plan focused on reducing, solving, and preventing crime. With the new technology they have been able to track crimes. The previous plan also focused on training, investigating/follow-ups, and county engagement. He is a firm believer that community engagement is something that happens every day. Every time our officers engage with someone in the community, it is an opportunity to have community engagement. It should be something we do every day and not just at an event or a meeting. They are looking at ways to improve this especially with the schools. He is planning joint training w/fire dept. and other police departments.

He has changed scheduling to maximize supervision and the number of officers on the street.

They have a Crimewatch page to keep residents informed and they will continue to do this.

Embracing and integrating technology is something they are always looking at and has been used as a time saving tool.

Communication is important and they will continue to attend meetings and have honest conversations.

They have been fiscally responsible and plan to continue to stay on, or under budget. They will continue to keep a separate fund for retired officers.

They continue to get better with work force retention/employee satisfaction. Programs are now available for officer wellness. Many initiatives have been made to make sure their officers are taken care of. Officers will soon have an app on their phones to give immediate access for any kind of help and guidance. There is a high rate of suicide in this profession.

Oversight is very important - they have a supervisor on duty 24/7. Leadership is another main focus and have been working on this through training programs.

They developed a program called RCAT - six officers will be a liaison between four school districts and will be going into the schools to do programs, go to afterschool programs, have lunch with the kids, and be a liaison for the teachers and administrators. This will be a good way to establish relationships with the kids. This is in place of an SRO program.

Traffic is their number 1 complaint. There has been 7 fatal accidents in the last 7 months, which is unheard of. He would like to implement a designated traffic unit down the road. Currently officers are handling up to 15 calls in a shift and then have to do traffic enforcement on top of it.

This year they will be alternating specialist officers to attend the meetings so everyone can learn who their department is.

They will present the yearend report in the next month or two.

Tammy Moseman asked if they have emotional support animals. Chief Kilgore said there is a litany of things that go along with this. It's a great tool, but there is a lot of downside to this e.g., time, money, and regulations. He said if there is an officer that would need it, he would not be opposed to it. Mrs. Moseman said she knows someone who breeds them and would be willing to help with this if it is ever needed.

**Mayor's Report:** Mayor Malone was in attendance.

Attended Lancaster County Borough Association meeting and PA State Mayor Association meeting.

Discussions with Chief Kilgore.

Reviewed borough code and new legislation.

February is Child Dental Care month and Black History month.

If there is a child in need of severe dental care there is a program for this. If you know of someone in need, please reach out to the Mayor.



**Emergency Medical Service:** Report submitted to Council.

Nathaniel Buchanon was not in attendance.

Deb Miller pointed out there were 20 calls in January.

**Emergency Services Coordinator:** Report submitted to Council.

Josh Roberts reported the following:

Started reviewing the Comprehensive Emergency Management Plan that we received.

First EMC meeting of the year will be 2/21/2024 @ 6:30 p.m. at the fire hall conference room.

Started reviewing an emergency plan from an outside event that received approval from the events committee.

Set up location on Microsoft Teams on the internal system to store the EMC documents.

Created EMC goals for 2024:

Working on coming up with standard operating checklist for EMC annual duties, special event review/process, and also working with fire dept. and police dept. for emergency response to incidents. Also looking into what would make their process easier.

Started looking into ways we can engage the community. Would like to work with fire department on at least one fire prevention. Would like to get a child safety car seat check on an event day. Trying to build on the sustainability of the program and possibly working toward an emergency management committee where we have a few local individuals that would be involved instead of just one person. Mr. Roberts said a lot of these positions across the county are volunteer and he is not convinced that this needs to be a paid position. This could be something that we do with community engagement, and he will continue to look into this further.

Met with Borough Manager to stay in touch to learn about this position and responsibilities.

Went to the High St. incident debrief. Completed all of his online first year associate level certification courses. He just needs the 2 in-person classes. Went to an in-service training by Lancaster County EMA. Went to the High St. incident and mostly observed the Fire Chief and Deputy CFO running the incident command. He Coordinated getting public works to salt the street. He also checked with Red Cross for displacement services.

**Fire Dept.:** No report submitted.

James Rohrer reported there were 43 calls in January: 20 in East Hempfield Twp., 10 in East Petersburg Borough, 1 in Manheim Borough, 8 in Manheim Twp., 2 in Manor Twp., and 2 in Penn Twp.

In July-2022, 9 fire departments including East Petersburg FD, received a shared 3-year grant in the amount of \$755,555.00 for recruitment and retention. This grant has its own recruitment and retention coordinator that is paid for through FEMA. Kay Marketing has been hired to do a marketing program. They will be at EP fire dept. with cameras on Friday night. They will be doing other video programs and roll-out. Chief Rohrer said if recruitment and retention doesn't work we need to start looking for other ideas. This is the third grant they have received for recruitment and retention.

Last Friday, East Petersburg was awarded \$16,951.00 through a state grant and that will replace our over 20 year old nozzles, some appliances, and some of the hose. The grant through FEMA is again now open, and they will apply to try to replace their over 14 year old SCBA that as of next year we will no longer be able to use. These are \$8,000.00–\$9,000.00 an air pack.

Lancaster County is giving emergency responders/volunteers who do 15 hours - \$150.00 rebate on their real estate taxes. This started in 2023 and will be available for 2024. EHT does this for their emergency services personnel who run their 1<sup>st</sup> due district. They also do a higher education reimbursement in the amount of \$2,500.00. In York County, Shrewsbury Borough gives credits for local and county taxes and the school district is giving them full credit for property tax. They are retaining volunteers because of this program. Chief Rohrer said once they are through this, they will be sitting down with Borough Council for a meeting.

**Borough Manager:** Report submitted to Council.

Manager St. Clair reported the following:

Received \$707.00 grant money for calendars.

Liquid Fuels audit report was received back - there were no findings or discrepancies.

Workers Comp. audit was completed mid-January. The audit resulted in an additional premium of \$1,680.00. Their calculations were verified, and they were correct.

Last month, we added multi-factor authentication. Insurance companies are starting to require this.

Jeff Moseman will be submitting information on Pickel Ball project. Last year, we applied for a grant for this, and we did not receive it. Manger St. Clair and Jeff Moseman have been brainstorming for ideas and Mr. Moseman

has put together a packet for council to look at. Mr. Moseman said we could look for another grant, but this will involve time and money. We can self-fund with borough funds, or we can try to look at other options. There is empty space at the volleyball court at the community park. There is room for 4 courts in that same spot. The preliminary cost is \$17,000.00. The parking lot area is an area that gets used 2-3 times a year. Grass areas could be used for parking if needed those 2-3 times a year. The amount budgeted for court repairs/maintenance was \$25,000.00 and an amount of \$35,250.00 was budgeted pending we were granted the pickleball project. This leaves \$60,250.00 available to use for pickleball courts. Deb Miller asked if this will be put on the agenda at the end of the month. Manager St. Clair said it will be put on the committee mtg agenda for discussion. Adam Gochnauer said since we have a board member on HARC and a good relationship with HARC, maybe it would be worthwhile to reach out to Jeff Book and see if there is a partnership opportunity for this project. He agrees if we have to do it ourselves, this is the way to go, but for the big project this might be a good place to start. HARC doesn't have any pickleball courts and they are using the gym, which isn't an ideal situation and they do have a need for courts. He thinks it would be worth reaching out to see if there is an opportunity for a partnership. They might be able to get grants or subsidize this and put up money to have a mutual agreement for them to use the courts for their leagues. John Schick asked if HARC already has an agreement with E. Hempfield Twp. at Amos Herr Park. Mr. Gochnauer said he knows they do have leagues play there, but it might be something they would be interested in as another option.

**Department Managers:**

Scott Liggins pointed out the following from the department reports:

Public Works: Sweeper in shop for winter maintenance, potholes filled in various spots, snow events 1/16 & 1/19.

MS4/Special Projects: Multiple incidents of vehicles parked in grass and dragging mud into roadway- doorhanger for violations given along with MS4 education. 2023 Annual Water report submitted – average usage was 100,384,139 gallons. Bioswale Meadows foot bridge pre-bid meeting scheduled for 2/6/2024. Lancaster County Community ARPA funding round 2 future meeting t.b.d.

Water Dept.: Water staff attended the ELANCO Source Water Collaborative annual source water protection meeting. Pre-construction meeting was held at Koser Rd Spring Plant. A tentative start date for work to begin is April 1, 2024. Research and price quotes for PFAS testing. This is set to begin in February 2024.

PFAS is a large class of synthetic chemicals that have been in use since the 1940's. This class of chemicals is often referred to as forever chemicals because they end up in the environment. They are found in different products such as clothing, carpeting, non-stick cookware, firefighting foam, cosmetics, adhesives, and more. DEP wanted to get ahead of EPA regulations that will be coming out in the future. Federal Government hasn't set any kind of maximum levels yet. PA and a few other states have decided to see what the levels are going to be. This is in addition to the testing we already do, and it is required by DEP. We were given a list of accredited laboratories that do this. We narrowed it down to three of them.:

NJ Reider & Assoc. – \$6,919.60

Analytical Laboratory Services – \$4,680.00

Suburban Testing labs – \$2,680.00

Mr. Liggins recommended Suburban Testing Laboratories. He said they seem to be far superior. They are the only laboratory here that does the testing in-house and do all the sampling and they are local.

Mr. Schick asked if the new readers can read all the meters. Mr. Liggins said there are only 12 meters that still need readers and then all the meters will be able to be read with the radio reader.

**Zoning Officer Report:** Report submitted to Council.

Council liked the new report format.

It was pointed out that Glo Fiber has begun running underground lines in the County and is working in Manheim Twp. currently. Jeff Moseman said they will need to pull permits when they start working in the borough. Jamie Rohrer said they have had some calls due to contractors hired by Glo Fiber hitting gas lines. Lawns are also being dug up. Manager St. Clair said she will reach out to the manager of Manheim Twp. to see what complaints they are receiving so it can be addressed at their meeting with them. Scott Liggins said he has seen miscommunication with the contractors hired by Glo Fiber. They were called out to mark lines more than one time for the same site because of this.

**Property Violation Report:** Report submitted to Council.

Mainly for vehicles and sidewalks.

**Solicitor/Collections Report:** Report submitted to Council.

**HARC:** (Hempfield Area Recreation Commission) – Debra Miller – Membership is up 14%. The pool is having trouble with its dehumidification, and it is closed during repairs. They are hoping the repairs will be done shortly.

**Old Business:**

Review of January 25, 2024, Committee Meeting Topics: Amanda Reilly-Sokoli-PA Furniture Mission, Tom Arnold – EMC Position, Kristin Troop – Events Committee, Amendment Ordinance for Ridge Ave and Carpenter St, Res. 889-DCNR Park Grant project, Proposals for auditing services, Resolution 890 - Appointing White & Rudy as Auditor, Aging trees at the swimming pool, Account payables 01/25/2024, 4Q23 Financial review, Misc. Items, Fire Co. financials, 10/26/2023 Committee mtg minutes, Payment no.1 to Telco, Inc. for traffic signal improvements, Advertisement for footbridges for the Meadows Bio-swale project, Executive session for legal and personnel matters.

**New Business – Action Items:**

President Miller asked if there were any questions on the new business items.  
There were no questions about the new items listed below.

1. *It was moved and seconded (Councilmember Rannels, Councilmember Valdez) with unanimous approval by the board, to approve January 2, 2024, Council Meeting Minutes.*
2. *It was moved and seconded (Councilmember Valdez, Councilmember Schick) with unanimous approval by the board, to approve Ordinance 324, amending the East Petersburg Zoning Ordinance to add definitions for short term rentals. This ordinance amends zoning ordinance no. 254.*
3. *It was moved and seconded (Councilmember Schick, Councilmember Herr) with unanimous approval by the board, to approve Ordinance 325, to regulate short term rental units in East Petersburg Borough.*
4. *It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) with unanimous approval by the board, to approve Lancaster County Tax Claim Bureau Certification of uncollected taxes.*
5. *It was moved and seconded (Councilmember Gochnauer, Councilmember Rannels) with unanimous approval by the board, to approve Borough Manager's Contract for the period of 01/02/2024 through 01/05/2026.*
6. *It was moved and seconded (Councilmember Valdez, Councilmember Schick) with unanimous approval by the board, to approve advertisement of Ordinance 326, Amending parking for Ridge Ave. and Carpenter St.*
7. *It was moved and seconded (Councilmember Gochnauer, Councilmember Herr) with unanimous approval by the board, to approve Suburban Testing Labs for analytical laboratory testing of PFAS.*
8. *It was moved and seconded (Councilmember Gochnauer, Councilmember Valdez) with unanimous approval by the board, to approve 2024 PA-Classics Soccer Tournaments.*

**Extra Items (Issues arising in the last 24 hours):** None.

**Announcements:**

1. The next Borough Council meeting will be held on Tuesday, March 5, 2024.
2. Appeals Board February 8 - 7 PM as needed
3. Planning Commission February 15 - 7 PM as needed
4. Zoning Hearing February 28 - 7 PM as needed
5. Committee February 22 - 6 PM

6. The office will be closed February 19 in observance of Presidents Day.
7. Lions Club Spaghetti Dinner will be held February 24, 2024 from 4:00 p.m. – 7:00 p.m. at EP Mennonite Church. Tickets will be available from any Lion – Adults \$12, Kids 6-12 \$6, under 6 free. You can also pay at the door.

**Adjournment:** 8:18 p.m.

**Executive Session for legal matters:** In: 8:28 p.m. Out: 9:26 p.m.

Respectfully Submitted,  
Kim Strayer, Recording Secretary